

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### EXECUTIVE COMMITTEE

Thursday, May 24, 2018

2:06 p.m.

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

Present:

Excused:

Committee Members:

Charles L. Colman, Chairman  
Michael A. Crowley, Vice-Chair  
Thomas H. Buestrin  
Mike Dawson  
William R. Drew  
James T. Dwyer  
Aloysius Nelson  
Robert Pitts  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Staff:

Michael G. Hahn	Executive Director
Kevin J. Muhs	Deputy Director
Elizabeth A. Larsen	Assistant Director-Administration

#### ROLL CALL

Chairman Colman called the meeting to order at 2:06 p.m. Roll call was taken and a quorum was declared present.

#### APPROVAL OF MINUTES OF APRIL 26, 2018, MEETING

Chairman Colman asked if there were any changes or additions to the April 26, 2018, meeting minutes. There were none.

On a motion by Mr. Drew, seconded by Mr. Stroik, and carried unanimously, the minutes of the Executive Committee meeting held on April 26, 2018, were approved as published.

## **ADMINISTRATIVE COMMITTEE REPORT**

Chairman Colman 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 two financial periods: Year 2018, Nos. 9 and 10 extending over the period of April 16, 2018, to May 13, 2018.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the period ending May 13, 2018.
3. Received and approved a series of budget assumptions for calendar year 2019 proposed by the Commission staff. The 2019 budget proposes a slight increase over the 2018 budget. With this budget, 2019 would be the thirteenth consecutive year that the regional property tax levy has not increased.
4. Reviewed and approved a report of an Ad Hoc Committee, consisting of Commissioners Buestrin, Colman, Crowley, Dwyer, Schmidt, Stroik, Wirth, and the Commission's Executive Director, regarding annual salary adjustments, which were made on the basis of merit and promotion.
5. Received and approved renewal of the Commission's business insurance with West Bend Mutual Insurance Company for an annual cost of \$51,400, which includes a Cyber Liability insurance policy.

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

## **CONSIDERATION OF CONTRACTS**

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

In response to an inquiry by Mr. Colman, Mr. Hahn responded that the City of Franklin planning services agreement is related to the City's Ballpark Commons project which is taking up a lot of the City Planner's staff time, necessitating that the City temporarily seek outside assistance with development plan reviews. The City is also working with two private sector contractors to help with their planning services. Commission staff will be reviewing proposed development projects for compliance with city zoning codes.

There being no further questions, on a motion by Mr. Dwyer, seconded by Mr. Stroik, 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. Hahn 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).

## **CORRESPONDENCE AND ANNOUNCEMENTS**

Mr. Hahn stated there was no correspondence but announced that Marc White, Director of Conservation of the Schiltz Audobon Nature Center had sent a letter of appreciation to the Commission regarding Mr. Chris Jors and Ms. Jen Dietl of the Commissions' Natural Areas Division for conducting extensive wetland delinations on the Schlitz Audobon property.

In response to an inquiry by Mr. Pitts, Mr. Hahn stated registration is closed for the Association of Wisconsin Regional Planning Commissions Summit. He then noted that two staff members, Dave Schilling and Ben McKay are presenting at the summit.

## **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:19 p.m. on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Michael G. Hahn  
Executive Director