

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, June 25, 2009

2:00 p.m.

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

Present:

Excused:

Committee Members:

David L. Stroik, Chairman
Thomas H. Buestrin
James T. Dwyer
Adelene Greene
Michael J. Miklasevich
Daniel S. Schmidt
Gustav W. Wirth, Jr.

William R. Drew
Richard A. Hansen, Vice-Chairman
Nancy Russell

Staff:

Kenneth R. Yunker
Elizabeth A. Larsen
Debra D'Amico

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Chairman Stroik called the meeting to order at 2:10 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted for the record that Commissioners Drew, Hansen and Russell had asked to be excused.

APPROVAL OF MINUTES OF MEETING OF APRIL 23, 2009 AND MAY 7, 2009 (copies enclosed)

On a motion by Mr. Schmidt, seconded by Mr. Wirth and carried unanimously, the minutes of the Executive Committee meeting held on April 23, 2009 were approved as published.

On a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously, the minutes of the Executive Committee meeting held on May 7, 2009 were approved as published.

ADMINISTRATIVE COMMITTEE REPORT, MS. GREENE REPORTING
(Meetings of May 28, 2009 and June 25, 2009)

Ms. Greene reported that the Administrative Committee at its May 28, 2009, meeting had taken the following actions:

1. Received a presentation on the Commission's West Bend Mutual business insurance policy from Mr. Ronald R. Knudsen, Vice-President, Johnson Insurance.
2. Reviewed and approved disbursements for two financial reporting periods: Year 2009 Nos. 9 and 10, extending over the period April 13, 2009 to May 10, 2009.
3. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending May 10, 2009.
4. Authorized the Commission staff to retain the certified public accounting firm of David L. Scrima, S.C., to conduct the audit of the Commission's calendar year 2009 operations.
5. Reviewed and approved a series of budget assumptions for calendar year 2010, proposed by the Commission staff. The key assumptions include a continued freeze in the regional property tax levy at the present level of \$2.37 million and an authorized full-time staffing level of 62 positions, representing a reduction from 67 positions in 2009.
6. Authorized the Commission staff to proceed with the purchase of Northwoods Software Development, Inc. Titan CMS proprietary website software.

Ms. Greene reported that the Administrative Committee, at its meeting held just before the Executive Committee meeting, had taken the following actions:

1. Reviewed and approved disbursements for two financial periods: Year 2009 Nos. 11 and 12, extending over the period May 11, 2009 to June 7, 2009.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending June 7, 2009.
3. Received and approved a report from an Ad Hoc Committee, consisting of Commissioners Buestrin, Drew, Stroik, Schmidt, Russell, and the Executive Director, relative to a recommended salary freeze for Commission staff.

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

REPORT ON CONTRACTS (copy of summary table enclosed)

Chairman Stroik asked Mr. Yunker to review the proposed contracts and agreements, noting that the Committee members had received a table listing seven contracts prior to the meeting. Mr. Yunker distributed an updated summary table listing eight contracts.

Mr. Yunker called attention to the City and Village of Pewaukee Consolidation Analysis (Phase III), Mr. Yunker stated that the Commission is acting as the fiscal agent and facilitator for this effort.

Mr. Yunker also described the contract with Mr. Kenneth Schlager in which he will provide technical support attendant to preparing potential grant applications to support full implementation of demonstration telecommunications projects in Kenosha and Washington Counties.

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

WORK PROGRAM REPORTS (copy enclosed)

Mr. Yunker reviewed a table entitled "Work Program Progress Report" noting that the Committee members had received a copy of the table prior to the meeting (copy of report attached to Official Minutes).

Mr. Yunker called attention to the Kenosha, Milwaukee, Ozaukee, Racine, Walworth, and Waukesha County Jurisdictional Plans. He indicated the Commission staff is slightly behind schedule, in part due to the work entailed in addressing Federal transportation stimulus funding. Mr. Yunker also stated that the Kenosha-Racine-Milwaukee (KRM) Commuter Rail "New Starts" Report and Federal discretionary grant application will be completed on schedule, but if the upcoming State Budget does not create a transit authority and provide dedicated funding, the project will not proceed. He then stated the Kenosha and Racine County Transit Development Plans have fallen behind schedule; however, the plans may be expected to be completed on time. In addition, the Milwaukee County Transit Development Plan is nearly complete.

Mr. Yunker also stated the Regional Water Supply Study will be completed by the end of this year. In addition, the Regional Natural Areas Plan Update will be finished within the next few months.

Mr. Wirth then suggested that all Commission publications be made available on the Commission website, thus lowering printing costs. Mr. Yunker stated all new publications, and many past publications, are available for viewing on the website.

Chairman Stroik expressed concern about the ability of the reduced staff to complete the work of the Commission, and in particular, to take on new additional assignments. Mr. Yunker responded that all new study requests should be approved by the Executive Committee.

In response to an inquiry by Mr. Dwyer, Mr. Yunker indicated that Ms. Russell has indicated that Walworth County may again ask the Commission staff to conduct a reapportionment study for Walworth County following the 2010 census. Mr. Yunker stated that due to the current workload, the Commission staff may not be able to complete the study this year. Mr. Wirth complimented the staff on the previous reapportionment study done for Walworth County. Mr. Yunker stated that Walworth County provided specific guidelines with respect to the project and the provision of such guidance was essential to the success of the project.

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

CONSIDERATION OF AMENDMENTS TO THE 2009-2012 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM FOR SOUTHEASTERN WISCONSIN (RESOLUTION NO. 2009-06)

Mr. Yunker presented Resolution 2009-06, amending the 2009-2012 Regional Transportation Improvement Program (TIP). He noted the amendment should include recent changes to two projects.

He noted Project No. 120 on page A-1 has been revised to be a resurfacing, rather than a reconstruction of W. College Ave. (CTH ZZ) from Loomis Road to S. 51st St. in the Village of Greendale.

He also stated that the limits of Project No. 209 on page A-2 reconstruction of Keefe Ave. have been revised to extend from N. 7th St. to N. Humboldt Blvd. in the City of Milwaukee. Mr. Yunker also noted the cost of the project has been increased from \$1.8 million to \$2.5 million.

On a motion by Mr. Wirth to approve Resolution No. 2009-06 with the two changes noted by staff, seconded by Ms. Greene, and carried unanimously, Resolution 2009-06 was approved as amended. (copy of Resolution 2009-06 attached to Official Minutes).

SUGGESTION OF ITEMS FOR NEXT MEETING AGENDA

Chairman Stroik announced that there will not be a July Executive Committee meeting, unless there is a need to approve other TIP amendments. He also asked whether any Executive Committee members would like to suggest items to appear on the next meeting agenda.

In response to an inquiry by Ms. Greene, Ms. Larsen stated she and Mr. Yunker would review past practices and policy regarding the Commission's purchase of American-made cars versus foreign manufactured cars. A discussion then ensued, and this matter will be placed on the August Executive Committee meeting agenda.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker stated that there were no announcements or correspondence to present to the Committee.

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(Executive Committee)
June 25, 2009

ADJOURNMENT

There being no further business to come before the Committee, the meeting adjourned at 2:48 p.m., on a motion by Mr. Wirth, seconded by Mr. Schmidt and carried unanimously.

Respectfully submitted,

Kenneth R Yunker
Executive Director

KRY/dad
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Attachments