

**MINUTES**  
**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**  
**QUARTERLY MEETING**

Wednesday, March 14, 2012

3:00 p.m.

Lakeland School  
W3905 County Road NN, Apartment/Room 165  
Elkhorn, WI 53121

**Present:**

**Excused:**

Commissioners:

David L. Stroik, Chairman  
Thomas H. Buestrin  
Charles L. Colman  
Michael A. Crowley  
José M. Delgado  
James T. Dwyer  
David L. Eberle  
Adelene Greene  
William E. Johnson  
Nancy Russell  
Daniel S. Schmidt  
Linda J. Seemeyer  
Peggy L. Shumway  
Gustav W. Wirth, Jr

Gilbert B. Bakke  
Kimberly L. Breunig  
William R. Drew  
Robert W. Pitts  
John Rogers  
Daniel Stoffel  
John F. Weishan, Jr.

Staff:

Kenneth R. Yunker	Executive Director
Elizabeth A. Larsen	Business Manager
Debra A. D'Amico	Executive Secretary
Michael G. Hahn	Chief Environmental Engineer
Donald M. Reed	Chief Biologist
Christopher J. Jors	Specialist

**ROLL CALL**

Chairman Stroik called the 236th meeting of the Commission to order at 3:00 p.m. Roll call was taken and a quorum declared present. Chairman Stroik indicated for the record that Commissioners Bakke, Breunig, Drew, Pitts, Rogers, Stoffel, and Weishan had asked to be excused.

**WELCOMING REMARKS BY TRACY MOATE, DIRECTOR OF SPECIAL EDUCATION,  
AND DAVID BRETL, WALWORTH COUNTY ADMINISTRATOR**

Chairman Stroik welcomed the Commissioners to Lakeland School and commented on the informative and interesting tour the Commissioners were given prior to the meeting. He then introduced and thanked Ms. Tracy Moate, Director of Special Education, who had organized and, along with the Principal Greg Kostechka, conducted tours and made arrangements for the meeting room and refreshments. Ms. Moate welcomed and thanked the Commissioners for their interest in Lakeland School. She gave a brief history noting that Lakeland School was built in 2008 and that it accommodates students between the ages of five and 21 years old.

Walworth County Administrator, David Bretl, also welcomed the Commissioners on behalf of the Walworth County Board of Supervisors. He stated that Lakeland School is a unique, progressive special education facility. He then stated that Walworth County appreciates the work and assistance the Commission has provided throughout the years and looks forward to continued guidance and support to be provided by the Commission to the County. He cited several projects in which the Commission has aided the County and local municipalities with planning and related services—including County and local comprehensive planning, County highway system planning, and County redistricting—and then noted the great value the Commission provides Walworth County.

**APPROVAL OF MINUTES OF THE DECEMBER 7, 2011, MEETING**

On a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the minutes of the December 7, 2011, Quarterly Commission Meeting were approved as published.

**TREASURER'S REPORT**

Chairman Stroik asked Ms. Russell to present the Treasurer's Report. She 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, she called attention to the following items:

1. Due to the very short period of time to date in the new year, no attempt was made to project expenditures for the year. Revenues are projected at about \$8.7 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 \$3.6 million. The various accounts are identified on the second page of the report.
3. As of January 29, 2012, the Commission had in investments and cash on hand approximately \$3.6 million. About \$1.67 million are invested in the State of Wisconsin Local Government Pooled Investment Fund. As of January 29, 2012, that fund was yielding 0.13 percent interest. Other funds are held in savings, checking, and money market accounts at several banks.

There being no questions or discussion, on a motion by Ms. Greene, seconded by Mr. Wirth, and carried unanimously, the Treasurer's Report for the period ending January 29, 2012, was approved (copy of the Treasurer's Report attached to Official Minutes).

## **STANDING COMMITTEE REPORTS**

### **Planning and Research Committee**

Chairman Stroik asked Mr. Schmidt to present the Planning and Research Committee report. Mr. Schmidt noted that all Commissioners had been provided a copy of the report prior to the meeting. He noted that the Planning and Research Committee has met once since the last Commission Quarterly meeting on December 7, 2011.

