

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, October 26, 2016

3:20 p.m.

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

Present:

Excused:

Committee Members:

David L. Stroik, Chairman
Charles L. Colman, Vice-Chairman
Thomas H. Buestrin
Michael A. Crowley
William R. Drew
Nancy Russell
Daniel S. Schmidt
Gustav W. Wirth, Jr.

Mike Dawson
James T. Dwyer

Staff:

Kenneth R. Yunker
Elizabeth A. Larsen

Executive Director
Assistant Director-Administration

ROLL CALL

Chairman Stroik called the meeting to order at 3:20 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that Mr. Dawson and Mr. Dwyer had asked to be excused.

APPROVAL OF MINUTES OF MEETING OF AUGUST 18, 2016

Chairman Stroik asked if there were any changes or additions to the August 18, 2016, meeting minutes.

In response to an inquiry by Mr. Colman, Mr. Yunker briefly summarized the Secretary's Note identified in the August 18, 2016, minutes, noting that the 2015 Wisconsin Wetlands Inventory maps, when completed, will address the concerns which have been raised by Walworth County staff.

On a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the minutes of the Executive Committee meeting held on August 18, 2016, were approved as published.

ADMINISTRATIVE COMMITTEE REPORT

Chairman Stroik reported that the Administrative Committee, at its meeting held just before this Executive Committee meeting, had taken the following actions:

1. Reviewed and approved disbursements for five financial periods: Year 2016 Nos. 18, 19, 20, 21, and 22 extending over the period August 8 to October 16, 2016.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the period ending October 16, 2016.
3. Received a report on the 2015 Commission audit.
4. Received a report on 2017 Commission Health Insurance.

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

CONSIDERATION OF CONTRACTS

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

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

WORK PROGRAM REPORTS

Mr. Yunker reviewed the "Work Program Progress Report." He noted that the report identifies key regional and selected community and county assistance efforts (copy of report attached to Official Minutes).

Mr. Yunker noted that work is nearing completion on the VISION 2050 summary document, and the publication of the full VISION 2050 Regional Land Use and Transportation Plan report.

There being no questions, on a motion by Mr. Wirth, seconded by Ms. Russell, and carried unanimously, the work program progress report was accepted and the report was placed on file (copy of report attached to Official Minutes).

CONSIDERATION AND APPROVAL OF AMENDMENTS TO 2015-2018 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Chairman Stroik asked the Commission to consider adoption of an amendment to the 2015-2018 Regional Transportation Improvement Program (TIP) and Resolution No. 2016-09, noting that these materials were provided prior to this meeting. He then called upon Mr. Yunker to present the projects and the resolution.

Mr. Yunker explained that the TIP is a listing of transportation projects proposed to use Federal funds by local and State governments for public transit, and, arterial streets and highways throughout the Region. He said that the TIP is reviewed by Commission staff to ensure consistency of the TIP with the regional transportation plan. He added that the TIP, and its amendments are reviewed and approved by Commission

Advisory Committees on Transportation Improvement Programming (TIP Committees) which include representatives from local governments, the Wisconsin Department of Transportation, the U.S. Department of Transportation, the Wisconsin Department of Natural Resources, and the U.S. Environmental Protection Agency.

There being no further questions or comments, on a motion by Mr. Colman to approve the TIP projects, seconded by Mr. Schmidt, and carried by a vote of 8 ayes and 0 nays, Resolution No. 2016-09 was unanimously approved (copy of Resolution No. 2016-09 is attached to the Official Minutes).

CONSIDERATION AND APPROVAL OF FUNCTIONAL CLASSIFICATION OF THE PUBLIC ROADWAYS WITHIN THE ADJUSTED YEAR 2010 KENOSHA AND RACINE URBANIZED AREAS

Chairman Stroik asked the Commission to consider adoption of the functional classification of the public roadways within the adjusted Year 2010 Kenosha Urbanized Area and Resolution No. 2016-11, and also within the adjusted Year 2010 Racine Urbanized Area and Resolution No. 2016-10, noting that these materials were provided prior to this meeting. He then called upon Mr. Yunker to present the proposed functional classifications and the resolutions.

Mr. Yunker explained that Federal law requires that within urbanized areas all public streets and highways must be classified as arterial, collector, or local facilities. He stated that the Wisconsin Department of Transportation staff and Commission staff worked to classify by function all streets and highways within both the Racine and Kenosha Urbanized Areas. This functional classification was reviewed and approved by the local governments within each urbanized area through consideration and action by the Advisory Committees for Transportation System Planning and Programming for the Kenosha and Racine urbanized areas.

There being no questions or comments, on a motion by Mr. Wirth to approve Resolution No. 2016-10, and Resolution No. 2016-11, seconded by Mr. Schmidt, and carried unanimously by a vote of 8 ayes and 0 nays, Resolution 2016-10 and Resolution 2016-11 were approved (copies of Resolution 2016-10 and Resolution 2016-11 are attached to Official Minutes).

CONSIDERATION OF AN AMENDMENT TO THE 2016 OVERALL WORK PROGRAM

Chairman Stroik asked the Committee to consider Resolution No. 2016-12 which is an amendment to the 2016 adopted Commission Overall Work Program (OWP).

Mr. Yunker stated this amendment is a proposed revision of the 2016 OWP which includes a budget revision for the nine Continuing Land Use and Transportation Study (CLUTS) projects funded by the Federal Highway Administration (FHWA) and the Wisconsin Department of Transportation.

He explained that budget estimates for projects are determined in the OWP in September of the previous year. As the work for the CLUTS projects proceeds during the year, the budgets for the projects within the CLUTS program area may be revised to reflect the changing work efforts of each project. The overall budget for the CLUTS program is not proposed to change.

Revisions to the OWP are required to be approved through a resolution by the Commission or the Commission's Executive Committee.

There being no questions or comments, on a motion by Mr. Schmidt to approve Resolution No. 2016-12, seconded by Mr. Drew, and carried unanimously by a vote of 8 ayes and 0 nays, Resolution 2016-12 was approved (copy of Resolution 2016-12 attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Stroik announced that he had received a letter from Executive Director Kenneth Yunker formally advising the Commission of his decision to retire at the beginning of February 2017. Chairman Stroik then distributed copies of the letter to the Executive Committee (copy attached to Official Minutes). After a number of Commissioners praised Mr. Yunker's work and expressed appreciation for his service to the Commission, Chairman Stroik stated that he would be reporting Mr. Yunker's decision to the full Commission in a letter (copy attached to Official Minutes). He then stated that with the support of the Executive Committee, he would inform the full Commission that the Executive Committee would propose to use the same procedure in the selection of a new Executive Director as was followed in 1996 when Kurt Bauer retired, and in 2008 when Phil Evenson retired. Under that procedure, the Executive Committee, designated under the Commission bylaws to act for the Commission in all matters except the adoption of a budget and the adoption of regional plan elements, would select and appoint a new Executive Director. Specifically, the Executive Committee would at their next meeting on November 17, 2016, determine the procedure to be followed in selecting, and potentially appoint, the next Executive Director. He further stated that he would invite all Commissioners to attend, and participate in, the November Executive Committee meeting. In a brief discussion that followed, it was the consensus of the Committee to support Chairman Stroik's proposed course of action.

Mr. Yunker stated that he would recommend that the Commission consider appointment of Michael Hahn, Deputy Director, to be the next Executive Director. Mr. Yunker noted that Mr. Hahn has worked for the Commission for 30 years, including nine years as Chief Environmental Engineer, and two years as Deputy Director. Mr. Yunker noted that he has worked closely with Mr. Hahn over the past two years to enable him to seamlessly assume the position of Executive Director.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 4:20 p.m. on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dd
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