

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**EXECUTIVE COMMITTEE**

Thursday, June 27, 2013

2:00 p.m.

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

Present:

Excused:

Committee Members:

David L. Stroik, Chairman  
Gilbert B. Bakke  
Thomas H. Buestrin  
Michael A. Crowley  
James T. Dwyer  
Adelene Greene  
Daniel S. Schmidt  
Gustav W. Wirth, Jr.

Nancy L. Russell  
William R. Drew, Vice-Chairman

Staff:

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

Executive Director  
Business Manager  
Executive Secretary

**ROLL CALL**

Chairman Stroik called the meeting to order at 2:00 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted that Mr. Drew and Ms. Russell had asked to be excused.

**APPROVAL OF MINUTES OF MEETING OF MAY 16, 2013**

Chairman Stroik asked if there were any changes or additions to the May 16, 2013, meeting minutes.

On a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Executive Committee meeting held on May 16, 2013, were approved as published.

#### **ADMINISTRATIVE COMMITTEE REPORT, MR. DWYER REPORTING**

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

1. Reviewed and approved the 2012 Audit Report presented by Mr. Robert Kabitzke, a certified public accountant from the firm Scrima, Kabitzke, & Co., S.C. The audit report indicates that the Commission had a year-end fund equity balance of about \$3.5 million. This amount increased in comparison with a fund balance of \$3.2 million at the end of 2011. The auditor found no material weaknesses in the Commission's internal fiscal control procedures.
2. Reviewed and approved disbursements for three financial periods: Year 2013 No. 11, 12, and No. 13; and, extending over the period May 6, to June 16, 2013.
3. Reviewed and approved the Statement of Projected Revenues and Expenditures for the period ending June 16, 2013.
4. Reviewed and approved the 2013-2014 business insurance policy renewal.
5. Reviewed and approved a report from an Ad Hoc Committee, consisting of Commissioners Stroik, Buestrin, Dwyer, Russell, and the Commission's Executive Director, regarding annual salary adjustments, which were made on the basis of merit, promotion, and market equity adjustment.

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

#### **REPORT ON CONTRACTS**

Chairman Stroik asked Ms. Larsen to review the proposed contracts noting that the Committee members had received a report with a table listing five contracts prior to the meeting. She then briefly reviewed these contracts with the Committee.

In response to an inquiry by Mr. Buestrin relative to the contract agreement with Dakota Intertek Corporation, Ms. Larsen stated that for many years Dakota Intertek Corporation has been setting U.S. Public Land Survey monuments in Milwaukee County with Commission staff overseeing and checking the construction and placement of the monuments.

On a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously, the report relative to contracts was accepted and placed on file (copy of report attached to Official Minutes).

#### **WORK PROGRAM REPORTS**

Mr. Yunker reviewed a table entitled, "*Work Program Progress Report.*" He noted that the Report shows the progress of key regional, as well as, local community and county assistance efforts under each Commission staff division's section of the report (copy of report attached to Official Minutes).

**CONSIDERATION OF AMENDMENT TO THE 2013-2016 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM**

Mr. Yunker presented Resolution 2013-08, amending the 2013-2016 Regional Transportation Improvement Program (TIP).

Mr. Yunker noted the amendment contains 37 projects, most of which amend existing projects, and has been reviewed and unanimously approved by the Commission Advisory Committees for Transportation System Planning and Programming for the Kenosha, Milwaukee, Racine, and Round Lake Urbanized Areas, and that it has been determined that the projects included in the amendment are in conformance with the regional transportation plan. He then briefly reviewed the 37 projects in the amendment.

There being no questions or comments, on a motion by Mr. Dwyer to approve Resolution No. 2013-08, seconded by Mr. Schmidt, and carried unanimously by a vote of 8 ayes and 0 nays, Resolution 2013-08 was approved (copy of Resolution 2013-08 attached to Official Minutes).

**CORRESPONDENCE AND ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence and there were no announcements to be made.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:54 p.m., on a motion by Ms. Greene, seconded by Mr. Dwyer, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary