

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**EXECUTIVE COMMITTEE**

Thursday, September 19, 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  
Robert Pitts  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Aloysius Nelson

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 2:25 p.m. Roll call was taken and a quorum was declared present.

**APPROVAL OF MINUTES OF JULY 25, 2019, MEETING**

Chairman Colman asked if there were any changes or additions to the July 25, 2019, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Executive Committee meeting held on July 25, 2019, 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 financial periods: Year 2019, Nos. 15, 16, 17 and 18 extending over the period of July 8, 2019 to September 1, 2019.
2. Reviewed and approved the Statement of Projected Revenue and Expenditures for the period ending September 1, 2019.
3. Selected the firm CliftonLarsonAllen to conduct the 2019 Calendar Year audit.
4. Discussed Commission software program renewals.
5. Discussed results of ETS Advisory Services network upgrade.

There being no questions or comments, on a motion by Mr. Stroik, seconded by Mr. Schmidt, 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 four contracts. Ms. Larsen then briefly reviewed the contracts with the Committee.

Mr. Dwyer noted that the provision of a public boat launch on North Lake in Waukesha County has been a contentious issue for some time, and that he wanted to ensure that Commission staff were treating the topic judiciously as part of the currently underway lake management study.

There being no questions, on a motion by Mr. Stroik, seconded by Mr. Dwyer, 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 Ms. Russell, Mr. McKay commented that park and open space plans are updated every five years.

## **CONSIDERATION OF AMENDMENT TO THE TRANSPORTATION IMPROVEMENT PROGRAM, (TIP), (Resolution No. 2019-16)**

Chairman Colman asked the Commission to consider adoption of Resolution No. 2019-16, amending the 2019-2022 Regional Transportation Improvement Program (TIP). He noted that these materials were provided prior to this meeting.

Mr. Muhs presented Resolution 2019-16, amending the 2019-2022 Regional Transportation Improvement Program (TIP). He indicated there are 15 existing projects and seven new projects to be amended into the

TIP. He stated that the addition of these projects to the TIP was 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 Ms. Russell concerning the increase in funds for a mobility manager, Mr. Muhs stated that the increase in this project is for transportation access to business parks and job sites such as Quad, Inc. production facilities that are outside the Milwaukee County Transit System's service area.

There being no additional questions or comments, on a motion by Mr. Dwyer to approve Resolution 2019-16, seconded by Mr. Crowley, and carried by a vote of 9 ayes and 0 nays, Resolution 2019-16 was approved (copy of Resolution 2019-16 attached to Official Minutes).

**CONSIDERATION OF AMENDMENT TO THE 2019 OVERALL WORK PROGRAM,  
(Resolution No. 2019-20)**

Chairman Colman asked the Commission to consider adoption of Resolution No. 2019-20, 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 routine budget adjustment and the addition of funds to the Continuing Land Use and Transportation Study (CLUTS) projects funded by the Federal Highway Administration (FHWA) and the Wisconsin Department of Transportation (WisDOT).

She explained that in August, WisDOT informed the Commission staff that surplus FHWA Planning funding had been released by the LaCrosse Metropolitan Planning Organization (MPO) to be distributed to the remaining Transportation Management Areas (TMAs). The remaining MPO's were offered a portion of these released funds, and all declined. As no other MPOs were interested in the excess funds, the Commission will take receipt of these released FHWA Planning funds in the amount of \$42,624, which requires a local match of \$10,656 for Calendar Year 2019.

Ms. Larsen also explained that this 2019 OWP Amendment also includes routine budget adjustments to the projects within the CLUTS program. She stated that the budget estimates for the CLUTS 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 then modified toward year-end. With the exception of the increase in funds as noted above, the overall budget for the CLUTS program is not proposed to change.

In response to an inquiry by Mr. Colman, Mr. Muhs stated the additional funds will be used to purchase software for use in preparation of the Waukesha Area Transit Development Plan and data for regional inventory efforts.

In response to an inquiry by Ms. Russell, Mr. Muhs stated the additional funds must be used within the continuing land use transportation study or projects that support this study.

There being no questions or comments, on a motion by Mr. Stroik to approve Resolution No. 2019-20, seconded by Mr. Dwyer, and carried by a vote on 9 ayes and 0 nays, Resolution No. 2019-20 was approved (copy of Resolution 2019-20 attached to Official Minutes).

**CORRESPONDENCE AND ANNOUNCEMENTS**

Mr. Colman asked if there were any correspondence or announcements. Mr. Muhs stated there were none.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:45 p.m. on a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs  
Executive Director

KJM/EAL  
#250157