

WRRTC NOVEMBER 2018 MEETING MINUTES – APPROVED

**Wisconsin River Rail Transit Commission
Commission Meeting - Friday, November 9, 2018 at 10:00 am
Dane County Highway Garage, Madison, WI**

1. 10:00 AM **Call to Order – Alan Sweeney, Chair**
2. Roll Call. **Establishment of Quorum – Matthew Honer**

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| Crawford | Carl Orr | X | Jefferson | Mary Roberts | X |
| | Rocky Rocksvold, 2 nd Vice Chair | X | | John Kannard | X |
| | Derek Flansburgh | Excused | | Augie Tietz, 3 rd Vice Chair | Excused |
| | Tom Cornford, Alternate | Excused | | Terry Thomas | X |
| Dane | Gene Gray, Treasurer | X | Rock | Wayne Gustina | X |
| | Jim Flemming | Absent | | Alan Sweeney, Chair | X |
| | Chris James, 1 st Vice Secretary | X | | Chuck Spencer | X |
| Grant | Gary Ranum | X | Sauk | Dave Riek, 2 nd Vice Treasurer | X |
| | Mike Lieurance | X | | Marty Krueger | Excused |
| | Robert Scallon, 1 st Vice Chair | Excused | | Tim McCumber, Alternate | X |
| Green | Harvey Kubly, 1 st Vice Treasurer | X | | Walworth | David Bretl |
| | Oscar Olson | X | Richard Kuhnke, 2 nd Vice Secretary | | Excused |
| | Paul Beach | X | Allan Polyock | | Excused |
| Iowa | Charles Anderson, Secretary | X | Waukesha | Dick Mace | X |
| | Kate Reimann | X | | Richard Morris | X |
| | Mark Storti | X | | Karl Nilson, 3 rd Vice Treasurer | Excused |

Commission met quorum.

Others present for all or some of the meeting:

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| <ul style="list-style-type: none"> • Matt Honer - WRRTC Administrator • Ken Lucht, Roger Schaalma – WSOR | <ul style="list-style-type: none"> • Kim Tollers, Rich Kedzior, Ed Singer, Lisa Stern - WisDOT • Alan Anderson, Pink Lady RTC |
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3. Action Item. **Certification of Meeting’s Public Notice – Noticed by Honer.**
 - Motion to approve meeting’s public notice – Thomas/Gustina. Passed Unanimously.
4. Action Item. **Approval of Agenda – Prepared by Honer.**
Sweeney moved agenda item #12 to follow item #8.
 - Motion to approve the amended agenda – Morris/Kubly. Passed Unanimously.
5. Action Item. **Approval of draft October 2018 Meeting Minutes – Prepared by Honer.**
 - Motion to approve October 2018 minutes with Minor Changes – Mace/Gray. Passed Unanimously.
6. Updates. **Public Comment – Time for public comment may be limited by the Chair.**
Reiman thanked WSOR for the Rail Tour.

7. Updates. Announcements by Commissioners

Ranum informed the Commissioners that Bob Scallon is having open heart surgery. Morris stated there is a train festival event this weekend in Milwaukee. Kedzior stated that WisDOT Freight rail conference is Tuesday the 13th. Mace asked about another rail conference on the 15th, Kedzior stated that the meeting of the Wisconsin Rail Association was moved to February.

REPORTS & COMMISSION BUSINESS

8. WRRTC Financial Report – Gene Gray – Treasurer, Jim Matzinger - Accountant.

- Presentation and Explanation of the Treasurer’s Report

Matzinger gave an in-depth report on the Treasurer’s Report. Matzinger walked through each of the fund accounts, which are represented by the columns on the balance sheet. Matzinger reported that “WRRTC Funds” represents the Commission’s general fund. Matzinger reported that in 2019, the Commission budgeted for a surplus to account for overspending in 2017 and 2018. Matzinger reported on the income statement. He explained that the project funds represent county contributions to capital improvements.

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Gray asked when the legal invoice will come in for 2018. Matzinger stated that normal billing takes place in November.

- Treasurer’s Report and Payment of Bills
 - *Motion to approve the Treasurer’s Report, income statement. Spence/Storti. Passed Unanimously.*

Matzinger reported on the invoices received. He explained that it is higher than normal but all funds were accounted for.

