

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
QUARTERLY MEETING

Wednesday, June 20, 2012

3:00 p.m.

Washington County Courthouse Government Center
432 E. Washington Street, Room 2024 (Main Floor)
West Bend, WI 53095

Present:

Excused:

Commissioners:

David L. Stroik, Chairman
Gilbert B. Bakke
Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
José Delgado
James T. Dwyer
Adelene Greene
William E. Johnson
Robert W. Pitts
Nancy Russell
Daniel S. Schmidt
Peggy L. Shumway
John F. Weishan, Jr.
Gustav W. Wirth, Jr.

Kimberly L. Breunig
William R. Drew, Vice-Chairman
David L. Eberle
John Rogers
Linda J. Seemeyer

Staff:

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

Guest:

Herbert J. Tennes	Chairman, Washington County Board
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ROLL CALL

Chairman Stroik called the 237th 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 Breunig, Drew, Eberle, Rogers, and Seemeyer had asked to be excused.

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WELCOMING REMARKS BY HERBERT J. TENNIES, WASHINGTON COUNTY BOARD CHAIRMAN

Chairman Stroik welcomed the Commissioners to Washington County and introduced Washington County Board Chairman Tennes.

Chairman Tennes welcomed the Commissioners to Washington County. After a brief update on current issues and activities in Washington County, Chairman Tennes stated that after the Commission meeting he would conduct a tour of the original Washington County courthouse, jail, and sheriff's residence which served the County from 1886 to 1962.

APPROVAL OF MINUTES OF THE MARCH 14, 2012, MEETING

On a motion by Mr. Wirth, seconded by Mr. Bakke, and carried unanimously, the minutes of the March 14, 2012, 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. Based upon disbursements through May 6, 2012, it is projected that total disbursements for the year will approximate nearly \$8.3 million. Revenues are projected at about \$8.5 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 May 8, 2012, the Commission had in investments and cash on hand approximately \$5.0 million. Nearly \$3.7 million are invested in the State of Wisconsin Local Government Pooled Investment Fund. As of May 6, 2012, that fund was yielding 0.14 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 Mr. Bakke, seconded by Mr. Stoffel, and carried unanimously, the Treasurer's Report for the period ending May 6, 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 March 14, 2012.

On May 15, 2012, the Committee took the following actions:

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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 City of Kenosha. That amendment, scheduled for action later in the current meeting, proposed the addition of lands located immediately adjacent to, but outside, the currently adopted sewer service area, including land in the Village of Pleasant Prairie and in the City of Kenosha. The addition represents an increase in the planned sewer service area of about 0.13 square miles, or less than 1 percent. The two areas proposed for addition do not encompass any lands that have been identified as environmental corridor or isolated natural resource areas.
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 City of New Berlin. That amendment, also scheduled for action later in the current meeting, proposed the addition of lands located immediately adjacent to, but outside, the currently adopted sewer service area. The addition represents an increase in the planned sewer service area of about 0.10 square miles, or less than 1 percent, and includes 0.01 square miles of environmentally significant lands, and provisions for their preservation.
3. Reviewed and approved for publication Chapter XI, "Best Housing Practices," attendant to SEWRPC Planning Report No. 54, *A Regional Housing Plan for Southeastern Wisconsin: 2035*.
4. Reviewed and approved for publication an amendment to the adopted regional transportation system plan to include the widening of STH 50 from 2 to 4 traffic lanes between CTH F (south) and STH 67 in the Town of Delavan, Walworth County. This amendment is requested by the Wisconsin Department of Transportation and the Town of Delavan based upon preliminary engineering and environmental impact studies of this stretch of STH 50.

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

Administrative Committee

Chairman Stroik asked Mr. Dwyer to present the Administrative Committee report. Mr. Dwyer noted that the report had been provided to all Commissioners prior to the meeting. He also noted that the Administrative Committee met three times since the last Commission Quarterly meeting on March 14, 2012.

On March 22, 2012, the Committee took the following actions:

1. Reviewed and approved the Commission disbursements for financial reporting periods: Year 2012 Nos. 4, and 5, extending over the period January 30, 2012, to February 26, 2012.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending February 26, 2012.
3. Received a report on the repair and rehabilitation needs of the Commission's building, specifically, replacement of the roof and heating, ventilation, and air conditioning (HVAC) system for the original portion of the building constructed in 1987 (The addition to the building was constructed in 1994). Staff had prepared a request for cost proposals for the roof replacement, and, was working with Harwood Engineering to prepare a request for cost proposals from HVAC system contractors. The

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4. Committee also received an update that the purchase and installation of a keyless entry security system for the Commission building was underway.

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

1. Reviewed and approved the Commission disbursements for financial reporting period: Year 2012 Nos. 6, 7, and 8 extending over the period February 27, 2012 to April 8, 2012.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending April 8, 2012.
3. Received a status report that contractor proposals for replacement of the roof were due on April 20th, and staff was continuing to work with Harwood Engineering on specifications and bid documents for the replacement of the HVAC system for the original portion of the building.

On May 17, 2012, the Committee took the following actions:

1. Reviewed and approved the Commission disbursements for financial reporting period: Year 2012 Nos. 9 and 10 extending over the period April 9, 2012 to May 6, 2012.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending May 6, 2012.
3. Reviewed and approved a series of budget assumptions for calendar year 2013. A budget based upon those assumptions will be considered later in the meeting today.
5. Reviewed and approved two contractor proposals: one from M. M. Schranz Roofing, Inc. to replace the roof on both the original building and the addition; and, the other from Total Mechanical, Inc. to replace the HVAC system for the original portion of the Commission building.

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

Executive Committee

Chairman Stroik then provided the Executive Committee report. He noted that all Commissioners had received a copy of the report, and the Committee had met twice since the last Commission Quarterly meeting on March 14, 2012.

On March 22, 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 a contract for staff assistance administering a building and site loan program for the City of Muskego. 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 conducted throughout 2012 which include several key planning efforts being undertaken by the Commission.

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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 12 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 and approved four documents relative to the public participation plan for transportation planning.

On May 17, 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 two contracts: one for assistance in preparing future population projections; the other for replacement in Milwaukee County of damaged, disturbed, or improperly set monuments marking U.S. Public Land Survey System corners. The details of these contracts are set forth in a table attached to this report.
3. 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 10 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.
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. Dwyer, seconded by Mr. Wirth, and carried unanimously, the Executive Committee report was approved.

CONSIDERATION OF ADOPTION OF BUDGET FOR CALENDAR YEAR 2013

Chairman Stroik noted that copies of the proposed Commission budget for calendar year 2013 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 reviewed 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 2013 operating budget calls for a total revenue and expenditure level of about \$7.32 million. This represents a decrease of about \$447,900 or 5.76 percent, from the 2012 adopted budget level of about \$7.77 million. The decrease in budget is largely due to the completion of the Origin and Destination Travel Study. Mr. Yunker stated that in Table 2 Federal grants show an increase of \$200,000. This increase is due to additional funding received in 2013 for the major review, reevaluation, and update of the regional land use and transportation plans that are done every ten years. He noted that the local tax levy is proposed to remain the same as in 2012.

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2. Table 3 assumes about a 3 percent increase in health insurance costs compared to the 2012 budget, and a 3 percent increase for staff salary adjustments. The full time staffing level in 2013 is anticipated to increase by 3 positions over the 2012 staffing level to a total of 70 positions. These positions are a result of the additional Federal and State transportation planning funding. He noted the reduction in 2013 in consultant fees and postage is due to the completion of the Origin and Destination Travel Survey.
3. In Table 4, Mr. Yunker noted the additional \$200,000 anticipated in 2013 of U.S. Department of Transportation - Highway Planning Discretionary (PL-D) funding. The PL-D funding is anticipated to continue to be available through 2014. The State has also provided additional funding for the conduct of the Washington County Transit Development Plan. Work on this plan is expected to begin in 2012 and be completed in late 2014. Service Agreement revenues are expected to increase in both water quality and stormwater management planning areas and decline in park and land use planning. Service agreement revenues may be expected to change from year to year based upon the studies that the State and local governments ask staff to conduct in any given year.
4. For the seventh straight year, no increase in the regional tax levy budget is proposed for 2013 (Table 14). The tax levy budget proposed for 2013 is \$2,370,245, and is the same as in 2012. The allocation by County for 2013 is based on the distribution of the 2011 equalized valuation of the Region by County. As a result of the relative changes in equalized valuation from 2010 to 2011 between the seven Southeastern Wisconsin Counties, two counties would experience a decrease in tax levy payments to the Commission in 2013: Kenosha and Milwaukee. Ozaukee, Racine, Walworth, Washington, and Waukesha County tax payments to the Commission will increase slightly with Walworth County increasing by 0.12 percent and Ozaukee County by 1.55 percent.
5. Tables 5 through 13 of the budget document present information relative to the anticipated program budgets in each of the Commission's planning program areas. More detail with respect to budget allocation will follow later in the year when the Commission's 2013 Overall Work Program document is prepared.

During and after the presentation of the 2013 Budget, the following questions and comments were made and addressed.

1. In response to an inquiry by Mr. Colman relative to which plans from service agreement studies come before the Commission for review and adoption, Mr. Yunker stated that if the study results in a plan which is an amendment to the regional comprehensive plan—such as a county park and open space plan—that planning effort and regional plan amendment will come to the Commission for review and approval. If the study effort is not an amendment to the regional comprehensive plan—such as a lake management plan or traffic engineering study—that local planning effort does not go before the Commission for review and approval.
2. Mr. Pitts expressed concern over the ability of the Commission to maintain its high quality service in the long run, given the past seven years of maintaining a flat or declining local tax levy, and the potential need to continue a flat local budget into the future. Mr. Yunker responded that the flat local budget, along with flat State and Federal funding over the past several years, have been difficult and Commission staffing has had to be reduced. However, having staff contribute to pension costs, gains in staff efficiency and productivity, and the

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recent availability of some additional Federal funding have lessened the impact in the last year or two.

3. Referring to Table 3 on page 2 of the 2013 Budget relative to salaries and wages, Mr. Stoffel inquired about the projection of raises for the next year. Mr. Yunker stated that proposed salary adjustments are merit adjustments, which are reviewed and approved by the Commission Executive Committee.
4. In response to an inquiry by Mr. Stoffel relative to the projected increase in auditor and insurance fees, Mr. Yunker stated that the Commission's current auditor, who has been working for the Commission for many years, has indicated he may be soon retiring. Based upon experience and knowledge of the cost other accounting firms may charge for an audit, this budget line item was increased.
5. Ms. Shumway requested clarification relative to the Rent line item listed in Table 4 on page 3. Mr. Yunker stated that the Service Agreement line item listed as Rent is income for the Commission and not an expense. He further explained that a rehabilitation facility operated by ProHealth Care, Inc. leases a portion of the building.
6. Mr. Colman inquired about the variability of the Commission's revenues. Mr. Yunker stated that funding from Federal, State, and local governments have been stable, though flat or slightly declining over the last several years. Service agreement revenues have the potential to vary widely from year to year, but have been fairly stable.
7. In response to an inquiry by Mr. Crowley relative to the proposed increase in capital outlay shown in Table 3, Ms. Larsen stated that the proposed increase includes office equipment replacement, specifically print shop color copiers, computer servers, and Commission vehicles. Mr. Yunker then explained that the Commission's print shop color copiers are budgeted for replacement due to their age and frequency of use. As these machines age, they become more expensive to operate. He noted that the Administrative Committee will review and consider approval of this anticipated purchase in 2013.

There being no further questions or comments, on a motion by Mr. Pitts, seconded by Mr. Wirth, and carried unanimously, the Commission's proposed 2013 operating budget was approved, and the Chairman was authorized to transmit the appropriate tax levy requests to the seven constituent Counties (copy of 2013 operating budget attached to Official Minutes).

CONSIDERATION OF AMENDMENTS TO THE REGIONAL WATER QUALITY MANAGEMENT PLAN

Greater Kenosha Area Sanitary Sewer Service Area (Resolution No. 2012-04)

Chairman Stroik asked the Commission to consider Resolution No. 2012-04, noting that the Resolution would revise the Greater Kenosha Area sanitary sewer service area. He asked Mr. Schmidt to present the resolution.

Mr. Schmidt noted that this sanitary sewer service area amendment to the regional water quality management plan was approved by the Commission Planning and Research Committee on May 15, 2012. He stated that the recommended amendment would expand the sewer service area in two locations, adding 86 acres to the planned sewer service area, an expansion of less than 1 percent. The expansion does not include any lands identified as an environmental corridor or isolated natural resource area. He

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then noted that the expansion is consistent with both the regional land use plan and the regional water quality management plan. He said that the expansion was requested by the Kenosha Water Utility on behalf of the City of Kenosha and the Village of Pleasant Prairie, and was approved by the Kenosha Water Utility after a public hearing.

In response to an inquiry by Mr. Colman, