

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### EXECUTIVE COMMITTEE

Thursday, October 26, 2017

2:17 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  
Thomas H. Buestrin  
Mike Dawson  
William R. Drew  
James T. Dwyer  
Aloysius Nelson  
Robert W. Pitts  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

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 2:17 p.m. Roll call was taken and a quorum was declared present.

#### APPROVAL OF MINUTES OF AUGUST 17, 2017, MEETING

Chairman Colman asked if there were any changes or additions to the August 17, 2017, meeting minutes.

On a motion by Mr. Stroik, seconded by Mr. Dwyer, and carried unanimously, the minutes of the Executive Committee meeting held on August 17, 2017, 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 five financial periods: Year 2017 Nos. 17, 18, 19, 20 and 21 extending over the period of August 7, 2017, to October 15, 2017.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the period ending October 15, 2017.
3. Received an update on the replacement of the 1994 rooftop HVAC unit.
4. Received a report on 2018 Commission Health Insurance

There being no questions or comments, on a motion by Mr. Schmidt, 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 Committee members had received a one page report with a table listing six contracts prior to the meeting. Ms. Larsen then briefly reviewed the contracts with the Committee.

There being no questions, on a motion by Mr. Schmidt, 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 an inquiry by Ms. Russell, Mr. Hahn noted the draft business park inventory for Walworth County was transmitted to the Walworth County Economic Development Alliance staff.

## **CONSIDERATION OF AMENDMENTS TO THE 2017-2020 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (Resolution No. 2017-07)**

Chairman Colman asked the Commission to consider adoption of Resolution No. 2017-07, amending the 2017-2020 Regional Transportation Improvement Program (TIP). He noted that these materials were provided prior to this meeting. He then called upon Mr. Muhs to present the projects and the resolution.

Mr. Muhs explained that the TIP is a listing of transportation projects proposed by local and State governments to use Federal funds for public transit and arterial streets and highways throughout the Region. He said that the TIP is reviewed by Commission staff to ensure it is consistent with the regional transportation plan. He added that the TIP and its amendments are reviewed and approved by the Commission Advisory Committees on Transportation Improvement Programming (TIP Committees) which include representatives from local governments, the Wisconsin Department of Transportation, the U.S. Department of Transportation, the Wisconsin Department of Natural Resources, and the U.S.

Environmental Protection Agency. Mr. Muhs then briefly reviewed the projects on the proposed amendment.

In response to an inquiry by Mr. Drew concerning State of Wisconsin Project No. 435, Mr. Hahn explained that heat straightening of bridge girders is an iterative process where a girder is heated and cooled to allow the girder to be straightened if it has been bent out of shape. This is less costly than replacing the girder, and the strength of the girder is substantially maintained.

In response to an inquiry by Mr. Colman, Mr. Muhs stated that the amount of time it takes to review a project included under the TIP depends upon the project and the project description. If the staff does not understand the project, it will be researched. Staff also must ensure the projects are not in conflict with the regional transportation plan.

There being no additional questions or comments, on a motion by Mr. Nelson to approve Resolution No. 2017-07, seconded by Mr. Dwyer, and carried by a vote of 10 ayes and 0 nays, Resolution No. 2017-07 was approved (copy of Resolution 2017-07 attached to Official Minutes).

#### **CONSIDERATION OF APPROVAL OF THE 2017 TITLE VI PROGRAM (Resolution 2017-08)**

Chairman Colman asked Ms. Larsen to review with the Committee the 2017 Title VI Program report. Ms. Larsen stated that as a matter of compliance, the Commission is required to periodically update its Title VI program and transmit it to the Wisconsin Department of Transportation. She further stated that the report's purpose is to document the Commission's full compliance with Title VI of the Civil Rights Act of 1964, in its role as the metropolitan transportation planning organization.

The Federal Transit Administration circular FTA C 4702.1B dated October 1, 2012, now states that Commission approval is required for the 2017 Title VI Program prior to submitting the program document to the WisDOT.

Ms. Larsen then briefly reviewed the Title VI program document.

Following Ms. Larsen's review, and there being no questions or comments, on a motion by Ms. Russell, seconded by Mr. Stroik, and carried unanimously with a vote of 10 ayes and 0 nays, Resolution No. 2017-08 was approved (copy of Resolutions 2017-08 attached to Official Minutes).

#### **CONSIDERATION OF AN AMENDMENT TO THE 2017 OVERALL WORK PROGRAM**

Chairman Colman asked the Committee to consider Resolution No. 2017-09 which is an amendment to the 2017 adopted Commission Overall Work Program (OWP).

Ms. Larsen stated that this amendment is a proposed revision of the 2017 OWP which includes a budget revision for Continuing Land Use and Transportation Study (CLUTS) projects funded by the Federal Highway Administration (FHWA) and the Wisconsin Department of Transportation.

She explained that budget estimates for projects are determined in the OWP in September of the previous year. As the work for the CLUTS projects proceeds during the year, the budgets for the projects within the CLUTS program area may be revised to reflect the changing work efforts of each project and are modified toward year-end. The overall budget for the CLUTS program is not proposed to change.

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. Stroik, to approve Resolution No. 2017-09, seconded by Mr. Nelson, and carried by a vote of 10 ayes and 0 nays, Resolution No. 2017-09 was approved (copy of Resolution 2017-09 attached to Official Minutes).

#### **CORRESPONDENCE AND ANNOUNCEMENTS**

Mr. Hahn reported that there was no correspondence. He announced that Commissioners and staff attended the Waukesha County Habitat for Humanity Award luncheon where the Commission received a Housing Champion award.

Mr. Hahn also stated that the Commission's VISION 2050 Plan was recognized by the Wisconsin Chapter of the American Planning Association as a "Notable Achievement in Planning."

Mr. Hahn further stated that the Milwaukee Metropolitan Sewerage District (MMSD) has adopted a budget that includes \$170,000 for the regional chloride study. It is anticipated that the MMSD Commission will approve an agreement with SEWRPC in December. He then noted that the Wisconsin Department of Natural Resources has indicated there may be some Great Lakes Protection Fund money available for the chloride study.

Mr. Hahn stated he had received an e-mail from a Pike Lake Protection and Rehabilitation District Commissioner who commended the Commission that staff on an outstanding job in preparing the lake management plan for Pike Lake.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:53 p.m. on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Michael G. Hahn  
Executive Director