

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### EXECUTIVE COMMITTEE

Thursday, July 25, 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  
Nancy L. Russell  
Daniel S. Schmidt  
Gustav W. Wirth, Jr.

William R. Drew, Vice-Chairman  
Adelene Greene

Staff:

Kenneth R. Yunker	Executive Director
Elizabeth A. Larsen	Business Manager
Debra A. D'Amico	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. Greene had asked to be excused.

#### APPROVAL OF MINUTES OF MEETING OF JUNE 27, 2013

Chairman Stroik asked if there were any changes or additions to the June 27, 2013, meeting minutes.

On a motion by Mr. Dwyer, seconded by Mr. Wirth, and carried unanimously, the minutes of the Executive Committee meeting held on June 27, 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 disbursements for two financial periods: Year 2013 No. 14, and No. 15; and, extending over the period June 17 to July 14, 2013.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the period ending July 14, 2013.
3. Reviewed, considered, and approved an employee flexible work hours policy to be reevaluated in December 2013 and annually thereafter.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Ms. Russell, 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 eight contracts prior to the meeting. She then briefly reviewed these contracts with the Committee.

In response to an inquiry by Ms. Russell, concerning the Racine County LiDAR contract and the corresponding agreement with Aero-Metric, Inc., Ms. Larsen stated this is a pass-through contract, where the revenues from Racine County are equal to the expenditures incurred by Aero-Metric, Inc. The Commission is acting as the facilitator and contract manager in this project and minimal staff time will be incurred. In the future, the contract amount on these types of contracts will be put in parentheses to signify that this is a “pass through” contract with no impact to the budget.

On a motion by Mr. Schmidt, seconded by Ms. Russell, 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 2013-09, amending the 2013-2016 Regional Transportation Improvement Program (TIP).

Mr. Yunker noted the amendment contains seven projects, two of which amend existing projects and three others in Milwaukee County are new. In Waukesha County there are two new highway resurfacing projects. He noted that these TIP projects have all been reviewed and unanimously approved by the Commission Advisory Committee for Transportation System Planning and Programming for the Milwaukee Urbanized Area, 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 seven projects in the amendment.

In response to an inquiry by Ms. Russell, relative to the increase in right-of-way cost for the first listed Milwaukee County TIP project, Mr. Yunker stated that it is not an initial estimate to increase or decrease as a project progresses through preliminary and final engineering, particularly for reconstruction projects.

There being no further questions or comments, on a motion by Mr. Dwyer, to approve Resolution No. 2013-09, seconded by Mr. Crowley, and carried unanimously by a vote of 8 ayes and 0 nays, Resolution 2013-09 was approved (copy of Resolution 2013-09 attached to Official Minutes).

#### **CORRESPONDENCE AND ANNOUNCEMENTS**

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

Ms. Russell noted that a Committee of the Whole meeting of the Walworth County Board of Supervisors held in early July was devoted to a presentation by Mr. Yunker about the Commission and its regional planning work, and as well, work that the Commission has recently completed for the County and the cities, villages, and towns within Walworth County. Mr. Yunker added that the Commission staff does such a report annually for the Washington County Board of Supervisors, and that Mr. Dwyer has had the Commission staff provide a similar report to the Waukesha County Board of Supervisors every few years. He noted that he believed these reports are helpful in informing County Supervisors on the work of the Commission. Ms. Russell agreed noting that with every County Board election there are new County Board Supervisors and the staff report and presentation provide awareness of the Commission and its important work in regional planning and in assisting local government.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:21 p.m., on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

KRY/EAL/dad  
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