

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### EXECUTIVE COMMITTEE

Thursday, July 19, 2018

2:00 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  
Mike Dawson  
William R. Drew  
James T. Dwyer  
Aloysius Nelson  
Robert Pitts  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Alternate:

Thomas H. Buestrin (non-voting)

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 2:00 p.m. Roll call was taken and a quorum was declared present.

#### APPROVAL OF MINUTES OF MAY 24, 2018, MEETING

Chairman Colman asked if there were any changes or additions to the May 24, 2018, meeting minutes. There were none.

On a motion by Mr. Dwyer, seconded by Mr. Nelson, and carried unanimously, the minutes of the Executive Committee meeting held on May 24, 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 four financial periods: Year 2018, Nos. 11, 12, 13, and 14 extending over the period of May 14, 2018, to July 8, 2018.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the period ending July 8, 2018.

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 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 five contracts. Ms. Larsen then briefly reviewed the contracts with the Committee.

There being no questions, on a motion by Mr. Nelson, 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).

In response to comment by Mr. Colman, Mr. Hahn stated that the Wetland and Environmental Corridor Delineation Program work may extend into early 2019.

## **CONSIDERATION AND APPROVAL OF THE TRANSPORTATION IMPROVEMENT PROGRAM CONTRIBUTION TOWARDS ACHIEVING THE PERFORMANCE GOALS OF VISION 2050 AND THE ESTABLISHED TARGETS FOR THE NATIONAL PERFORMANCE MEASURES (Resolution No. 2018-12)**

Chairman Colman asked the Commission to consider adoption of Resolution No. 2018-12, approving the Transportation Improvement Program Contribution Towards Achieving the Performance Goals of VISION 2050 and the Established Targets for the National Performance Measures. He noted these materials were provided prior to this meeting.

Mr. Muhs presented Resolution 2018-12, amending the Transportation Improvement Program (TIP). In response to a query from Mr. Stroik, Mr. Muhs indicated that Table 3 in Exhibit A attached to the resolution provided a good example of how the projects in the existing TIP were evaluated to determine their level of support for select VISION 2050 goals and the associated National Performance Measures.

There being no further questions or comments, on a motion by Mr. Stroik to approve Resolution 2018-12, seconded by Mr. Dwyer, and carried by a vote of 10 ayes and 0 nays, Resolution 2018-12 was approved (copy of Resolution 2018-12 attached to Official Minutes).

**CONSIDERATION AND APPROVAL OF THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS (Resolution No. 2018-13)**

Chairman Colman asked the Commission to consider adoption of Resolution No. 2018-13, amending the 2017-2020 Regional Transportation Program (TIP). He noted these materials were provided prior to this meeting.

Mr. Muhs presented Resolution 2018-13, amending the Transportation Improvement Program (TIP). He indicated that there are 3 existing projects and 7 new projects to be amended to the TIP. He stated that the addition of these projects to the TIP were approved by the Commission's Advisory Committee on Transportation System Planning and Improvement Programming in the Milwaukee Urbanized Area.

There being no questions or comments, on a motion by Mr. Dwyer to approve Resolution 2018-13, seconded by Mr. Crowley, and carried by a vote of 10 ayes and 0 nays, Resolution 2018-13 was approved (copy of Resolution 2018-13 attached to Official Minutes).

**CORRESPONDENCE AND ANNOUNCEMENTS**

Chairman Colman announced that he had received a letter from Executive Director Michael Hahn formally advising the Commission of his decision to retire at the end of 2018 when his current contract expires. Chairman Colman then distributed copies of the letter to the Executive Committee (copy attached to Official Minutes). Chairman Colman stated that he would be reporting Mr. Hahn's decision to the full Commission in a memo (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 proposes to use the same procedure in the selection of a new Executive Director as was followed in 1996 when Kurt Bauer retired, in 2008 when Phil Evenson retired, and in 2016 when Ken Yunker 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 August 16, 2018, 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 August Executive Committee meeting.

Mr. Hahn stated that he would recommend that the Commission consider appointment of Kevin Muhs, Deputy Director, to be the next Executive Director. Mr. Hahn noted that Kevin has worked for the Commission for six years, and has demonstrated an exceptionally high degree of competence and capability as he quickly advanced from Engineer, Senior Engineer, and Principal Engineer to Assistant Director, and then, Deputy Director. He said that he has worked closely with Kevin over the past two years and is confident that Kevin is prepared to assume the role of Executive Director. He closed by saying that Kevin will be ably assisted by Elizabeth Larsen, Assistant Director-Administration, and by an outstanding group of Division Heads.

A brief discussion ensued.

Ms. Larsen then brought to the attention of the Committee that staff had received three quotations for the replacement of the concrete sidewalk along the front of the building and the building entrance. She stated the wooden dividers which were placed between the concrete squares have begun to pop up, causing a tripping hazard. In addition the concrete is deteriorating along the walkway, particularly where the wood dividers join a concrete square.

Ms. Larsen then distributed proposals received for the completion of this work. Ms. Larsen indicated that staff recommends the that work be completed by Parking Lot Maintenance, Inc. as they had replaced a portion of the sidewalk directly in front of the ProHealth Care entrance in July 2017.

There being no further discussion, on a motion by Mr. Drew, seconded by Mr. Nelson, and carried unanimously, to replace the concrete sidewalk along the front of the Commission building and entrance at a cost not to exceed \$12,000.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:14 p.m. on a motion by Mr. Wirth, seconded by Mr. Nelson, and carried unanimously.

Respectfully submitted,

Michael G. Hahn  
Executive Director