

WRRTC JANUARY 2021 MEETING MINUTES – APPROVED

**Wisconsin River Rail Transit Commission
Commission Meeting - Friday, January 8th, 2021 at 10:00 am
Meeting via Zoom**

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

Crawford	Carl Orr, <i>2nd Vice Chair</i>	X	Jefferson	Mary Roberts	X
	Derek Flansburgh	Absent		John Kannard	X
	Tom Cornford	X		Augie Tietz, <i>3rd Vice Chair</i>	Absent
Dane			Rock	Russ Podzilni	X
	Jeff Huttenburg, <i>Treasurer</i>	X		Wayne Gustina	X
	Chris James, <i>1st Vice Secretary</i>	X		Alan Sweeney, <i>Chair</i>	X
Grant	Gary Ranum	X	Sauk	Brian Peper	X
	Mike Lieurance	X		Dave Riek, <i>2nd Vice Treasurer</i>	X
	Robert Scallon, <i>1st Vice Chair</i>	X		Marty Krueger	X
				Tim McCumber, <i>Alternate</i>	X
Green	Harvey Kubly, <i>1st Vice Treasurer</i>	Absent	Walworth	Al Stanek	X
	Oscar Olson	X		Richard Kuhnke, <i>2nd Vice Secretary</i>	Absent
	Michael Lowery	Absent		Allan Polyock	X
Iowa	Charles Anderson, <i>Secretary</i>	Excused	Waukesha	Dick Mace	X
	Kate Reimann	X		Richard Morris	X
	Susan Storti	X		Karl Nilson, <i>3rd Vice Treasurer</i>	X

Commission met quorum.

Others present for all or some of the meeting:

<ul style="list-style-type: none"> • Matt Honer - <i>WRRTC Administrator</i> • Ken Lucht, Roger Schaalma – <i>WSOR</i> • Alan Anderson – <i>Pink Lady RTC</i> 	<ul style="list-style-type: none"> • Lisa Stern, Teri Beckman - <i>WisDOT</i> • Shirley Williams – <i>Rock County Supervisor</i> • Troy Maggied – <i>Executive Director, SWWRPC</i>
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3. Action Item. **Certification of Meeting’s Public Notice – Noticed by Honer.**
 - o *Motion to approve meeting’s public notice – Morris/Roberts. Passed Unanimously.*
4. Action Item. **Approval of Agenda – Prepared by Honer.**
 - o *Motion to approve the amended agenda. Nilson/Ranum. – Passed Unanimously.*
5. Action Item. **Approval of draft December 2020 Meeting Minutes – Prepared by Honer.**
 - o *Motion to approve the draft December 2020 meeting minutes with minor clarifications. Cornford/Nilson. Passed Unanimously.*
6. Updates. **Public Comment – Time for public comment may be limited by the Chair.**
None

7. Updates. **Announcements by Commissioners**
Sweeney thanked WSOR for the Calendars. Polyock thanked WSOR for the work done in Walworth County.

REPORTS & COMMISSION BUSINESS

8. **WRRTC Financial Report – Huttenburg, Treasurer.**
 - Treasurer’s Report and Payment of Bills

Huttenburg explained that the treasurer’s report sent out for December requires some edits. Under disbursements there needs to be a check 1468 for Dane County Highway Dept for November accounting for \$523.76. The associated adjustments will also be made. After the payment of bills there is \$62k in the checking account. Huttenburg explained that check #1466 was made in error for the WisDOT quarterly payment and will be destroyed.

- o *Motion to approve the amended Treasurer’s Report and payment of two bills, BoardmanClark and Dane County Highway Dept.– Huttenburg/Podzilni. Passed Unanimously.*

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- **Payment of WisDOT Loan**

Huttenburg provided an update on the required amount on the WisDOT Loan Payoff. Huttenburg stated that \$154k was budgeted in 2021 for the repayment of the loan, but that money is not yet in the Commission's account. Huttenburg suggested we borrow that money from the 2020 project fund and pay it back.

- *Motion to approve the payment of the WisDOT Loan in full and to borrow the funds from the 2020 project fund, to be paid back, as referenced in the treasurer's memo related to the "Sauk Bridge Removal" on the WisDOT loan payoff–Gustina/Storti. Passed Unanimously.*

- **Treasurer Bonding**

According to the Commission's charter, the Treasurer is required to be bonded. Honer requested a bonding quote from the insurance agent and provided that information to the Commission in the meeting packet.

- *Motion to approve bonding the Treasurer for \$5000–Podzilni/Ranum. Passed Unanimously.*

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

Lucht stated that WSOR continues conversations with WisDOT and Union Pacific regarding the Janesville Bridge project. WSOR will also have these discussions with other Rail Transit Commissions. Lucht thanked Honer for assisting with addressing an encroachment in Sun Prairie, and will be focusing on encroachments that are taking place in North Freedom in the future. WSOR is working to prepare a Capital and Maintenance Report to present to the Commission in February or March. WSOR did close on the Glendale yard. It was a leased property but is now owned by the WSOR.

Mace asked about the location of the Glendale yard. Stern asked if the purchase includes the line to the south. Lucht confirmed that it does include the line. The yard and line do not have a lot of current business but does offer a lot of growth.

Schaalma stated that there are 74 switches in the Glendale yard and most of them need some attention. Schaalma stated that winter maintenance is ongoing. WSOR ordered a new high-rail truck, backhoe, and trailer. Plans are being made for annual training, brushwork, weed spraying, and bridge inspections. Two bridge projects are ongoing, B226 south of Madison is in, rail and surfacing will be done in the coming months. Merrimac Phase 2 is ongoing with weekend work, span construction is likely to be completed by mid-February. Bridge 226 In Illinois will have extensive maintenance work in the coming year. Sweeney asked for before and after photos of the 226 bridge in Illinois. Sweeney asked about the OCR hearing for County Rd M. Schaalma and Lucht stated they believe it went well. Mace asked about the Middleton crossing. Honer stated that he will follow up.

10. WisDOT Report – Lisa Stern - WisDOT.

Stern reported that Chris Kern left the department and they are actively seeking a new real estate person. Stern reported that the final environmental reports are being reviewed for Phase 3 of the Merrimac Bridge. A bridge project on the Reedsburg Sub. was cleared for environmental review. The Prairie and Monroe Subs also have bridge projects awaiting environmental review. Offer to use renewals were sent out prior to Kern leaving and the office is seeking to finalize those by the end of the month.

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

A draft Offer-to-Use agreement for the Nutrien Ag. Buildings on WRRTC property in Beldon Illinois was sent to the prospective buyer. Honer has not heard a response from the prospective purchaser/buyer. A letter was sent to a business in Sun Prairie that was using the right of way for storage of a trailer. The trailer was removed from railroad property. A realtor contacted Honer regarding a parcel in the Village of Oregon's Industrial Park. The parcel has a railroad easement that the current owner would like to remove in order to better market the parcel. Honer determined the easement was created by the Village of Oregon and was never transferred to the WRRTC or the Union Pacific (prior owners of the corridor). Honer and WRRTC counsel believe that WRRTC has no ownership or rights regarding this easement.

Sweeney asked Lucht if the jersey barriers were installed in Beldon to prevent unauthorized use of the corridor by a neighboring landowner. Lucht confirmed barriers were installed.

12. Discussion and Action on Addendum 1 to 2021 Staff Services Agreement. – Honer, Admin.

Honer stated that Jim Matzinger is retiring Spring 2021. Discussions with the Commission Treasurer and Chair considered SWWRPC as able to undertake the bookkeeping responsibilities. The office manager at SWWRPC is trained as an accountant and has municipal accounting experience. Honer expects duties to be split between himself and SWWRPC's office manager, Sonya Silvers, following Matzinger's retirement if the Commission approves the Addendum. During the next few months, SWWRPC will work with Matzinger to transfer the files and learn the processes so the Commission will continue to be billed by Matzinger into the spring.

Honer stated this arrangement makes sense because it will streamline the administration of the Commission with everything in the same office. Honer explained that SWWRPC is insured for this type of work including a general liability policy of \$1M and an umbrella policy of the same. SWWRPC also has an employee dishonesty policy.

Honer stated that with Matzinger's retirement, the 2020 audit will be moved ahead and the Commission will be asked to approve an updated engagement letter at their next meeting in February.

Honer stated the Commission can continue to meet in person at the Dane County Highway Garage in the future.

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Huttenburg is in support of the proposal and no one at SWWRPC has check signing ability so there are checks and balances on this arrangement. Nilson stated Dane County Highway has done this work for a long time, and wondered if there are conflicts of interest. Troy Maggied stated that SWWRPC answers to a governing board of 3 members from the five counties of SW Wisconsin. Maggied stated he believes there is no conflict because there is no shared authority between SWWRPC and the RTC. Nilson thanked Matzinger for his time. Ranum asked how long the WRRTC will be paying for both Dane County and SWWRPC for the same service. Huttenburg stated that it should not take much longer than a couple months to help cover the transition and the audit. Ranum asked if WRRTC will be monthly prorated. Maggied stated that it should not be an issue to make sure the WRRTC is not double billed.

- *Motion to approve Addendum 1 to 2021 Staff Services Agreement. – Nilson/Mace. Passed Unanimously.*

13. Discussion and Action on Waukesha Water Utility Permit Application on the Waukesha Sub. – Honer, Admin.

Honer stated that Brent Marsh, WSOR's engineer, did review the permit and it does meet all of the required standards for a utility crossing of a rail corridor that the Commission follows. The Commission follows the same standards as WisDOT, *Trans 29*.

- *Motion to approve the Waukesha Water Utility Permit Application on the Waukesha Subdivision as propose. – Mace/Storti. Passed Unanimously.*

14. Adjournment.

- *Motion to Adjourn at 10:51 pm – Gustina/Scallon. Passed Unanimously.*