On February 7, 2012, the Committee took the following actions:

1. Reviewed and approved for publication Chapter IX, "Accessible Housing," and Chapter X, "Subsidized Housing," attendant to SEWRPC Planning Report No. 54, *A Regional Housing Plan for Southeastern Wisconsin: 2035*.
2. Reviewed and approved for publication informational materials relative to public participation in the regional planning process. These materials include; a brief pamphlet and detailed brochure both entitled, "Public Participation Plan for Regional Planning for Southeastern Wisconsin," an appendix entitled, "Public Participation Plan for Transportation Planning Conducted by the Southeastern Wisconsin Regional Planning Commission," and a SEWRPC Staff Memorandum, "Regional Transportation Consultation Process."

There being no questions or discussion, on a motion by Mr. Delgado, seconded by Ms. Seemeyer, and carried unanimously, the Planning and Research Committee report was approved.

### **Administrative Committee**

Chairman Stroik asked Ms. Greene to present the Administrative Committee report. Ms. Greene noted that the report had been provided to all Commissioners prior to the meeting. She also noted that the Administrative Committee met two times since the last Commission Quarterly meeting on December 7, 2011.

On January 19, 2012, the Committee took the following actions:

1. Reviewed and approved the Commission disbursements for financial reporting periods: Year 2011 Nos. 24, 25, 26, and Year 2012 No.1, extending over the period November 7, 2011, to January 1, 2012.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending January 1, 2012.
3. Received a report on the repair and rehabilitation needs of the Commission's building, specifically, that the roof and heating, ventilation, and air conditioning (HVAC) system for the original portion of the building are now about 25 years old and are approaching the end of their service lives. The replacement of both the roof and HVAC system are being investigated with such replacement envisioned to occur in 2012. The Committee also reviewed and approved the purchase and installation of a keyless entry security system for the Commission building.

On February 16, 2012, the Committee took the following actions:

1. Reviewed and approved the Commission disbursements for financial reporting period: Year 2012 Nos. 2 and 3 extending over the period January 2, 2012 to January 29, 2012.

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2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending January 29, 2012.
3. Received a status report on the proposed replacement of the roof and HVAC system serving the original portion of the Commission's building. Approved obtaining roofing contractor proposals for the replacement of the building roof.

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

### **Executive Committee**

Chairman Stroik stated that the Executive Committee report had been provided to all Commissioners prior to the meeting. He noted that the Executive Committee met two times since the Quarterly Commission Meeting on December 7, 2011.

On January 19, 2012, 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 12 contracts for planning work. The details of these contracts are set forth in a table attached to this report.
3. Received a report outlining the schedule for projects to be conducted throughout 2012 which include several key planning efforts being undertaken by the Commission.
4. Reviewed and approved an amendment to the 2011-2014 Regional Transportation Improvement Program (TIP). This amendment to the 2011-2014 TIP was necessary to advance a total of 13 projects, all of which were approved by the Commission Advisory Committees for Transportation System Planning and Programming for the Milwaukee, Racine, and Kenosha Urbanized Areas.
5. Reviewed, considered, and decided to take no action relative to the 2011 Wisconsin Act 35, Carrying Concealed Weapon Law.

On February 16, 2012, 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 eight contracts for planning work. The details of these contracts are set forth in a table attached to this report.
3. Approved a three-year contract extension for the Commission's Executive Director.
4. Received a report outlining the schedule for projects to be conducted throughout 2012 which include several key planning efforts being undertaken by the Commission. This key planning efforts status report is attached to this report.

There being no questions or discussion, on a motion by Mr. Schmidt, seconded by Mr. Colman, and carried unanimously, the Executive Committee report was approved.

