MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, May 21, 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
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

Guests:

Michael Anderson	CPA, Clifton Larson Allen

ROLL CALL

Chair Crowley called the meeting to order at 1:30 p.m. Roll call was taken, and a quorum was declared present. Mr. Crowley introduced Committee employees Interim Controller Tom Cincotta and Senior Accountant Tri Nguyen and welcomed guest Michael Anderson to be present for the audit report.

APPROVAL OF MINUTES OF APRIL 16, 2026

Mr. Crowley asked if there were any changes or additions to the April 16, 2026, Executive Committee meeting minutes. There were none.

On a motion by Mr. Pitts, seconded by Mr. Holt, and carried unanimously, the minutes of the Executive Committee meeting held on April 16, 2026, were approved as published.

CONSIDERATION OF APPOINTMENTS TO THE COMMUNITY ENGAGEMENT AND BENEFITS TASK FORCE

Mr. Crowley asked Mr. McKay to provide an overview of the potential appointments to the Community Engagement and Benefits Task Force.

Mr. McKay stated that Jennifer Harris is a potential appointment for the vacant City of Milwaukee position. She is currently the Deputy Director of the Comprehensive Injury Center for the Medical College of Wisconsin. Mr. McKay stated she previously worked as a Special Project Manager and Consultant for the Community Development Alliance in Milwaukee.

On a motion by Mr. Johnson, seconded by Ms. Minkel-Dumit, and carried unanimously, Ms. Harris was approved as an appointment for the City of Milwaukee.

Mr. McKay then stated that Sarah Nichols is a potential appointment for the vacant Walworth County position. She has a long history working with nonprofits and has been the Executive Director of the Open Arms Free Clinic in Elkhorn, Wisconsin since 2013.

On a motion by Mr. Holt, seconded by Mr. Jung, and carried unanimously, Ms. Nichols was approved as an appointment for Walworth County.

PRESENTATION AND CONSIDERATION OF THE 2025 COMMISSION AUDIT REPORT

Ms. Hacker thanked Clifton Larson Allen staff, former Director of Administration Elizabeth Larsen, and Interim Controller Tom Cincotta for their diligence on the audit. Ms. Hacker added that materials were provided to Committee members prior to the meeting. Mr. Anderson then thanked the Commission staff for its effort in ensuring the process went smoothly and provided a presentation of the audit.

The following questions and comments were made during the presentation.

In response to an inquiry made by Mr. Crowley, Mr. Anderson stated Clifton Larson Allen has been performing the Commission's audit for about seven or eight years.

In response to an additional inquiry made by Mr. Crowley, Mr. Anderson stated there have never been any concerns about fraudulence, and his company performs tasks utilizing both in-person and virtual methods, depending on the client's preference, to ensure a collaborative approach for all situations.

In response to an inquiry made by Mr. Johnson, Mr. Anderson explained possible roles of the Treasurer for an agency like the Commission.

There being no further questions or comments, on a motion by Mr. Holt, seconded by Mr. Jung, and carried unanimously, the 2025 Commission audit report was approved.

CONSIDERATION OF THE REPORT ON STAFF COMPENSATION

Mr. Crowley asked Ms. Hacker to present the report on staff compensation approved by the Ad Hoc Salary Committee, which included Commissioners Crowley, Hanson, Holloway, and Stelter in attendance. Ms.

Hacker explained that the Ad Hoc Salary Committee met earlier in the day to review and recommend staff salary adjustments to be in effect from July 2026 through June 2027. The proposed salary adjustments average 3.07 percent, or a total of about $161,000. Excluding promotions and equity adjustments, the proposed increase in salaries based on merit is 2.85 percent.

On a motion by Mr. Johnson, seconded by Ms. Minkel-Dumit, the Commission 2026-2027 salary adjustments were approved following a roll-call vote of ayes by Mr. Rowlett, Mr. Holt, Mr. Pitts, Mr. Johnson, Mr. Jung, Ms. Minkel-Dumit, and Mr. Crowley.

REVIEW AND CONSIDERATION OF BUDGET ASSUMPTIONS FOR 2027

Mr. Crowley stated that Mr. Hiebert and Ms. Hacker will present the budget assumptions for 2027. Mr. Hiebert stated that these assumptions will be brought to the Full Commission in June. Mr. Hiebert then stated that grants for transportation planning are slightly higher than the 2026 Budget, which is consistent with conversations with WisDOT staff. He also stated a decrease of about $900,000 to the overall revenues is assumed, which is due in part to the 2026 Budget including funds for the Orthoimagery Program and the Regional Chloride Impact Study.

Mr. Hiebert noted a 2 percent increase in the regional charge to the Counties is included in the assumptions with the net change being a $151,000 decrease due to the pending withdrawal of Washington County from the Regional Planning Commission. Mr. Hiebert stated that Washington County's equalized tax value has been removed from the 2027 Budget assumptions. He then noted Commission staff is assuming a $350,000 use of the Reserve Fund to close the gap as a short-term solution.

Mr. Hiebert stated that the proposed budget assumptions for 2027 would accommodate a 2 percent increase in overall staff salary increments based on merit in the second half of 2027 and the assumptions include a 10 percent increase over the 2026 projected health insurance costs.

The following questions and comments were made after the presentation.

In response to an inquiry made by Ms. Minkel-Dumit, Mr. McKay stated the Commission applied for a Short-Term Planning Assistance Grant from the U.S. Economic Development Administration (EDA), which is included in the 2026 Budget. The EDA is still considering the application for approval. Mr. Hiebert stated there is a grant included in the budget assumptions for 2027 for about $36,000 to $38,000 to study transit extension into western Racine County. He added that the grant has not been applied for yet.

In response to an inquiry made by Mr. Pitts, Ms. Hacker explained that a conversation about the vacant rental space is forthcoming.

In response an inquiry made by Mr. Johnson, Mr. McKay stated that staffing levels had remained relatively consistent while developing the Regional Chloride Impact Study.

There being no further questions or comments, on a motion by Mr. Johnson, seconded by Mr. Holt, and carried unanimously, the budget assumptions for 2027 were approved (copy attached to Official Minutes).

CONSIDERATION OF COMMISSION BUSINESS INSURANCE RENEWAL

Ms. Hacker explained that this document was provided to each member of the Committee prior to the meeting and presented the information, noting that the Commission staff would coordinate with Brown & Brown to update insurance related to the new Milwaukee office location.

There being no questions or comments, on a motion by Ms. Minkel-Dumit, seconded by Mr. Rowlett, and carried unanimously, the Commission business insurance renewal was approved.

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES THROUGH MAY 3, 2026

Copies of the Statement of Projected Revenues and Expenditures as of May 3, 2026, were distributed for Committee review.

In reviewing the Statement with the Committee, Ms. Hacker called attention to the following items:

1. The Federal and State revenue entries remain unchanged from the report presented at the April meeting.

2. The service agreement revenues remain unchanged from the report presented at the April meeting.

3. The Commission had on hand as of May 3, 2026, approximately $9.48 million. Funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 3.69 percent interest, and certificate of deposit accounts. The Spring Bank CD is renewed through August 2026, with a 4.28 percent annual percentage yield.

4. This Statement reflects the January 2022 approved Commission Reserves Policy. The minimum and maximum reserve fund amounts have been noted. These numbers reflect the findings of the 2025 audit.

There being no questions or comments, on a motion by Mr. Johnson, seconded by Mr. Jung, and carried unanimously, the Statement of Revenues and Expenditures through May 3, 2026, was approved. Mr. Pitts was out of the room for the vote.

CONSIDERATION OF DISBURSEMENTS OF THE FOLLOWING FINANCIAL REPORTING PERIODS

A motion was made by Mr. Jung and seconded by Mr. Johnson to approve the Commission disbursements for the April 10, 2026, April 24, 2026, and May 8, 2026, Check Registers for signature by Chair Crowley, Mr. Holt, and Ms. Hacker.

There being no questions or comments, the motion was approved unanimously (copy attached to Official Minutes). Mr. Pitts was out of the room for the vote.

REVIEW AND CONSIDERATION OF CONTRACTS

Mr. Crowley asked Mr. McKay to review the proposed contracts. Mr. McKay noted the contract and agreement report the Committee members received prior to the meeting lists three contracts.

There being no question or comments, on a motion by Ms. Minkel-Dumit, seconded by Mr. Pitts, and carried unanimously, the contract and agreement report was approved (copy attached to Official Minutes).

REVIEW AND CONSIDERATION OF TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT (RESOLUTION NO. 2026-05)

Mr. Crowley asked the Commission to consider adoption of Resolution No. 2026-05, which is an amendment to the Transportation Improvement Program for Southeastern Wisconsin: 2025-2028. Mr. Hiebert presented Resolution 2026-05, amending the 2025-2028 Regional Transportation Improvement Program (TIP). He stated there are 16 existing projects being changed and 17 new projects being added into the TIP. He noted the projects included in the amendment are summarized in Table 1 attached to the resolution, and they are in conformance with the regional transportation plan. He also stated the projects have been endorsed by the Advisory Committees on Transportation System Planning and Programming for the Milwaukee, Racine, and Kenosha Urbanized Areas.

There being no questions or comments, on a motion by Mr. Johnson to approve Resolution No. 2026-05, seconded by Mr. Pitts, and carried by a vote of 7 ayes and 0 nays, Resolution No. 2026-05 was approved (copy of Resolution 2026-05 attached to Official Minutes).

STAFF REPORT ON WORK PROGRAMS

Mr. 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).

Mr. Hiebert stated that the Transit Benefits Study for Milwaukee County was praised at the Milwaukee County Committee on Transportation and Transit during a presentation by Commission staff earlier in the month and there would be a larger conversation about the study with Commissioners later this year.

CLOSED SESSION

Mr. Crowley stated that in pursuant to Wis. Stats. Sec. 19.85(1)(g), he was requesting a motion for the Committee to go into a closed session for the purpose of conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which the Commission is or is likely to become involved; namely, potential litigation concerning the failure of a member county to include the Commission’s service charge in its annual budget. It was moved by Mr. Holt and seconded by Mr. Pitts to go into closed session. Following a roll-call vote of ayes by Mr. Rowlett, Mr. Holt, Mr. Pitts, Mr. Johnson, Mr. Jung, Ms. Minkel-Dumit, and Mr. Crowley, the Committee moved into a closed session.

On a motion by Mr. Holt, seconded by Mr. Pitts, the Committee returned to open session.

DISCUSSION AND POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

On a motion by Mr. Holt, seconded by Mr. Pitts, and carried unanimously, the Committee directed Commission staff and legal counsel to send a letter to Washington County with the attachments as discussed, and initiate the necessary changes to Commission Bylaws to account for continued representation for the non-participating or withdrawn counties.

CORRESPONDENCE AND ANNOUNCEMENTS

Mr. Crowley announced that the Annual Commission Meeting would be held on June 17 at 3:00 p.m. in the Pewaukee Village Hall and noted that the June Executive Committee Meeting would be cancelled.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 3:50 p.m. on a motion by Mr. Pitts, seconded by Mr. Holt, and carried unanimously.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary

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SH/BRM/KO