

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### EXECUTIVE COMMITTEE

Thursday, March 31, 2005

2:00 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  
Robert A. Brooks (Alternate)  
Allen L. Morrison  
Daniel S. Schmidt  
Linda J. Seemeyer  
Gustav W. Wirth, Jr.

Richard A. Hansen  
Paul G. Vrakas

Absent:

Adelene Robinson

Staff:

Philip C. Evenson  
Loretta Watson

Executive Director  
Executive Secretary

#### ROLL CALL

Chairman Buestrin called the meeting to order at 1:25 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioners Hansen and Vrakas had asked to be excused.

#### APPROVAL OF MINUTES OF FEBRUARY 24, 2005, MEETING

On a motion by Mr. Drew, seconded by Mr. Morrison, and carried unanimously, the minutes of the Executive Committee meeting held on February 24, 2005, were approved as published.

#### ADMINISTRATIVE COMMITTEE REPORT, MR. BROOKS REPORTING

(Meeting of March 31, 2005)

Mr. Brooks 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 2005 Nos. 4, 5, and 6, extending over the period February 7, 2005 to March 20, 2005.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending March 20, 2005. With nearly one-quarter of the year completed, the projections indicated a year end surplus of nearly \$500,000, a figure that is expected to decline as the year goes on.
3. Reviewed and approved the 2004 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 \$ 3.16 million, up from \$ 2.99 million at the end of 2003. The auditors found no material weaknesses in the Commission's internal fiscal control procedures.

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

### **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 four contracts reported on the table. He called attention in particular to the contract with the Milwaukee Metropolitan Sewerage District to provide continuing funding for the update of the regional water quality management plan for the Milwaukee area watersheds. The additional funding extends the work period to December 2007 when the project is to be completed.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Brooks, 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 three project applications were provided to the Committee members with the agenda for the meeting. There were no conflicts, he said, between any of the projects and the adopted regional plans.

On a motion by Mr. Drew, seconded by Ms. Seemeyer, and carried unanimously, the following three applications were recommended to the grantor agencies for approval as being in conformance, or not in conflict, with adopted regional plans: two community action programs (CAP-2133 and CAP-2134); and one conservation program (CONSER-920) (copy of table attached to Official Minutes).

### **CONSIDERATION OF ORGANIZATIONAL ARRANGEMENTS FOR REGIONAL WATER SUPPLY STUDY**

Mr. Evenson distributed a memorandum to Committee members dealing with a proposed advisory committee structure for the conduct of the regional water supply study. He then reviewed the memorandum with the Committee, noting that the staff proposes the creation of a 32-member Technical Advisory Committee, with most of the individuals who served on the Advisory Committee that prepared

the Prospectus for this study being asked to serve again. The additional members consist primarily of county planning directors, a town official, and individuals who represent the environmental and agricultural communities. Mr. Evenson noted that the staff recommended against creating at this time an Intergovernmental Coordination and Policy Advisory Committee, with the creation of such a committee proposed to be held in abeyance until it is determined that a committee of elected officials is required to address important policy issues. Pending such a decision, Mr. Evenson continued, the Commission staff would plan to regularly brief all of the chief elected officials in the Region through appearances before Intergovernmental Cooperative Councils and similarly convened groups.

After a brief discussion during which it was the consensus of the Committee that a Milwaukee County representative should be added to the proposed Committee roster, with Commissioner Seemeyer to ascertain an appropriate representative from Milwaukee County, on a motion by Mr. Wirth, seconded by Mr. Drew, and carried unanimously, the staff memorandum relative to the advisory committee structure was approved, including the establishment of a Regional Water Supply Planning Technical Advisory Committee as amended (copy of Staff Memorandum and Commission-approved roster attached to Official Minutes).

Mr. Evenson then distributed a document entitled "Allocation of Work Tasks for SEWRPC Regional Water Supply Study" (copy attached to Official Minutes). In reviewing this document with the members of the Committee, Mr. Evenson noted that the SEWRPC staff would provide overall project management of the study and perform much of the planning work, including preparation of the anticipated planning report. It is proposed, he said, to enter into contracts with others to perform certain work tasks, including a civil engineering firm, a law firm, and the University of Wisconsin. Both the civil engineering firm and the law firm would be selected by the Commission staff following a solicitation process that involves a formal "Request for Qualifications." The academic expertise at the University of Wisconsin would be secured through a sole source selection process. Three formal SEWRPC published documents are envisioned, including a state-of-the-art technical report, a water law technical report, and a planning report. The project director would be Mr. Kenneth R. Yunker, the Commission's Deputy Director. Dr. Kurt W. Bauer, the Executive Director Emeritus, would provide quality control services for the study in addition to serving as Chairman of the Regional Water Supply Planning Technical Advisory Committee.

