

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**EXECUTIVE COMMITTEE**

Thursday, January 24, 2019

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  
James T. Dwyer  
Aloysius Nelson  
Robert Pitts  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

William R. Drew

Alternate:

Thomas H. Buestrin (non-voting)

Staff:

Kevin J. Muhs	Executive Director
Benjamin R. McKay	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 DECEMBER 13, 2018, MEETING**

Chairman Colman asked if there were any changes or additions to the December 13, 2018, meeting minutes.

On a motion by Mr. Nelson, seconded by Mr. Dwyer, and carried unanimously, the minutes of the Executive Committee meeting held on December 13, 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 three financial periods: Year 2018, Nos. 25 and 26; Year 2019, No. 1 extending over the period of November 26, 2018, to January 6, 2019.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the period ending January 6, 2019.

There being no questions or comments, on a motion by Mr. Wirth, seconded by Mr. Nelson, 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 eight contracts. Ms. Larsen then briefly reviewed the contracts with the Committee.

In response to an inquiry by Ms. Russell, Ms. Larsen stated the 2019 Walworth County Surveyor contract has been received and will be reported at the February Committee meeting.

In response to an inquiry by Mr. Nelson, Ms. Larsen stated that a time extension with no additional funds means that the project completion date is being extended but there will be no additional revenue associated with the date extension.

There being no additional questions, on a motion by Mr. Stroik, seconded by Mr. Schmidt, 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. Muhs 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 an inquiry by Mr. Crowley regarding the 1980 Environmental Corridor File, Mr. Muhs stated that the 1980 mapping data is being digitized to allow comparison between the older maps and 2010 mapping data.

Ms. Russell then asked if the current inventory data is being built off of the 2015 orthophotography data. Mr. Muhs confirmed that it is.

Mr. Colman stated that he would like a future report or presentation discussing the quality of the Region's environmental corridors.

**CONSIDERATION OF AMENDMENT TO THE 2019-2022 TRANSPORTATION IMPROVEMENT PROGRAM (TIP), (Resolution No. 2019-01)**

Chairman Colman asked the Commission to consider adoption of Resolution No. 2019-01, amending the 2019-2022 Regional Transportation Improvement Program (TIP). He noted that these materials were provided prior to this meeting.

Mr. Muhs presented Resolution 2019-01, amending the 2019-2022 Regional Transportation Improvement Program (TIP). He indicated there are 15 existing projects and 47 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 Committees on Transportation System Planning and Improvement Programming in the Kenosha, Milwaukee, Racine, and West Bend Urbanized Areas.

In response to an inquiry by Mr. Nelson, Mr. Muhs stated that orthophotos have been flown every five years. However, the Counties are now requesting that orthophoto data be collected every two to three years. The orthophoto budget is approximately \$250,000 to \$300,000, with that cost being shared by the Commission, the Counties, and Federal funding sources.

Mr. Colman commented on the number of projects on this amendment. Mr. Muhs replied that a number of the projects are a result of corrections requested by project sponsors to the TIP adopted in December 2018 that required a public comment period. In addition, the Wisconsin Department of Transportation recently completed project selection processes that resulted in new projects needing to be added to the TIP

In response to an inquiry by Mr. Colman concerning the Bus Rapid Transit (BRT) project, Mr. Muhs stated that staff is assisting in this project, however at this time the Federal Government shut down is holding up the Federal Transit Administration's determination of funding for the project.

In response to an inquiry by Mr. Stroik concerning the coordination of the repaving of Wisconsin Avenue with the BRT project, Mr. Muhs stated that although the street reconstruction unfortunately was unable to be timed with the implementation of BRT, the street design was intended to accommodate the BRT with minimal reconstruction.

In response to an inquiry by Ms. Russell concerning the cost increase for preliminary engineering for the Reconstruction of S 13<sup>th</sup> Street from Puetz Road to Drexel Avenue in the City of Oak Creek, Mr. Muhs stated that he would need to follow up after the meeting once he had that information.

[Secretary's Note: Milwaukee County indicated to the Commission staff that the cost estimate for preliminary engineering originally included in the TIP was unrealistically low, but that the project had also had higher than typical design costs as the scope of the project changed during design.]

In a discussion concerning the operating costs for a volunteer driver program to provide public transportation services for seniors and people with disabilities, Ms. Russell commented that the firm Walworth County contracts with for its transportation services for seniors indicated that it was unable to use volunteer drivers due to liability concerns. Mr. Muhs indicated that he would investigate how the sponsors of the volunteer driver programs in the TIP address liability concerns.

There being no additional questions or comments, on a motion by Mr. Dwyer to approve Resolution 2019-01, seconded by Mr. Crowley, and carried by a vote of 10 ayes and 0 nays, Resolution 2019-01 was approved (copy of Resolution 2019-01 attached to Official Minutes).

### **CONSIDERATION OF AN AMENDMENT TO THE 2019 OVERALL WORK PROGRAM**

Chairman Colman asked the Commission to consider adoption of Resolution No. 2019-02, which is an amendment to the 2019 adopted Commission Overall Work Program (OWP).

Ms. Larsen stated that this amendment is a proposed revision of the 2019 OWP, which includes a the addition of a project to the Continuing Land Use and Transportation Study (CLUTS) funded by the Federal Highway Administration (FHWA) and the Wisconsin Department of Transportation (WisDOT).

She explained that earlier in January WisDOT informed the Commission staff that surplus FHWA Planning funding had been released by the Green Bay MPO to be distributed to the remaining Transportation Management Areas (TMAs). The Madison MPO indicated they would not be accepting additional funds in 2019. The Appleton/Oshkosh MPO will receive an additional \$10,143 in FHWA Planning funding for 2019. The Commission will receive an additional \$60,484 in FHWA Planning funding, which requires a local match of \$15,121 for Calendar Year 2019.

Resolution No. 2019-02 indicates that the additional funding will be used to fund travel demand management outreach activities, which will include working with business and industry to provide education on multi-modal transportation options currently or potentially available to improve access to employers based on the needs of the workforce required.

In addition, the Regional Transit Leadership Council created a Workforce Mobility Team which has been staffed on a part-time basis by Commission staff. As interest has grown in Commission staff services, additional outreach to businesses on transportation options is needed, thus there is the need to expand this position.

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. Dwyer to approve Resolution No. 2019-02, seconded by Mr. Stroik, and carried by a vote on 10 ayes and 0 nays, Resolution No. 2019-02 was approved (copy of Resolution 2019-02 attached to Official Minutes).

### **CORRESPONDENCE AND ANNOUNCEMENTS**

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

### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:34 p.m. on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously.

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(Executive Committee)  
January 24, 2019

Respectfully submitted,

Kevin J. Muhs  
Executive Director

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