- *Motion to approve the payment of the bills – Anderson/Thomas. Passed Unanimously.*

9. Wisconsin & Southern Railroad’s Report on Operations – Ken Lucht, Roger Schaalma – WSOR

Lucht reported that the Wisconsin Rail Association Meeting was rescheduled for February 28th in Milwaukee at the Weston Hotel. Lucht thanked the Commissioners that joined WSOR on the rail tour on November 2nd and thanked Plastic Ingenuity for their Mazomanie facility tour. Lucht stated that WSOR looks to do another tour in the Spring, and invited Commissioners to talk with him about future tours.

Lucht stated that WSOR has redone several crossings including: Park St and W. Washington Ave, three crossings in Boscobel, and US Hwy 51 on Madison’s east side. The rail detector is currently on property; a few deficiencies were found on the Reedsburg Sub., but overall it is in good condition. The detector will complete the Prairie Sub. and move to the Watertown Sub. There are two private crossing permit applications that are being worked on for the Prairie Sub.

Lucht stated that the Continuous Welded Rail (CWR) on the Fox Lake Sub. between Walworth and the state line is mostly completed. The final tamping for that project will take place next week. Tamping will also take place on the Watertown Sub. Lucht stated that if it wasn’t for flooding on the Prairie Sub. the Watertown Sub. project would have been done. On the Prairie Sub. final surfacing and tamping is taking place.

Lucht stated that WSOR’s annual calendar is going to print and 240 photo submissions were in consideration for the photos to be included. Sweeney asked if WSOR has considered a photo book with proceeds to charity. Lucht responded that it was a good idea and that WSOR will look at it internally.

10. WisDOT Report – Rich Kedzior, Kim Tollers - WisDOT.

Kedzior reported that he has been advised that the WisDOT budget will likely be reexamined with the incoming administration. Tollers provided a sneak peak of the St. Feriole Island Survey.

11. WRRTC Correspondence/Communications and Administrator’s Report – Honer, Admin.

Honer handed out the 2019 meeting dates of the WRRTC. Honer stated that he received a rezoning notice for two parcels immediately adjacent to the corridor in the City of Fitchburg and responded by informing the City that any crossing of rail property will require a private crossing permit approved by the Commission, WisDOT, and WSOR. Honer received a proof of insurance from the Stoughton Viking Snow Drifters for the 2018 – 2019 snowmobile season. Honer also stated that he provided a business a private crossing permit application for a crossing on the Reedsburg Subdivision that he expects on the agenda next month.

Honer stated that he spoke with members of the Waukesha County Board of Supervisors to clarify the 2018 County Contribution request and future request procedures.

Honer made a site visit to the Great Sauk Trail and determined that a significant amount of material that the Commission owns still needs to be removed from the right-of-way. He met again at the site yesterday with the Sauk County Highway Commission to determine what needs to happen to close out the project.

Anderson asked about the Fitchburg rezoning notice. Kedzior asked what the zoning request was. Honer responded that one site was changing from exclusive agriculture to small lot agriculture and the other parcel was being rezoned for residential. Tollers stated that WisDOT will enter comments. Lucht stated that WSOR has been in discussions with the City of Fitchburg regarding one of rezoning. Mace asked if it was WisDOT property or WRRTC property. Honer stated that he believes that it maybe WRRTC owned, Tollers and Honer stated they will research who the owner is and offer comments to the City of Fitchburg.

12. Discussion and Acknowledgement of the 2017 Audit – Matzinger – Accountant and Grey, Treasurer

Matzinger presented the auditor’s report. Matzinger explained the audit, including the Commission’s net position, which includes the value of the Commission’s net assets. Mace asked if the Commission’s improvements are included in the net assets every year. Matzinger explained that they are. Matzinger explained the balance sheet being broken into the general fund and the special revenue fund.

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Matzinger explained that there are two parts to the report, the auditor's opinion is one part of the report and the second piece of the report that is the required communications which includes "Communications of significant deficiencies." Matzinger explained that a "significant deficiency" refers to the fact that Matzinger does not prepare the entire packet. Matzinger stated that this is an issue with most smaller organizations that do not have the staff resources. Anderson asked if it is a concern, Matzinger explained it is standard and not a concern. Thomas confirmed with Matzinger that the deficiency is due to staffing and that because the Commission is so small, there are not resources to do all of what the Auditor recommends; Matzinger confirmed. Ranum stated that it seems to be a standard statement for many local governments.

- *Motion to acknowledge the 2017 Audit. Spencer/Thomas. Passed Unanimously.*

13. Adjournment

Spencer thanked the Commission for their participation in the Great Sauk Trail.

- *Motion to Adjourn at 10:45 am – Gustina/Kubly. Passed Unanimously.*