

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, March 29, 2007

2:15 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, Wisconsin

Present:

Excused:

Committee Members:

Thomas H. Buestrin, Chairman
William R. Drew, Vice-Chairman
James T. Dwyer
Adelene Greene
Allen L. Morrison (Alternate)
David L. Stroik
Gustav W. Wirth, Jr.

Richard A. Hansen
Michael J. Miklasevich
Daniel S. Schmidt

Absent:

Staff:

Philip C. Evenson
Loretta Watson

Executive Director
Executive Secretary

ROLL CALL

Chairman Buestrin called the meeting to order at 2:55 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioners Hansen, Miklasevich, and Schmidt had asked to be excused. Mr. Buestrin noted that he had asked Mr. Morrison to attend the meeting as an alternate member of the Committee.

APPROVAL OF MINUTES OF FEBRUARY 22, 2007, MEETING

On a motion by Mr. Wirth, seconded by Mr. Morrison, and carried unanimously, the minutes of the Executive Committee meeting held on February 22, 2007, were approved as published.

ADMINISTRATIVE COMMITTEE REPORT, MR. STROIK REPORTING

(Meeting of March 29, 2007)

Mr. Stroik reported that the Administrative Committee, at its meeting held just before the Executive Committee meeting, had taken the following actions:

1. Reviewed and approved the Commission disbursements for three financial reporting periods: Year 2006 Nos. 4, 5, and 6, extending over the period February 5, 2007, to March 18, 2007.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending March 18, 2007. With nearly one-fourth of the year completed, the projections indicate a year end surplus of about \$215,000.
3. Reviewed and approved the 2006 Audit Report prepared by certified public accountants from the firm David L. Scrima, S.C., subject to the auditor making minor adjustments in report format. The Audit Report indicated that the Commission had a year end fund equity balance of about \$2.56 million. This amount compares with a fund equity balance of \$2.42 million at the end of 2005 after discounting \$300,000 irrevocably transferred early in 2006 to the trustee for the Rockwood Drive building bonds. Consequently, the Commission completed the year 2006 with a surplus of about \$140,000. The auditors found no material weaknesses in the Commission's internal fiscal control procedures.
4. Received a staff report that the Commission likely will receive a more favorable "experience modification" factor relative to claims involving workers compensation this past year. That change should result in a reduction in the insurance renewal premium this coming July.

There being no questions or comments, on a motion by Mr. Drew, seconded by Ms. Greene, and carried unanimously, the Administrative Committee report was approved.

Noting the favorable results of the 2006 financial report, Mr. Evenson suggested that it would be appropriate for the Committee to direct staff to forward an additional \$360,000 from the Commission's fund balance to the trustee for the Rockwood Drive building bonds. Given the analysis previously presented to the Committee, he said, this should be the last deposit required to be placed with the trustee, since the investment returns on the amounts placed with the trustee over the next several years should result in a balance in the trustee's account in March 2011 to pay off all remaining bonds at that time.

There being no discussion, on a motion by Mr. Wirth, seconded by Mr. Dwyer, and carried unanimously, the Commission's Business Manager was authorized to forward \$360,000 to the Rockwood Drive Building bond trustee for use by that trustee in March 2011 to retire the remaining debt on the building.

REPORT ON CONTRACTS

Chairman Buestrin asked Mr. Evenson to review the proposed contracts and agreements, noting that the Committee members had received a table listing the contracts and agreements prior to the meeting. Mr. Evenson then briefly reviewed the three contracts reported on the table, noting that the Washington County Economic Development Corporation has sought Commission staff assistance in administering its revolving loan fund; that two additional contracts have been let with consultants working with the Commission's water supply study; and that the Commission is serving as agent for the U.S. Geological Survey and Milwaukee, Ozaukee, and Waukesha Counties in securing new digital orthophotography this coming spring. In response to an inquiry by Mr. Dwyer, Mr. Evenson indicated that Ozaukee County's financial contribution to the orthophotography program significantly exceeds that of Waukesha and Milwaukee Counties, owing to the fact that the Federal government's desired photography area, while including the great majority of Milwaukee and Waukesha Counties, included a relatively small portion of Ozaukee County.

There being no further discussion, on a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously, the report relative to the contracts was accepted and placed on file (copy of report attached to Official Minutes).

GEO 29 REVIEW

Chairman Buestrin asked Mr. Evenson to report on the Federal grants and loans and direct Federal development projects submitted to the Commission for intergovernmental review pursuant to the requirements set forth in Gubernatorial Executive Order No. 29.

Mr. Evenson noted that summaries of the two project applications were provided to the Committee members with the agenda for the meeting. There was no conflict, he said, between any of the projects and the adopted regional plans.

There being no questions or comments, on a motion by Mr. Drew, seconded by Mr. Morrison, and carried unanimously, the following two applications were recommended to the grantor agencies for approval as being in conformance, or not in conflict, with adopted regional plans: two conservation programs (CONSER-1013 through CONSER-1014) (copy of table attached to Official Minutes).

CONSIDERATION OF APPOINTMENTS TO THE INTERGOVERNMENTAL COORDINATING AND ADVISORY COMMITTEE ON TRANSPORTATION SYSTEM PLANNING AND PROGRAMMING FOR THE ROUND LAKE BEACH-MCHENRY-GRAYSLAKE, IL-WI URBANIZED AREA (WISCONSIN PORTION)

Mr. Evenson recalled that following the 2000 Census, the previously established Round Lake Beach-McHenry-Grayslake, IL Urbanized Area had been extended into the western portion of Kenosha County, and that this extension brought into play Federal transportation planning requirements similar to those that exist for the Kenosha, Milwaukee, and Racine urbanized areas. He then distributed to the Committee members a proposed roster for an Intergovernmental Coordinating and Advisory Committee on Transportation System Planning and Programming for the Wisconsin portion of this urbanized area, noting that the Committee would be made up of Federal and State agency representatives and the chief elected officials of the local governments concerned. It is intended, he said, that this Committee work in tandem with similar committees created many years ago for the Kenosha, Milwaukee, and Racine urbanized areas.

Following a brief discussion, on a motion by Mr. Drew, seconded by Mr. Morrison, and carried unanimously, the subject Intergovernmental Coordinating and Advisory Committee was created (copy of Committee roster attached to Official Minutes).

CONSIDERATION OF APPOINTMENTS TO THE ENVIRONMENTAL JUSTICE TASK FORCE

Mr. Evenson recalled that the Commission had earlier determined to create, on a two-year trial basis, a 15-member Environmental Justice Task Force. He then distributed to members of the Committee two documents, one of which sets forth Commission staff recommendations attendant to individuals proposed to serve in 13 of the 15 membership positions on the Task Force, with the other constituting a list of nominations for the Task Force submitted by the American Civil Liberties Union of Wisconsin on behalf of itself and other organizations (copies attached to Official Minutes). He noted that in addition to the ACLU nominations, the Commission had conducted its own outreach efforts by contacting a wide range of groups and individuals throughout southeastern Wisconsin known to have an interest in this matter. He noted with respect to the Commission staff recommendations that the two remaining vacancies are

intended to be filled by members of minority groups, one representing the Waukesha Hispanic community and the other representing the regional Native American community. He indicated that Commission staff was working with Commissioner Anselmo Villarreal to identify an appropriate individual to represent the Waukesha Hispanic community, and that outreach to the Native American community continues.

A discussion then ensued. In response to an inquiry by Mr. Dwyer, Mr. Evenson indicated that the group will meet quarterly or perhaps more often should they desire. In response to a follow up inquiry by Mr. Dwyer, Mr. Evenson indicated that one of the things the Task Force will be asked to do is to review the Commission's outreach program to minority communities and to identify ways to improve that program and get greater feedback from and involvement by those communities. A second initiative, he continued, would involve Task Force review and comment on emerging regional plan elements.

At the end of the discussion, it was moved by Mr. Dwyer, seconded by Mr. Wirth, and carried unanimously to populate the Environmental Justice Task Force in the manner recommended by the Commission staff, with the Executive Director to work with the Commission Chairman and Commissioner Villarreal in identifying appropriate individuals to fill the remaining two vacant Task Force positions.

CONSIDERATION OF STRATEGIC REVIEW OF COMMISSION'S RECOMMENDED SYSTEM OF SURVEY CONTROL

Mr. Evenson noted that, for over 40 years, the Commission has promulgated the establishment of a control survey network within the Region that serves as a sound basis for the conduct of land and engineering surveys and as a foundation for the creation of parcel based land and public works information systems. Given that this control survey network has now been in place and in use for some time, and further given that major changes are occurring in survey technology, the Commission staff believes that a critical review of the status and continued utility of the network, and of the Commission's role in the perpetuation of the network, to be in order at this time. Accordingly, he continued, the staff desires to proceed with an effort to strategically address this matter. Assuming that the Committee approves this effort, he said, he would propose the establishment at a future meeting of a Technical Advisory Committee to oversee the review. Moreover, he said, the Commission staff would intend to engage at a cost not to exceed \$15,000, Earl F. Burkholder, a New Mexico based academician and consulting geodetic engineer to staff this Committee. Mr. Burkholder, he said, has worked on Commission projects in past years and is a nationally recognized expert in this field.

A discussion concerning this proposal then ensued. In response to an inquiry by Mr. Dwyer, Mr. Evenson indicated that it is envisioned that the work effort would be conducted over an approximate six-month period beginning in July and ending in December 2007, with Mr. Burkholder meeting with the Committee perhaps three times. He would be responsible for structuring the work effort and for preparing a final report. In response to an inquiry by Mr. Stroik, Mr. Evenson indicated that, although he cannot prejudge the results of this work effort, one possible result would be a reduction in the number of physical benchmarks maintained in the vertical control network servicing the Region.

Following that discussion, on a motion by Mr. Stroik, seconded by Mr. Morrison, and carried unanimously, the Commission staff was authorized to engage Mr. Burkholder as proposed and to develop a proposed roster for the necessary Technical Advisory Committee.

WORK PROGRESS REPORTS

Mr. Evenson reported that he had no particular reports to present at this meeting relative to the progress of the Commission's work program.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson indicated that there was no correspondence to bring before the Committee nor no new announcements.

ADJOURNMENT

There being no further business to come before the Committee, the meeting adjourned at 3:40 p.m., on a motion by Mr. Drew, seconded by Ms. Greene, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments