

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**EXECUTIVE COMMITTEE**

Thursday, February 16, 2012

2:00 p.m.

SEWRPC Office Building  
Commissioners' Conference Room  
W239 N1812 Rockwood Drive  
Waukesha, Wisconsin 53187-1607

Present:

Excused:

Committee Members:

David L. Stroik, Chairman  
Thomas H. Buestrin  
James T. Dwyer  
Adelene Greene  
Nancy Russell  
Daniel S. Schmidt  
John F. Weishan, Jr.

Gilbert B. Bakke  
William R. Drew, Vice-Chairman  
Gustav W. Wirth, Jr.

Staff:

Kenneth R. Yunker  
Elizabeth A. Larsen  
Debra A. D'Amico

Executive Director  
Business Manager  
Executive Secretary

**ROLL CALL**

Chairman Stroik called the meeting to order at 2:00 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted that Mr. Bakke, Mr. Drew, and Mr. Wirth had asked to be excused.

**APPROVAL OF MINUTES OF MEETING OF JANUARY 19, 2012**

Chairman Stroik asked if there were any changes or additions to the January 19, 2012, meeting minutes.

On a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously, the minutes of the Executive Committee meeting held on January 19, 2012, were approved as published.

## **ADMINISTRATIVE COMMITTEE REPORT, MS. GREENE REPORTING**

Ms. Greene reported that the Administrative Committee, at its meeting held just before the Executive Committee meeting, had taken the following actions:

1. Reviewed and approved disbursements for two financial periods: Year 2012 No. 2 and No. 3; and, extending over the period January 2, to January 29, 2012.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the period ending January 29, 2012.
3. Considered and discussed the roof replacement and heating, ventilating, and air conditioning system replacement for the Commission building.

There being no questions or comments, on a motion by Mr. Dwyer, seconded by Ms. Russell, and carried unanimously, the Administrative Committee report was approved.

## **REPORT ON CONTRACTS**

Chairman Stroik asked Ms. Larsen to review the eight proposed contracts noting that the Committee members had received a table listing these contracts prior to the meeting. Ms. Larsen then briefly reviewed the contracts with the Committee.

Mr. Yunker noted that at the January Executive Committee meeting, contracts between the Commission and Milwaukee, Walworth, and Waukesha Counties for the Commission to provide County Surveyor services for each County were reviewed and accepted by the Committee. Mr. Yunker then noted that in response to the discussion at the January meeting regarding the work performed by the Commission as County Surveyor, an attachment was provided in the January Executive Committee Meeting Minutes which provides a description of the County Surveyor services that are provided to the Kenosha, Milwaukee, Walworth, and Waukesha counties. He noted that the staff also provides a detailed report annually to the responsible land information staff of each County for which the Commission is the County Surveyor. He stated that a copy of future annual reports will also be provided to the County Board appointed Commissioner as well. He then distributed the County Surveyor annual reports to the Commissioners for those same counties. Mr. Yunker then noted that Ozaukee County is exploring the possibility of contracting with the Commission to act as the Ozaukee County Surveyor. He stated that Commission staff had provided to County staff a description of the County Surveyor services the Commission would provide to the County, and a draft contract.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Ms. Russell, and carried unanimously, the report relative to the contracts was accepted and placed on file (copy of report attached to Official Minutes).

## **CONSIDERATION OF EXTENSION OF THE CONTRACT OF THE EXECUTIVE DIRECTOR**

Chairman Stroik stated that the original five year contract for the Executive Director now has less than two years left. He stated that it would be appropriate to consider an extension of the Executive Director's contract for three years bringing the length of this contract back to a five year term. Mr. Stroik indicated that he had discussed this with Mr. Yunker, and Mr. Stroik noted that Mr. Yunker was agreeable with a three year extension of the contract, which would provide that his salary in the year 2012 would be the salary as specified in the original contract, annual salary increases in each of the three additional years would be the same as the annual salary increases in the original contract (2 percent per year), and all other terms and

provisions of the original contract would remain in effect. Mr. Buestrin noted his agreement, and stated that the proposed extension would be consistent with past practice of the Commission.

On a motion made by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the proposed extension of the Executive Director's contract for three additional years was approved.

#### **WORK PROGRAM REPORTS**

Mr. Yunker reviewed a table entitled, "*Work Program Progress Report.*" He noted that the Report shows the progress of key regional, as well as local community and county assistance efforts under each Commission staff division's section of the report (copy of report attached to Official Minutes).

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence or announcements.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:26 p.m., on a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

KRY/EAL/dad  
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Attachment