

ADOPTED MINUTES

SOUTH CENTRAL WISCONSIN RAIL TRANSIT
COMMISSION

1 University Plaza • 719 Pioneer Tower • Platteville, Wisconsin 53818
Harvey Kubly, Chair • Commission Office Phone 608.342.1636 • Fax 608.342.1220
MEMBER COUNTIES: DANE • GREEN

Wednesday January 25, 2012, 2:00pm, Fitchburg DNR Facilities, 3911 Fish Hatchery Road,
Fitchburg, WI

- 1) Harvey Kubly, Chair, called the meeting to order at 2:00 pm.
- 2) Roll Call / Establishment of Quorum:

Commission members present for all/part of meeting:		Others present for all/part of meeting:	
Jim Haefs-Flemming, Dane Co.	X	Amy Seeboth	SWWRPC & past SCWRTC Administrator
Jay Allen, Dane Co.	excused	Peter Bradley	WDOT
Paul Ziehli, Dane Co.	excused	Dana White-Quam	WDNR
Harvey Kubly, Green Co., SCWRTC Chair	X	Mary Penn	SWWRPC & new SCWRTC Administrator
Oscar Olson, Green Co., SCWRTC Treasurer	X		
Ron Wolter, Green Co.	X		

- 3) Certification of Public Notice – Seeboth, SCWRTC Administrator
- 4) Motion approving the Agenda, prepared by Seeboth- R. Wolter/O.Olson – Passed Unanimously
- 5) Motion approving the draft October Minutes - R. Wolter /J. Haefs-Flemming - Passed Unanimously
- 6) Public Comment – None
- 7) Correspondence & Communications –There was discussion regarding Jay Allen, Commissioner from Dane County who cannot attend SCWRTC meetings on Wednesdays at 2pm due to a personal scheduling conflict. Penn will contact Allen to ask him if he can accommodate himself for the 3 regularly scheduled SCWRTC meetings, or if he can attend via conference call. Also, Penn was advised to add to the April Agenda item to check with Paul Ziehli if he wishes to continue to serve the SCWRTC. Penn will check with Dane County to inquire as to his reappointment.

A WSOR press release in regard to its rail improvements was distributed. Discussion ensued about WSOR’s majority sale to WATCO.

REPORTS & COMMISSION BUSINESS

- 8) SCWRTC Financial Report – Oscar Olson, SCWRTC Treasurer, distributed copies of the Treasure’s Report and provided an overview.
 - Motion approving Treasurer’s Report - Wolter / Haefs-Flemming - Passed Unanimously
 - Motion approving payment of Bills – Wolter / Haefs-Flemming - Passed Unanimously
- 9) SCWRTC Administrator’s Report- Seeboth informed the Commission that Mary Penn will draft a Letter of Understanding between SCWRTC and Stephenson County, IL (with comment/advice from Seeboth and Eileen Brownlee) in order to prevent confusion regarding tax issues on the Jane Addams trail in case of staff/commissioner turnover on both sides; Penn will add item to next Agenda for Commissioner’s review.
- 10) WisDOT – Peter Bradley, WDOT had no report. There was a brief discussion regarding changes in staff, specifically Sheri Walz being replaced by Kim Tollers.

ADOPTED MINUTES

- 11) **DNR Report** – Dana White-Quam, Wisconsin DNR Regional Park Specialist updated the Commission on the Monroe 8th Street Bridge issue: the opening is not high enough to accommodate snowmobile grooming equipment. The contractor has not yet been able to identify where the error occurred and White-Quam is waiting to see what the next actions will be.
- 12) **Audit Engagement Letter** – Kubly voiced his intention to retain Johnson Block for audit services for the future year. The fee has stayed at \$1,100.00.

- **Motion to retain Johnson Block for audit services** – *O. Olson / Haefs-Flemming –passed unanimously*

- 13) **Fee Schedule** – Seeboth distributed a fee schedule as requested by the Commission at the October 2011 meeting. She used the WRRTC's as a model.

She also noted (with advice from Brownlee) that special meetings for private crossing permits can be held but the specific permit should be the only agenda item. She reiterated that SCWRTC is responsible for all trail utility permits and all private crossing permits. White-Quam added that both SCWRTC permits and its fee schedule be integrated with WDNR and Jane Addams Trail, IL approval processes.

- **Motion to implement SCWRTC fee schedule** – *O. Olson / R. Wolter –passed unanimously*

- 14) **Utility and Crossing Permit Application** – Seeboth distributed and discussed a private crossing permit application. SCWRTC is responsible for all private crossings with WDNR and WDOT review and approval. Seeboth was advised to add language to meet WDNR standards for private crossings. Seeboth next distributed and discussed a utility permit application. Seeboth noted that language needs to be added to it to reflect the needs and approval of the Jane Addams (IL) trail, as well as language reflecting the needs and approval of the WDNR and ILDNR for utility permits. Seeboth will work with White-Quam to resolved language needs.

- 15) **Staff Services Agreement** – Seeboth discussed the desire of the SCWRTC administrator to be paid for special meeting services since those services are above the contract value. She will check with Brownlee as to precedent of this request in other RTCs. The Commission will return to this issue at a later date.

- **Motion to approve SWWRPC Staff Services Agreement, not to exceed \$4,000.** *R. Wolter / O. Olson – passed unanimously.*

- 16) **SCWRTC Draft Budget** - Seeboth presented the 2012 draft budget, suggesting that Brownlee's number be dropped. Although in the past 2 years there was a great need for her services, it was due mostly to an unusual amount of work in the matter of the Jane Adams Trail, IL, and that such a demand of Brownlee's services in the future was unlikely. Kubly recommended staying with Brownlee's number, due to her possible meeting attendance needs to the Commission in 2012. Kubly also recommended that no revenue sources be identified as these amounts are unknown until any permit application occurs.

Seeboth also noted that SWWRPC's budget allotment has not increased in a number of years and discussed the possibility of increasing it to reflect not only the reality of the regular RTC work and work required for special meetings, but also in order to decrease subsidizing RTC budgets with WDOT funds.

- **Motion to approve SCWRTC 2012 budget not to exceed \$4,000.** *J. Haefs-Flemming / R. Wolter – passed unanimously.*

- 17) **Capitol Times Article** – Haefs-Flemming explained his reasons in being interviewed for the article, stressing that it reflected his opinion as a private citizen only, not as a reflection on Dane County or the SCWRTC. Discussion followed regarding the goals of rails and trails being the same but with different outcomes and the challenges that presents.

Seeboth distributed a map showing the trails and rails of southern WI and asked the Commission for corrections and edits. The Commission requested to see trails other than their own in all the pertinent counties and also to show miles of corridor, county boundaries, and town names.

- 18) **3:02 Adjournment** – *R. Wolter / O. Olson - Passed Unanimously*