

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### EXECUTIVE COMMITTEE

Thursday, June 28, 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  
Gilbert B. Bakke  
Thomas H. Buestrin  
James T. Dwyer  
Nancy L. Russell  
Daniel S. Schmidt  
Gustav W. Wirth, Jr.

William R. Drew, Vice-Chairman  
Adelene Greene  
John F. Weishan, 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. Drew, Ms. Greene, and Mr. Weishan, had asked to be excused.

#### APPROVAL OF MINUTES OF MEETING OF MAY 17, 2012

Chairman Stroik asked if there were any changes or additions to the May 17, 2012, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Executive Committee meeting held on May 17, 2012, were approved as published.

## **ADMINISTRATIVE COMMITTEE REPORT, MR. DWYER REPORTING**

Vice-Chairman Dwyer reported that the Administrative Committee, at its meeting held just before the Executive Committee meeting, had taken the following actions:

1. Reviewed and approved the 2011 Audit Report presented by Mr. Robert Kabitzke, a certified public account from the firm Scrima, Kabitzke, & Co., S.C. The audit report indicates that the Commission had a year-end fund equity balance of about \$3.2 million. This amount increased in comparison with a fund balance of \$2.9 million at the end of 2010. The auditor found no material weaknesses in the Commission's internal fiscal control procedures.
2. Reviewed and approved disbursements for three financial periods: Year 2012 No. 11, 12, and No. 13; and, extending over the period May 7, to June 17, 2012.
3. Reviewed and approved the Statement of Projected Revenues and Expenditures for the period ending June 17, 2012.
4. Reviewed and approved the 2012-2013 business insurance policy renewal.
5. Reviewed and approved a report from an Ad Hoc Committee, consisting of Commissioners Stroik, Buestrin, Schmidt, Russell, and the Commission's Executive Director, regarding annual salary adjustments, which were made on the basis of merit and market equity adjustment.

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

## **REPORT ON CONTRACTS**

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

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

## **CONSIDERATION OF AMENDMENT TO THE 2011-14 TRANSPORTATION IMPROVEMENT PROGRAM**

Mr. Yunker presented Resolution 2012-07, amending the 2011-2014 Regional Transportation Improvement Program (TIP).

Mr. Yunker noted the amendment contains 12 projects and has been reviewed and unanimously approved by the Commission Advisory Committees for Transportation System Planning and Programming for the Kenosha, Milwaukee, and Racine Urbanized Areas, and that it has been determined that the projects included in the amendment are in conformance with the regional transportation plan. He then briefly reviewed the 12 projects in the amendment.

In response to an inquiry by Chairman Stroik, Mr. Yunker stated that the projects listed for Milwaukee County (No. 808) and Racine County (No. 813) for mobility managers are for programs, and are not for a single person. These project descriptions will be amended for clarification.

[Secretary's Note:

Exhibit A, Project No. 808 has been edited to read: "Mobility Manager Program to Plan and Coordinate Transportation Services in Milwaukee County: 2012." Project No. 813 has been edited to read: "Mobility Manager Program to Plan and Coordinate Transportation Services in Racine County: 2012."

There being no further inquiries or comments, on a motion by Mr. Dwyer to approve Resolution No. 2012-07, seconded by Mr. Wirth, and carried unanimously by a vote of 7 ayes and 0 nays, Resolution 2012-07 was approved with the understanding that Project No. 808 and 813 will be rewritten to further clarify each project description (copy of Resolution 2012-07 attached to Official Minutes).

#### **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, and then announced that a panel of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) representatives had just completed the conduct of a Federally required quadrennial certification review of the metropolitan transportation planning process carried out by the Commission. He noted that this certification review is performed to ensure that the Commission's transportation planning and programming efforts meet Federal laws and regulations. He then stated that on the last day of meetings, the FHWA and FTA panel held a final briefing with Commission staff. He concluded by reporting that FHWA and FTA staff had indicated there would be no corrective actions, and any recommended improvements or changes would be modest. He noted the Commission expects to receive the final certification review within the next 90 to 120 days.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:38 p.m., on a motion by Mr. Bakke, seconded by Mr. Dwyer, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary