

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ANNUAL MEETING

Wednesday, June 16, 2010

3:00 p.m.

Washington County Courthouse Government Center
432 East Washington Street, Room 2024 (Main Floor)
West Bend, Wisconsin 53095

Present:

Excused:

Commissioners:

David L. Stroik, Chairman
Thomas H. Buestrin
William R. Drew
James T. Dwyer
Adelene Greene
Susan S. Greenfield
William E. Johnson
Robert W. Pitts
Nancy Russell
Daniel S. Schmidt
Daniel Stoffel
Paul G. Vrakas
John F. Weishan, Jr.
Gustav W. Wirth, Jr.

Anita M. Faraone
Mary A. Kacmarcik
Richard A. Hansen
Gregory L. Holden
John Rogers

Staff:

Kenneth R. Yunker	Executive Director
Elizabeth Larsen	Business Manager
Debra D'Amico	Executive Secretary

Guests:

Herbert J. Tennes	Washington County Board Chairman
-------------------	----------------------------------

ROLL CALL

Chairman Stroik called the 229th 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 Faraone, Hansen, Holden, Kacmarcik, and Rogers had asked to be excused.

WELCOMING REMARKS

Chairman Stroik recognized Mr. Herbert J. Tennes, the Washington County Board Chairman. Mr. Tennes welcomed the Commissioners to Washington County. He announced that the U.S. Golf Association had awarded the 2017 U.S. Open Golf Championship tournament to Erin Hills located in the Town of Erin.

Mr. Tennes described a number of major projects underway or recently completed in Washington County including: the remodeling of Samaritan Health Center, the Washington County Sheriff's Department Dispatch Center, a new Command Post Vehicle for the Washington County Sheriff's Department, and the first phase of the Heritage Park shooting range.

Mr. Tennes noted that the Commission's newest Commissioner, Mr. Daniel Stoffel, has served on the Washington County Board for nearly 30 years, and currently is the First Vice-Chairman of the County Board.

Chairman Stroik thanked Mr. Tennes for his remarks and for offering to lead the Commissioners on a tour of the new Washington County Dispatch Center following the meeting.

INTRODUCTION AND SEATING OF NEW COMMISSIONERS (WASHINGTON AND MILWAUKEE COUNTY)

Chairman Stroik noted that two new appointments had been made to the Commission, one for Washington County and one for Milwaukee County, and that the seating of the new Commissioners was in order at this meeting.

Chairman Stroik introduced Mr. Daniel Stoffel who had been appointed by the Washington County Board to represent Washington County. He then asked Mr. Schmidt, a fellow Washington County Commissioner, to introduce Commissioner Stoffel to the Commission.

Mr. Schmidt gave a brief biography of Mr. Stoffel noting that he grew up on his family's dairy farm in the Town of Kewaskum, a farm that has been in his family since the 1880's. He noted that Mr. Stoffel received a degree in Biochemistry from the University of Wisconsin and began his career in a research and development laboratory but returned to work and manage his family farm. He noted the farm has always pursued innovative practices, including the early use of conservation and no-till farming. He stated that Mr. Stoffel has served on the Washington County Board of Supervisors for nearly 30 years, and on the Town Board of the Town of Kewaskum.

Chairman Stroik then stated that Mr. Stoffel was appointed by the Washington County Board as a Commissioner representing Washington County for a term to expire September 15, 2014.

It was then moved by Chairman Stroik, seconded by Mr. Johnson, and carried unanimously to formally seat Mr. Daniel Stoffel as a Commissioner representing Washington County.

Chairman Stroik stated that Mr. William R. Drew has been appointed to the Commission by Milwaukee County Executive Scott Walker, and was confirmed by the Milwaukee County Board to represent Milwaukee County as a Commissioner. He noted that Mr. Drew had served on the Commission from 1991 to 2009. He then gave a brief biography of Mr. Drew's professional accomplishments noting that he had been: Alderman of the City of Milwaukee 4th District, President of the Milwaukee Common Council, City of Milwaukee Commissioner of City Development, and Milwaukee County Director of Administration. He also noted that Mr. Drew is currently the Executive Director of the Milwaukee

County Research Park. Chairman Stroik then stated that Mr. Drew's term will expire September 15, 2014, and extended the Commission's welcome to Mr. Drew.

Chairman Stroik then made a motion, which was seconded by Mr. Wirth, and carried unanimously to formally seat Mr. William R. Drew as a Commissioner representing Milwaukee County.

APPROVAL OF MINUTES OF MARCH 10, 2010 MEETING

On a motion by Mr. Wirth, seconded by Ms. Greene, and carried unanimously, the minutes of the Quarterly Full Commission Meeting of March 10, 2010, 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. Based upon disbursements through May 9, 2010, it is projected that total disbursements for the year will approximate nearly \$7.5 million. Revenues are projected at about \$7.7 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 \$3.3 million. The various accounts are identified on the second page of the report.
3. As of May 9, 2010, the Commission had in investments and cash on hand of \$4.66 million. About \$3.2 million are invested in the State of Wisconsin Local Government Pooled Investment Fund. As of May 9, 2010, that fund was yielding 0.21 percent interest. Other funds are held in savings, checking, and money market accounts, and a certificate of deposit at several banks.

There being no questions or discussion, on a motion by Mr. Dwyer, seconded by Mr. Wirth, and carried unanimously, the Treasurer's Report for the period ending May 9, 2010, 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 10, 2010, Committee Chairman Schmidt reported the following items:

On June 1, 2010, the Committee took the following actions:

1. Reviewed and acted to recommend to the Commission for adoption the Commission Staff Memorandum Report No. 197, *Review, Update and Reaffirmation of the Year 2035 Regional Transportation Plan*.
2. Reviewed and approved for publication the Recommended Plan (Section 10) of the Amendment to Southeastern Wisconsin Regional Planning Commission Report No. 42, *Natural Areas and Critical Species Habitat Protection and Management Plan for the Southeastern Wisconsin Region*.

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

Administrative Committee

Noting that the Administrative Committee met three times since the last Commission Quarterly Meeting on March 10, 2010, Committee Chair Greene reported the following items:

On March 25, 2010, the Committee took the following actions:

1. Reviewed and approved the Commission disbursements for financial reporting periods: Year 2010 Nos. 5 and 6, extending over the period February 15 to March 14, 2010.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending March 14, 2010. With nearly 20 percent of the year completed, the projections indicated a year end surplus of about \$323,000.
3. Reviewed and approved the 2009 audit report prepared by certified public accounts from the firm David L. Scrima, S.C. The audit report indicated that the Commission had a year-end fund equity balance of about \$2.75 million. This amount compares with a fund equity balance of \$2.41 million at the end of 2008. The auditors found no material weaknesses in the Commission's internal fiscal control procedures.

On April 22, 2010, the Committee took the following actions:

1. Reviewed and approved the Commission disbursements for financial reporting periods: Year 2010 Nos. 7 and 8, extending over the period March 15 to April 11, 2010.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending April 11, 2010. With about 27 percent of the year completed, the projections indicated a year end surplus of about \$337,000.
3. Initiated an analysis of how the Commission charges for service agreements, and service and information requests.

On May 19, 2010, the Committee took the following actions:

1. Reviewed and approved the Commission disbursements for financial reporting periods: Year 2010 Nos. 9 and 10, extending over the period April 12 to May 9, 2010.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending May 9, 2010. With about 35 percent of the year completed, the projections indicated a year end surplus of about \$236,000.
3. Reviewed and approved a series of budget assumptions for calendar year 2011 proposed by the Commission staff. A budget based upon those assumptions will be considered later in the meeting today.

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

Executive Committee

Noting the Executive Committee met three times since the Commission Quarterly Meeting on March 10, 2010, Chairman Stroik reported the following items:

-5-
(Annual Meeting)
June 16, 2010

On March 25, 2010, 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 five 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 completed throughout 2010 which include several key planning efforts being undertaken by the Commission.
4. Approved one amendment to the 2009-2012 Regional Transportation Improvement Program (TIP). The amendment was necessary largely to advance projects to be funded with U.S. Department of Transportation Highway Safety funds. The amendment involved modifying the 2009-2012 Transportation Improvement Program by adding 16 new projects and modifying 3 existing projects of the TIP.

On April 22, 2010, the Committee took the following action:

1. Received and approved a report from the Administrative Committee relative to its meeting that day.
2. Reviewed and approved six 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 completed throughout 2010 which include several key planning efforts being undertaken by the Commission.
4. Approved one amendment to the 2009-2012 Regional Transportation Improvement Program (TIP). The amendment was necessary largely to advance projects to be funded with U.S. Department of Transportation American Recovery and Reinvestment Act funds. The amendment involved the modification of 15 existing projects and adding 3 new projects to the TIP.

On May 19, 2010, the Committee took the following action:

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 this contract are set forth in a table attached to this report.
3. Received a report outlining the schedule for projects to be completed throughout 2010 which include several key planning efforts being undertaken by the Commission. This key planning efforts status report is attached to this report.
4. Approved one amendment to the 2009-2012 Regional Transportation Improvement Program (TIP) which was necessary largely to advance projects to be funded with U.S. Department of Transportation American Recovery and Reinvestment Act funds. The amendment involved modified the 2009-2012 Transportation Improvement Program by adding nine new projects, and five projects that modified existing projects of the TIP.

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

CONSIDERATION OF ADOPTION OF THE BUDGET FOR CALENDAR YEAR 2011

Chairman Stroik noted that copies of the proposed Commission budget for calendar year 2011 had been provided to all Commissioners for review prior to the meeting, and asked the Commission to consider adoption of that budget. Mr. 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 Administrative Committee at its May monthly meeting. He then called attention to the following major items.

1. As shown on Tables 1 and 2, the proposed year 2011 operating budget calls for a total revenue and expenditure level of about \$7.6 million. This represents an increase of about \$688,450 or 9.90 percent, from the 2010 adopted budget level of about \$6.95 million. The increase is due to the major Travel (Origin and Destination) Surveys to be started in 2011. Mr. Yunker further explained that the State will be providing funding--likely a combination of Federal and State funding--in the amount of \$2.8 million over the next two to three years to fund once again the major regional travel surveys which have been conducted by the Commission every decade in Southeastern Wisconsin and coordinated with U.S. Census data. Mr. Yunker then noted that the State has requested that the Commission provide \$100,000 in matching funds, and that staff recommends these funds be provided from the Commission's program development funds. He stated that the 2011 budget includes \$1 million of the total \$2.9 million effort. He added that the travel surveys will help support the Commission's major re-evaluation of regional land use and transportation plans to be conducted in the years 2012 to 2015.
2. Table 3 reflects a staffing level of 65 full-time positions, an increase from 62 in 2010; an assumed 10 percent increase in health insurance costs; an assumed increase of 0.6 percent in retirement system costs; and a 3 percent increase for staff salary adjustments.

The increase of three staff positions are all in the Transportation Planning Division with one of those positions added specifically for travel survey work.
3. In Table 4, Federal and State revenues show an increase, again due to the conduct of regional travel surveys. Overall service agreement revenues are expected to increase by about 5.4 percent due largely to park and open space planning.
4. For the fifth straight year, a flat or declining regional tax levy budget is proposed for 2011 (see Table 14). The tax levy budget for 2011 is \$2,370,245, the same as 2010. The allocation by county for 2011 is based on the distribution of the 2009 equalized valuation of the Region by county. The counties that would experience a decrease in 2011 are Milwaukee, Ozaukee, and Waukesha. The tax levy budget amount varies from a 0.27 percent decrease for Ozaukee County to a 0.74 percent decrease for Milwaukee County. It also represents an increase for four counties: Kenosha, Racine, Walworth, and Washington, with Kenosha County increasing by 0.75 percent and Walworth County by 2.26 percent.
5. Tables 5 through 14 of the budget document present 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 2011 Overall Work Program document is prepared.

In response to an inquiry by Mr. Stoffel relative to the budget decrease in the planning research program noted on Table 1 of the proposed 2011 budget, Mr. Yunker stated that the decrease is a result of the anticipated completion of the regional orthophotography project.

In response to an inquiry by Ms. Russell relative to the \$15,000 expenditure item for rent listed in Table 3 for the proposed 2011 budget, Mr. Yunker indicated that the Commission anticipates opening a satellite office in the Milwaukee County City Campus building located on 28th and Wells Streets in the City of Milwaukee. Mr. Yunker noted that the Milwaukee County Department of Transportation and Public Works is located in this building, and there are several meeting rooms which would be available for committee and public meetings.

Ms. Russell inquired about the hiring of the staff who will assist in the conduct of the regional travel surveys. Mr. Yunker explained that some work will be conducted by consultants and some work by Commission staff. He stated that some individuals will be hired for the duration of the surveys, and will be notified upon hiring that their position will not be continued upon completion of the survey. Temporary staff may also be needed perhaps for a few months as each survey is conducted.

In response to an inquiry by Mr. Pitts relative to whether the 2011 budget includes an Assistant Director position, Mr. Yunker stated that this position was not included in either the 2010 or 2011 budget.

In response to an inquiry by Mr. Johnson, Mr. Yunker indicated that the projected increase in the health insurance budget from 2010 to 2011 is a result of an assumed 10 percent increase in premiums, the addition of three new staff, and an expectation that several current staff will be changing from single to family coverage.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Pitts and carried unanimously, the Commission's proposed 2011 operating budget was approved, and the Chairman was authorized to transmit the appropriate tax levy requests to the seven constituent counties (copy of 2011 operating budget attached to Official Minutes).

CONSIDERATION OF ADOPTION OF THE REVIEW, UPDATE, AND REAFFIRMATION OF THE YEAR 2035 REGIONAL TRANSPORTATION PLAN AND RESOLUTION NO. 2010-09

Chairman Stroik asked the Commission to consider adoption of the SEWRPC Memorandum Report No. 197, *Review, Update, and Reaffirmation of the Year 2035 Regional Transportation Plan* and Resolution No. 2010-09, noting that these materials were previously provided before this meeting. He then called upon Mr. Yunker to present both the report and the resolution.

Mr. Yunker proceeded to give a presentation about the "*Review, Update, and Reaffirmation of the Year 2035 Regional Transportation Plan*" (copy of presentation attached to Official Minutes).

A discussion ensued regarding the various fixed guideway transit projects which are moving forward, including high speed and commuter rail, and included discussion of the agency responsible for implementation and project capital and operating funding.

There being no further questions or comments, on a motion by Mr. Pitts, seconded by Mr. Johnson, and carried by a vote of 13 ayes and 0 nays, the adoption of the SEWRPC Memorandum Report No. 197, *Review, Update, and Reaffirmation of the Year 2035 Regional Transportation Plan* and Resolution No. 2010-09 were approved unanimously, (copy of the SEWRPC Memorandum Report No. 197 and Resolution No. 2010-09 attached to Official Minutes).

STAFF REPORT ON COMMISSION STAFF WORK ON RIPARIAN BUFFERS

Chairman Stroik, after noting that the materials were previously provided, asked Mr. Yunker to present the SEWRPC booklet entitled, "*Managing the Water's Edge: Making Natural Connections*" to the Commission.

Mr. Yunker noted that the Commission staff has long been a leader in the delineation and preservation of environmental corridors. He noted that there is an increasing understanding of the need also to preserve and manage buffers along water bodies and wetlands. These buffers may or may not be part of the environmental corridor. He added that research is still needed to identify the width of buffer needed to preserve water quality and wildlife habitat. He noted the booklet is an attempt to introduce and describe the concept of riparian buffers. He added that the staff has attempted to obtain grants to research issues of buffer width, but to date, no grant has been approved.

Following Mr. Yunker's presentation, Ms. Russell suggested that more work also needs to be done on identifying groundwater recharge areas. Mr. Yunker noted that the regional water supply plan for southeastern Wisconsin that is nearing completion has identified these areas and has recommendations for their preservation.

There being no further questions or comments, Chair Stroik thanked Mr. Yunker for his presentation.

CORRESPONDENCE/ANNOUNCEMENTS

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

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, September 15, 2010, in Kenosha County.

ADJOURNMENT

There being no further business to come before the Commission, on a motion by Mr. Dwyer, seconded by Mr. Weishan, and carried unanimously, the meeting was adjourned at 4:27 p.m.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary

KRY/dad
#151906 v1 - AnnualJun10minutes

Attachments