After brief further discussion, on a motion by Mr. Wirth, seconded by Mr. Morrison, and carried unanimously, the proposed allocation of work tasks relative to the regional water supply study was approved, including the processes to be followed in securing supplemental staff services to complete the study.

#### **CONSIDERATION OF CONTRACT EXTENSION FOR MILWAUKEE COUNTY SURVEYOR**

Chairman Buestrin recalled that the Commission Executive Director Emeritus, Dr. Kurt W. Bauer, carries out important work efforts for the Commission on an annual independent contractor basis. In addition to serving as the Milwaukee County Surveyor, Dr. Bauer assists the Executive Director in a number of ways in terms of chairing the Commission's Regional Telecommunications Planning Advisory Committee and the Regional Water Supply Planning Technical Advisory Committee. He indicated that Dr. Bauer has agreed to continue to provide such services on the same basis as provided since his retirement on December 31, 1996, with one change. That change includes the payment of medical insurance costs available to retirees under the Wisconsin Retirement System, beginning in May 2005. That additional cost approximates \$800 per month.

After a brief discussion, on a motion by Mr. Wirth, seconded by Mr. Drew, and carried unanimously, the Chairman was authorized to enter into an appropriate annual extension of the contract agreement with the Executive Director Emeritus, such extension to include the payment of medical insurance costs.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Evenson recalled that at the March 25, 2004, Executive Committee meeting, the Commission staff was authorized to file a State grant application attendant to the construction of a stormwater management bioretention facility for the Commission's parking lot. The filtration system would help treat parking lot runoff. Such a filtration system would be constructed as part of a larger project to expand the Commission's parking lot. Mr. Evenson indicated that while the Commission had been informed last year that its grant application did not score high enough to be funded, by letter dated March 18, 2005, the Commission was informed by the Department of Natural Resources that the project would indeed be funded and that the Commission should expect to receive a grant contract in the near future. Accordingly, he said, the Commission will now have to decide whether or not to proceed with the parking lot expansion project and the attendant construction of the proposed bioretention stormwater treatment facility. He noted that the anticipated terms of the forthcoming grant contract would require the Commission to construct the project by the end of 2006.

In a brief discussion which followed, Mr. Drew said that he would pursue with Interstate Partners, the firm that owns the undevelopable woods immediately to the north of the Commission's parcel on Rockwood Drive, the acquisition of a 100 foot strip of land along the Commission's northerly border so as to add required "green" space to offset the addition of hard surface parking areas. In response to a question by Mr. Schmidt, Mr. Evenson indicated that the Commission would be obligated to pay 50 percent of the cost of the bioretention runoff treatment facility, as well as the entire cost of the parking lot expansion. It was the consensus of the Committee that the Commission Chairman and staff should pursue this matter as soon as possible, bringing back to the Executive Committee in the relatively near future a definitive proposal for parking lot expansion together with anticipated costs.

Mr. Evenson recalled that anticipated Federal funds in the amount of several hundred thousand dollars to support the 2005 orthophotography program had not yet been approved. After caucusing with the County Land Information Officers, Mr. Evenson indicated that a contingency plan had been put into place that would allow this important project to move forward as planned. The key elements of that contingency plan are:

1. The use of certain carryover Federal transportation funds with Commission matching funds to capture all of the data necessary to ultimately process the orthophotography;
2. The allocation of \$100,000 in Federal funds from the U.S. Geological Survey to help defray the post flight data processing costs; and
3. The commitment by each county in the Region to funding the remaining costs should additional Federal transportation funds not become available later this year.

With the contingency plan in place, Mr. Evenson concluded, the staff has authorized the vendor to proceed with the program as planned.

Mr. Evenson then reported that he had met recently with representatives of the building and development industry who desire to help support a strengthened program of education for local plan commissioners and local elected officials in the Region. From their perspective, it is important that an institutional

structure be put in place to not only develop program materials, but formally sponsor training events relating to planning and development issues for such individuals. The Commission, they believe, is well positioned to provide leadership in this respect. Mr. Evenson indicated that he told the group that he would discuss this matter with the Executive Committee of the Commission, and with their concurrence would develop an outline of a formal plan commissioner/local elected official planning-related education program for consideration by all parties concerned.

Mr. Drew commented that he believed this to be an excellent idea for the Commission to pursue and indicated that he would help provide leadership in this respect. After brief discussion, it was the consensus of the Committee to authorize the Executive Director to develop the requested educational program and bring that program before the Executive Committee at its meeting scheduled for May 26, 2005.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting adjourned at 3:00 p.m., on a motion by Mr. Morrison, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Philip C. Evenson  
Deputy Secretary

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Attachments