## **BRIEFING ON THE COMMISSION'S ENVIRONMENTAL PLANNING WORK**

Chairman Stroik called upon Mr. Yunker to provide a briefing on the Commission's environmental and natural resources planning work. (Presentation copy attached to Official Minutes)

Mr. Yunker stated that the Commissioners may be aware of the recently completed Regional Water Supply Plan and the Natural Areas Plan; however, there are many varied projects the Commission staff works on in environmental and natural resources planning, including water quality management planning addressing wastewater treatment facilities, sanitary sewer service areas, and nonpoint source pollution; flood hazard mapping and mitigation planning; stormwater management planning; lake and stream management and rehabilitation planning; watershed planning; and delineation of primary environmental corridors and wetlands.

Mr. Yunker then introduced Mr. Michael G. Hahn, Chief Environmental Engineer and Dr. Donald M. Reed, Chief Biologist and asked them to brief the Commission on the work of the Environmental Planning and Natural Resources Planning Divisions.

Mr. Hahn and Dr. Reed then presented a PowerPoint presentation (copy attached to Official Minutes). During their presentations, the following questions and comments were made and addressed.

- 1) In response to Chairman Stroik's inquiry relative to the basis for the delineation of the recommended water supply service area along IH 94 in northeastern Racine County, Mr. Hahn stated that the service area shown serves an area of planned urban development and is consistent with the planned sanitary sewer service area. The State of Wisconsin requires consistency between water supply service areas and areawide water quality management plans.
- 2) In response to a comment made by Mr. Colman relative to floodplain mapping, Mr. Hahn agreed that due to the Commission's watershed planning and floodplain mapping efforts, actions have been implemented over the years and flood damage reduction has been achieved.
- 3) In response to an inquiry by Mr. Dwyer, Mr. Hahn stated that the Commission is not directly involved in the work being done by the Metropolitan Sewerage District (MMSD) in the Village of Germantown under its Greenseams Program, but noted that the Commission had prepared a study to assist the MMSD in identifying areas for purchase under this program.
- 4) In response to an inquiry by Mr. Eberle, Dr. Reed noted that under the Clean Water Act, the U.S. Army Corps of Engineers and U.S. Environmental Protection Agency, working in coordination with other Federal Agencies and States, may identify certain wetlands and other waters that are generally unsuitable for the discharge of dredge and fill materials. Such wetlands and other waters are designated under the Section 404 (b)(1) Guidelines of the Act, and referred to as Advanced Identification of Disposal Area (ADID) wetlands. In Southeastern Wisconsin, ADID wetlands include those wetlands, lakes, and streams located in the Commission's 2005 primary environmental corridors, and in those isolated natural areas identified in the 2010 amendment to the Regional Natural Areas and Critical Species Habitat Protection and Management Plan. These areas were selected due to their importance in protecting the Region's surface water quality, floodplains, and overall high environmental quality. He added that the ADID classification is only a guide for planning and permitting activities, and that the advance identification process is specified under the 404.b1 guidelines. He also noted that ADID efforts are usually based on watershed planning and are compatible with geographic and ecosystem initiatives such as watershed protection planning.

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- 5) In response to an inquiry by Mr. Dwyer, Dr. Reed stated that the unusually warmer winter weather has allowed Commission staff to conduct field inspections longer into the fall of 2011 and start earlier in 2012. He further explained that the regulatory agencies, namely the Wisconsin Department of Natural Resources (WDNR) and the U.S. Army Corps of Engineers (COE), require a growing season field inspection before a wetland determination can be considered final. Thus, the Commission staff may conduct preliminary inspections in late fall, but has to return to many preliminarily delineated areas to verify the accuracy of the wetland hydrology. Discussion then ensued relative to Waukesha County wetland delineation projects, the use of private consultants, and Commission staff being contacted by the COE and the WDNR to review the accuracy of the delineations performed by consultants.

There being no further questions or comments, Chairman Stroik thanked Mr. Hahn and Dr. Reed for their informative presentations.

**CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there were no correspondence or announcements.

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

Chairman Stroik indicated that the next meeting of the Commission is scheduled for 3:00 p.m. on Wednesday, June 20, 2012, in Washington 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 was adjourned at 4:34 p.m.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

KRY/dad  
#202436  
Attachments