

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ANNUAL MEETING

June 17, 2009

3:00 p.m.

Washington County Government Center  
432 East Washington Street, Room 2024  
West Bend, Wisconsin

#### **Present:**

#### **Excused:**

#### **Commissioners:**

David L. Stroik, Chairman  
Thomas H. Buestrin  
Brian Dranzik  
James T. Dwyer  
Adelene Greene  
Richard A. Hansen  
William E. Johnson  
John M. Jung  
Robert W. Pitts  
Nancy Russell  
Daniel S. Schmidt  
Paul G. Vrakas  
John F. Weishan, Jr.  
Gustav W. Wirth, Jr.

William R. Drew  
Anita M. Faraone  
Susan S. Greenfield  
Gregory L. Holden  
Mary A. Kacmarcik  
Michael J. Miklasevich  
Anselmo Villarreal

#### **Staff:**

Kenneth R. Yunker  
Elizabeth Larsen  
Debra D'Amico  
Lynn Heis  
Nancy Anderson

Executive Director  
Business Manager  
Executive Secretary  
Staff Secretary  
Chief Community Assistance Planner

#### **Guests:**

Herbert J. Tennes

Chairman, Washington County Board

## **ROLL CALL AND SEATING OF NEW COMMISSIONERS**

Chairman Stroik called the 225<sup>th</sup> meeting of the Commission to order at 3:05 p.m. Roll call was taken and a quorum declared present. Chairman Stroik indicated for the record that Commissioners Drew, Faraone, Greenfield, Holden, Kacmarcik, Miklasevich, and Villarreal had asked to be excused.

Chairman Stroik noted that two new appointments to the Commission had been made for Milwaukee County and that the seating of these two new Commissioners on the Commission was in order at this meeting. Chairman Stroik then introduced Commissioner Brian Dranzik and Commissioner John F. Weishan, Jr. to the Commission as the newest Commissioners representing Milwaukee County.

Chairman Stroik noted that Commissioner Dranzik was appointed by Milwaukee County Executive Scott Walker, and was confirmed by the Milwaukee County Board. He added that Commissioner Dranzik is the Director of Administration for the Milwaukee County Department of Transportation and Public Works, and currently serves as Milwaukee County representative on the Southeastern Wisconsin Regional Transit Authority.

It was then moved by Chairman Stroik, seconded by Mr. Pitts, and carried unanimously to formally seat Mr. Dranzik, as a Commissioner representing Milwaukee County. On behalf of the entire Commission, Chairman Stroik welcomed Mr. Dranzik.

Chairman Stroik introduced Mr. Weishan to the Commission as another new Commissioner representing Milwaukee County. Chairman Stroik noted that Mr. Weishan was appointed to the Regional Planning Commission by Governor Doyle from a County Board supplied list. Chairman Stroik added that Mr. Weishan is a member of the Milwaukee County Board of Supervisors, representing the 16<sup>th</sup> District, and is a member of the County Board Personnel Committee, Inter-Governmental Relations Committee, and the Transportation, Public Works and Transit Committee.

It was then moved by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously to formally seat Mr. Weishan, as a Commissioner representing Milwaukee County. On behalf of the entire Commission, Chairman Stroik welcomed Mr. Weishan.

## **WELCOMING REMARKS**

Chairman Stroik recognized Mr. Herbert J. Tennes, the Washington County Board Chairman. Mr. Tennes welcomed the Commissioners to Washington County. He described a number of major projects underway or recently completed in Washington County including: the county comprehensive plan, the reconstruction of County Trunk Highway Q, the remodeling of the Samaritan Nursing Home, the updating of the County Sheriff's radio system, and preparation of a master plan for County buildings and grounds.

Chairman Stroik thanked Mr. Tennes for his remarks, and warm welcome.

## **APPROVAL OF MINUTES OF MARCH 4, 2009 MEETING**

On a motion by Mr. Wirth, seconded by Ms. Greene, and carried unanimously, the minutes of the Quarterly Meeting of March 4, 2009, were approved as published.

## **TREASURER'S REPORT**

Chairman Stroik asked Mr. Yunker to present the Treasurer's Report as the Commission Treasurer, Mr. Drew was unable to attend the meeting. Mr. Yunker noted that a copy of the Treasurer's report had been

provided to all Commissioners for review prior to the meeting. In commenting on the report, he called attention to the following items:

1. Based upon disbursements through May 10, 2009, it is projected that total disbursements for the year will approximate nearly \$6.6 million. Revenues are projected at about \$6.9 million, exclusive of interest income and miscellaneous revenues.
2. The total amount of funds held by the Commission in the various operating, liability, and reserve accounts approximates \$2.9 million. The various accounts are identified on the second page of the report.
3. As of May 10, 2009, the Commission had in investments and cash on hand nearly \$4.0 million. About \$2.6 million are invested in the State of Wisconsin Local Government Pooled Investment Fund. As of May 10, 2009, that fund was yielding 0.67 percent interest. Other funds are held in savings and checking accounts and in certificates of deposits at several banks.

On a motion by Mr. Vrakas, seconded by Mr. Schmidt, and carried unanimously, the Treasurer's Report for the period ending May 10, 2009, was approved (copy of the Treasurer's Report attached to Official Minutes).

## **STANDING COMMITTEE REPORTS**

### **Planning and Research Committee**

Noting that the Planning and Research Committee met once since the Commission Quarterly meeting on March 4, 2009, Committee Chairman Schmidt reported the following items:

On June 2, 2009, the Committee took the following actions:

1. Reviewed and acted to recommend to the Commission for adoption an amendment to the regional water quality management plan pertaining to the sanitary sewer service area for the Village of Caledonia. That amendment, scheduled for action later in this meeting, would add 139 acres of lands owned by WE Energies and used for utility related uses in the northeastern area of the Village to the Caledonia-Metropolitan Milwaukee Sewerage District (MMSD) service area. About 19 acres of the site consists of environmentally significant lands. Sewers on the subject site would connect with a private sewer on WE Energies property to the north, which, in turn, connects with City of Oak Creek sewers tributary to MMSD. The flow from the subject area is expected to be small—about 2,600 gallons per day. The flow rate indicated in the preliminary draft—7,200 gallons per day—would be changed to 2,600 gallons per day in the final report, based upon information provided by the Village engineer at the hearing. The amendment is consistent with the adopted regional land use plan and was approved by the Village Board on May 19, 2009.
2. Reviewed and acted to recommend to the Commission for adoption an amendment to the regional water quality management plan pertaining to the sanitary sewer service area for the Village of Germantown. Two areas are proposed to be added to the sewer service area. Generally located between Mequon Road and Freistadt Road, and west of Country Aire Drive, the two areas encompass 31 acres, including 30 acres of agricultural land and one acre of environmentally significant land. The developable portion of the subject area is anticipated to be developed for residential use, accommodating about 45 housing units. The amendment, scheduled for action later in this meeting, would increase the size of the sewer service area by less than 1 percent and result in less than a 1 percent increase in the service area population. The MMSD year 2020 facilities plan provides capacity for the subject area. The amendment is consistent with the adopted regional land use plan and was approved by the Village Board on May 4, 2009.

There being no questions or comments, on a motion by Mr. Pitts, seconded by Mr. Greene, and carried unanimously, the Planning and Research Committee report was approved (copy of the Planning and Research Committee Report attached to Official Minutes).

### **Administrative Committee**

Noting that the Administrative Committee had met three times since the Commission Quarterly meeting on March 4, 2009, Committee Chair Greene reported the following items:

On March 26, 2009, the Committee took the following actions:

1. Reviewed and approved the Commission disbursements for two financial reporting periods: Year 2009 Nos. 5 and 6, extending over the period February 16, 2009, to March 15, 2009.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending March 15, 2009. With nearly 20 percent of the year completed, the projections indicated a year end surplus of about \$300,000.
3. Reviewed and approved the 2008 audit report prepared by certified public accountants from the firm David L. Scrima, S.C. The audit report indicated that the Commission had a year-end fund equity balance of about \$2.41 million. This amount compares with a fund equity balance of \$2.66 million at the end of 2007. The auditors found no material weaknesses in the Commission's internal fiscal control procedures.

On April 23, 2009, the Committee took the following actions:

1. Reviewed and approved the Commission disbursements for two financial reporting periods: Year 2009 Nos. 7 and 8, extending over the period March 16, 2009, to April 12, 2009.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending April 12, 2009. With nearly 30 percent of the year completed, the projections indicated a year end surplus of about \$240,000.
3. Approved the replacement of a Commission staff vehicle, a four wheel drive pickup truck used in the Commission staff surveying function. The vehicle would be purchased with the State of Wisconsin municipal discount.

On May 28, 2009, the Committee took the following actions:

1. Reviewed and approved the Commission disbursements for two financial reporting periods: Year 2009 Nos. 9 and 10, extending over the period April 13, 2009, to May 10, 2009.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending May 10, 2009. With about 40 percent of the year completed, the projections indicated a year end surplus of about \$286,000.
3. Authorized the Commission staff to retain the certified public accounting firm of David L. Scrima, S.C., to conduct the audit of the Commission's calendar year 2009 operations. That firm continues to deliver quality services in a timely way at a low cost.

4. Reviewed and approved a series of budget assumptions for calendar year 2010 proposed by the Commission staff. A budget based upon those assumptions will be considered later in the meeting today.
5. Received a report on the business insurance coverage maintained by the Commission.
6. Approved the upgrading of the Commission website at an estimated cost of \$40,000 including movement to “content management system” (CMS) software. The CMS software will permit each Commission staff Division to directly update their portion of the website. The estimated cost includes site design and development and migration of existing website materials.

In response to an inquiry by Mr. Johnson relative to a purchasing policy attendant to the acquisition of automobiles, Mr. Yunker responded the Administrative Committee has adopted criteria for vehicle replacement which consider vehicle age, mileage, and repair costs. He added that vehicles are purchased at substantial discounts through the State of Wisconsin municipal vehicle purchase program. Following a brief discussion, Chairman Stroik proposed that the Administrative Committee consider developing vehicle purchase guidelines and policy.

On a motion by Ms. Russell, seconded by Mr. Schmidt, and carried unanimously, the Administrative Committee report was approved (copy of the Administrative Committee Report attached to Official Minutes).

#### **Executive Committee**

Noting that the Executive Committee had met five times since the Commission Quarterly meeting on March 4, 2009, Chairman Stroik reported the following items:

On March 17, 2009, the Committee took the following action:

1. Reviewed and approved the 2009-2012 Regional Transportation Improvement Program.

On March 26, 2009, the Committee took the following actions:

1. Received and approved a report from the Administrative Committee relative to its meeting that day.
2. Reviewed and approved one contract for planning work. The details of that contract are set forth in a table attached to this report.
3. Received a report outlining the status of several key planning efforts being undertaken by the Commission.

On April 3, 2009, the Committee took the following actions:

1. Reviewed and endorsed the recommendation of the Commission’s Advisory Committee on Transportation System Planning and Programming for the Milwaukee Urbanized Area, which recommended that the State of Wisconsin consider funding with State of Wisconsin American Recovery and Reinvestment Act discretionary funding three “Stage 1 solicitation” projects of local governments within the Milwaukee urbanized area.

On April 23, 2009, the Committee took the following actions:

1. Received and approved a report from the Administrative Committee relative to its meeting that day.

2. Reviewed and approved two contracts for planning work. The details of those contracts are set forth in a table attached to this report.
3. Received a report outlining the status of several key planning efforts being undertaken by the Commission. This key planning efforts status report is attached to this report.
4. Received and approved a proposed change in the boundary of the adjusted Milwaukee urbanized area recommended by Commission staff and by the Commission's Advisory Committee on Transportation System Planning and Programming for the Milwaukee Urbanized Area.

On May 7, 2009, the Committee took the following action:

1. Reviewed and endorsed the recommendation of the Commission's Advisory Committee on Transportation System Planning and Programming for the Milwaukee Urbanized Area with respect to the funding allocation and project selection process for, and the projects to receive, U.S. Department of Transportation, Federal Highway Administration Surface Transportation Program-Milwaukee urbanized area American Recovery and Reinvestment Act funding.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Johnson, and carried unanimously, the Executive Committee report was approved (copy of the Executive Committee Report attached to Official Minutes).

#### **ADOPTION OF AMENDMENTS TO REGIONAL WATER QUALITY MANAGEMENT PLAN**

##### **Village of Caledonia Sewer Service Area** (Resolution No. 2009-04)

Chairman Stroik asked the Commission to consider Resolution No. 2009-04, noting that the Resolution would revise the Village of Caledonia sewer service area. He asked Mr. Schmidt to present the resolution.

Mr. Schmidt noted that all Commissioners had received for review prior to the meeting a copy of Resolution No. 2009-04, together with a copy of a SEWRPC staff memorandum dated June 2009. He recalled that the proposed amendment had been reviewed by the Planning and Research Committee at a meeting held on June 2, 2009, and was recommended for adoption by the Commission.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Johnson, and carried by a vote of 14 ayes and 0 nays, Resolution No. 2009-04 was approved unanimously (copy of Resolution No. 2009-04 attached to Official Minutes).

##### **Germantown Sewer Service Area Plan** (Resolution No. 2009-05)

Chairman Stroik asked the Commission to consider Resolution No. 2009-05, noting that the Resolution would revise the Germantown sewer service area plan. He asked Mr. Schmidt to present the resolution.

Mr. Schmidt noted that all Commissioners had received for review prior to the meeting a copy of Resolution No. 2009-05, together with a copy of a SEWRPC staff memorandum dated June 2009 documenting the proposed amendment. He recalled that the proposed amendment had been reviewed by the Planning and Research Committee at its meeting held on June 2, 2009, and was recommended for adoption by the Commission.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried by a vote of 14 ayes and 0 nays, Resolution No. 2009-05 was approved unanimously, (copy of Resolution No. 2009-05 attached to Official Minutes).

## CONSIDERATION OF ADOPTION OF BUDGET FOR CALENDAR YEAR 2010

Chairman Stroik noted that copies of the proposed Commission budget for calendar year 2010 had been provided to all Commissioners for review prior to the meeting, and asked the Commission to consider adoption of that budget. Noting that Mr. Drew, the Commission Treasurer, was unable to attend the meeting, Chairman Stroik asked Mr. Yunker to briefly present the proposed budget.

Mr. Yunker led the Commissioners through the proposed budget document, noting that the assumptions underlying the budget had been presented to, and approved by, the Commission's Administrative Committee at its May monthly meeting. He called attention, in particular, to the following major items:

1. As shown on Tables 1 and 2, the proposed year 2010 operating budget calls for a total revenue and expenditure level of about \$6.95 million. This represents an increase of about \$137,480 or 2.02 percent, from the 2009 adopted budget level of about \$6.82 million. The increase is due to the aerial orthophotography to be conducted in 2010.

This project, completed in cooperation with the counties, local municipalities and the State is conducted every ten years in conjunction with the U.S. census. The funding received for this project goes entirely to consultants with the exception of \$50,000, which funds project management and review conducted by the Commission staff.

2. Table 3 reflects a staffing level of 62 full-time positions, a decline from 67 positions in 2009; an assumed 10 percent increase in health insurance costs; an assumed increase of 0.6 percent in retirement system costs; and a reduction in part-time and overtime staff expenditures.

The decline in staff positions will be achieved in part through a hiring freeze on vacant positions, including the Deputy Director position. Job duties of some staff have been re-classified and re-allocated to cover these vacancies. Mr. Yunker noted that to reduce the need to eliminate staff and to maintain a no increase budget, he would propose a salary freeze including for himself. He stated that the only salary increases would be for employees who are being promoted, or reclassified, and are taking on significant new responsibilities and demonstrating increased productivity.

3. In Table 4, Federal and State revenues show an increase, again due to the conduct of the aerial orthophotography project. With the exception of this project, Federal and State revenues have decreased. There is a modest decline of approximately 10 percent of state matching funds for transportation planning. Overall service agreement revenues are expected to decline by about 15 percent due largely to the completion of the county and local comprehensive plans. Rental income from the tenant in the Rockwood Drive building will increase slightly based upon lease arrangements and assuming that the lessee —Medical Associates, Inc.—renews the lease for an additional year beginning April 1, 2010. Total revenues show an increase of 2.02 percent.
4. For the fourth straight year, a flat or declining regional tax levy budget is proposed for 2010 (see Table 14). The tax levy budget for 2010 is \$2,370,245, the same as 2009. The allocation by county for 2010 is based on the distribution of the 2008 equalized valuation of the Region by county. The counties that would experience a decrease in 2010 are Milwaukee, Ozaukee, Racine and Waukesha. The tax levy budget amount varies from a 0.1 percent decrease for Racine County to a 1.5 percent decrease for Ozaukee County. It also represents an increase for three counties: Kenosha, Walworth and Washington, with Kenosha County increasing by 0.22 percent and Walworth County by 3.6 percent.

Mr. Wirth suggested that a table showing the change in equalized values in each southeastern Wisconsin county from 2007 to 2008, along with a table showing the change in Commission tax levy from 2009 to 2010 be prepared by Commission staff and provided to all Commissioners. Mr. Yunker stated these tables will be attached to the minutes of the meeting.

[Secretary's Note: Attachment 1 to these minutes provides these two tables.]

5. Tables 5 through 13 of the budget document pertinent information relative to the anticipated program budgets in each of the Commission's functional planning areas. More detail with respect to budget allocation will follow later in the year when the Commission's 2010 Overall Work Program document is produced.

Chairman Stroik informed the Commission that salary adjustments are usually handled by an Ad Hoc Committee. He asked that Commissioners Schmidt, Buestrin and Drew serve on the Committee, and asked whether other Commissioners have an interest in service on the Committee. Ms. Russell asked to serve on the Committee, and Chairman Stroik stated that she would also be appointed to the Committee.

A discussion then ensued. Mr. Dwyer expressed concern that a continued flat budget would affect the quality and timeliness of the Commission's work. Mr. Yunker agreed. Mr. Johnson inquired about the increased contribution to the Wisconsin Retirement System. Mr. Yunker stated the increase represents about \$35,000, and the Commission, along with the State of Wisconsin, and all counties, and municipalities other than Milwaukee City and County participate in the Wisconsin Retirement System (WRS). He noted the Commission does not have the ability to determine or influence the contribution rates to the WRS. In response to an additional inquiry by Mr. Johnson, Mr. Yunker indicated the Commission staff will determine if the Federal Employment Retirement Income Security Act (ERISA) law applies to the WRS.

[Secretary's Note: The Employment Retirement Income Security Act is a federal law that sets minimum standards for most voluntarily established pension and health plans in private industry.]

There being no further questions or comments, on a motion by Mr. Pitts, seconded by Mr. Wirth, and carried unanimously, the Commission's proposed 2010 operating budget was approved, and the Chairman was authorized to transmit the appropriate tax levy requests to the seven constituent counties (copy of 2010 operating budget attached to Official Minutes).

#### **STAFF REPORT ON COMMISSION STAFF WORK ON THE PREPARATION OF COMPREHENSIVE PLANS FOR OZAUKEE COUNTY AND WASHINGTON COUNTY AND THEIR CITIES, VILLAGES AND TOWNS**

A presentation titled, "Multi-Jurisdictional Comprehensive Plans for Ozaukee and Washington Counties" was given by Ms. Nancy Anderson, Chief Community Assistance Planner. (presentation copy attached to Official Minutes)

#### **STAFF REPORT ON COMMISSION STAFF WORK ON AMERICAN RECOVERY AND REINVESTMENT ACT (ECONOMIC STIMULUS) TRANSPORTATION FUNDING ALLOCATION AND PROJECT SELECTION IN THE MILWAUKEE URBANIZED AREA**

A presentation was given by Mr. Yunker titled, "American Recovery and Reinvestment Act U.S. Department of Transportation Funds: Funding Allocation and Project Selection in the Milwaukee Urbanized Area." (presentation copy attached to Official Minutes).

**CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker noted that there were no announcements or correspondence to be brought to the attention of the Commission.

**CONFIRMATION OF DATE, TIME, AND PLACE OF SEPTEMBER QUARTERLY MEETING**

Chairman Stroik indicated that the next meeting of the Commission will be scheduled for 3:00 p.m. on Wednesday, September 9, 2009, in Racine County.

**ADJOURNMENT**

There being no further business to come before the Commission, on a motion by Mr. Wirth, seconded by Ms. Greene, and carried unanimously, the meeting adjourned at 4:40 p.m.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

KRY/lgh/dad  
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Attachments