

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, April 16, 2026

1:30 p.m.

Southeastern Wisconsin Regional Planning Commission
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, WI 53188

Meeting Occurred in Person and Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

Michael Crowley, Chair
Dewayne Johnson
Natalia Minkel-Dumit
Robert Pitts
Isaac Rowlett

Charles Colman
Brian Holt
Trevor Jung

Staff:

Stephanie Hacker	Executive Director
Benjamin McKay	Deputy Director
Christopher Hiebert	MPO Director
Eric Lynde	Special Projects Director
Tom Cincotta	Interim Controller
Tri Nguyen	Senior Accountant

ROLL CALL

Chair Crowley called the meeting to order at 1:30 p.m. Roll call was taken, and a quorum was declared present.

APPROVAL OF MINUTES OF MARCH 19, 2026

Chair Crowley asked if there were any changes or additions to the March 19, 2026, Executive Committee meeting minutes. There were none.

On a motion by Mr. Pitts, seconded by Mr. Johnson, and carried unanimously, the minutes of the Executive Committee meeting held on March 19, 2026, were approved as published.

REVIEW OF PRELIMINARY REVENUE RANGE ESTIMATES FOR 2027 BUDGET

Chair Crowley requested Mr. Hiebert review the preliminary revenue range estimates for the 2027 Budget. Mr. Hiebert explained a handout has been distributed that presents revenue estimates for the 2027 Budget. It includes high and low estimates in four categories:

- Federal grants
- State funding
- Service agreements
- Regional support

The following questions and comments were made during the review.

In response to an inquiry by Mr. Pitts, Chair Crowley stated that as a result of last year's budget discussion, the Commissioners wanted to start discussing the budget earlier in the year.

In response to an inquiry by Mr. Rowlett, Mr. Hiebert stated staff will review potential expenditures for 2027 and determine needed adjustments.

In response to an inquiry by Mr. Johnson, Mr. Hiebert stated staff does not expect a reduction in Federal or State funding due to the pending Washington County withdrawal from the Regional Planning Commission. Ms. Hacker emphasized the County charge that would have been provided by Washington County has not been dispersed across other Counties in the estimates of regional support.

In response to an inquiry by Mr. Pitts, Ms. Hacker stated that based on the possible rate used to calculate regional support, and with Washington County's decision not to fund the Commission in 2027, the Commission may only see about \$50,000 less than the total regional support in Commission budgets between 2006 and 2025.

In response to an inquiry by Mr. Pitts, Ms. Hacker stated the Commission has staff vacancies.

In response to an inquiry by Ms. Minkel-Dumit, Mr. Hiebert stated staff will provide proposed revenues that fall within the low and high estimates as part of the budget assumptions to be considered by the Committee in May.

In response to an inquiry by Mr. Johnson, Chair Crowley stated the Commission has not yet received payment from Washington County for 2026.

Chair Crowley then thanked the team developing the 2027 revenue range estimates and recognized them for their efforts following Ms. Larsen's retirement.

CONSIDERATION OF SERVICE FEE SCHEDULE MODIFICATIONS

Chair Crowley asked Ms. Hacker to review the proposed service fee schedule modifications. Ms. Hacker explained the layout of the schedule and new items for consideration. Ms. Hacker stated that if approved, leadership staff would next meet with division heads for their review.

Ms. Hacker asked Mr. McKay to present the remainder of the information. Mr. McKay explained the modifications resulting from Washington County's nonpayment of the 2026 regional charge and pending withdrawal from the Regional Planning Commission. He also explained new definitions and services included in the schedule. Chair Crowley stated that the fee modifications resulting from Washington

County's pending withdrawal may not be applied if the County makes payment, chooses not to withdraw, or returns to the Regional Planning Commission.

The following questions and comments were made during the review.

In response to an inquiry by Chair Crowley, Ms. Hacker stated the modified schedule would be posted on the Commission's website by the end of this month if it is approved.

In response to an additional inquiry by Chair Crowley, Ms. Hacker stated that the modified schedule can be shared with the Counties, including Washington County, through the website and in correspondence to the Counties.

In response to an inquiry by Mr. Johnson, Chair Crowley explained Washington County has stated communication from the Commission has been a concern. Mr. Johnson expressed concern for the communities in Washington County that may benefit from Commission services.

In response to an inquiry by Ms. Minkel-Dumit, Ms. Hacker stated that there is no change in the fee for sewer service extension reviews other than in Washington County.

In response to an inquiry by Mr. Rowlett, Ms. Hacker stated that the Commission at this time is unable to provide many services to communities within Washington County without payment, which is why many services are listed as unavailable within Washington County.

In response to an inquiry by Mr. Johnson, Mr. McKay stated Commission staff will continue to provide sewer service area planning services to communities in Washington County, including those in progress. New sewer service area planning services will be subject to the new fee schedule.

In response to an inquiry by Mr. Johnson, Mr. McKay stated the cost of sewer extension reviews has not been an issue for applicants, who typically come from the private sector.

In response to an inquiry by Mr. Rowlett, Mr. McKay stated sewer service area planning is done by the Commission in Southeastern Wisconsin as the designated Areawide Water Quality Planning Agency.

There being no further questions or comments, on a motion by Ms. Minkel-Dumit, seconded by Mr. Rowlett, and carried unanimously, the service fee schedule modifications were approved.

REVIEW AND CONSIDERATION OF COMMISSIONER PER DIEM

Ms. Hacker stated the Committee has discussed reviewing the Commissioner per diem structure annually.

Mr. Pitts stated the Bylaws were amended as a result of last year's discussion, during which time meal expenses were replaced with an increased per diem from \$150 to \$175.

There being no further questions or comments, on a motion by Mr. Pitts, seconded by Mr. Johnson, and carried unanimously, the Commissioner per diem was approved without change.

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES THROUGH MARCH 29, 2026

Chair Crowley introduced Interim Controller Tom Cincotta. He then asked Mr. Cincotta to present the statement of revenues and expenditures. Mr. Cincotta explained that the Statement is similar to what Ms. Larsen had produced in the past. Ms. Hacker added that staff will continue to produce the statement in this fashion with reference to the prior fiscal month as the closing date.

There being no questions or comments, on a motion by Mr. Pitts, seconded by Mr. Johnson, and carried unanimously, the Statement of Revenues and Expenditures through March 29, 2026, was approved (copy attached to Official Minutes).

CONSIDERATION OF DISBURSEMENTS

2026 Check Register dated March 13, 2026

Ms. Hacker introduced Senior Accountant Tri Nguyen to the Committee and thanked him for his work managing the check registers.

Copies of the Check Register dated March 13, 2026, were distributed to the Committee.

There being no questions or comments, on a motion by Mr. Johnson, seconded by Ms. Minkel-Dumit, and carried unanimously, the Commission disbursements for the March 13, 2026, Check Register were approved for signature by Chair Crowley, Mr. Holt, and Ms. Hacker (copy attached to Official Minutes).

2026 Check Register dated March 27, 2026

Copies of the Check Register dated March 27, 2026, were distributed to the Committee.

Ms. Minkel-Dumit stated that it would be helpful if staff sent out a reminder to submit mileage expenses at the end of June.

There being no further questions or comments, on a motion by Mr. Pitts, seconded by Mr. Johnson, and carried unanimously, the Commission disbursements for the March 27, 2026, Check Register were approved for signature by Chair Crowley, Mr. Holt, and Ms. Hacker (copy attached to Official Minutes).

CONSIDERATION OF COMMISSION CONTRACTS

Chair Crowley asked Mr. McKay to review the proposed contracts. Mr. McKay explained there are 38 new contracts in this report, many of which are for wetland delineations.

In response to an inquiry by Mr. Johnson, Mr. McKay stated that Washington County communities are still eligible for sewer service area planning services under the Annual Water Quality Planning contract with the Wisconsin Department of Natural Resources, but there will be higher fees for these services within Washington County due to the County's decision not to fund the Commission in 2026 and 2027.

There being no further questions or comments, on a motion by Mr. Johnson, seconded by Ms. Minkel-Dumit, and carried unanimously, the contract report was accepted, and the report was placed on file (copy of report attached to Official Minutes).

WORK PROGRAM PROGRESS REPORT

Chair Crowley asked Mr. McKay to review the Work Program Progress Report. Mr. McKay reviewed the report and noted that the report identifies key regional and selected community and county assistance efforts (copy of report attached to Official Minutes).

In response to an inquiry by Ms. Minkel-Dumit, Mr. McKay explained staff anticipates starting work on the Ozaukee County Hazard Mitigation Plan update in 2027. He noted these plans need to be updated every five years for Counties to remain eligible to apply for grants from the Federal Emergency Management Agency to fund mitigation projects.

In response to an inquiry by Mr. Johnson, Mr. McKay stated that the Commission could create a presentation to inform the Planning and Research Committee about the benefits associated with transit.

There were no further questions or comments.

CORRESPONDENCE AND ANNOUNCEMENTS

Ms. Hacker announced the next Planning and Research meeting will be held May 5th at 1:30 p.m. The next Executive Committee meeting will be held on Thursday, May 21st at 1:30 p.m. Lastly, she announced the Annual Commission meeting will be held on June 17th at 3:00 p.m. in Waukesha County.

Chair Crowley thanked the Commissioners for taking the time to review the Chair's monthly email report and stated he attended the recent all-staff meeting of the Commission, noting a positive experience conversing with staff and expressed interest in attending future all-staff meetings.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:40 p.m. on a motion by Mr. Pitts, seconded by Ms. Minkel-Dumit, and carried unanimously.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary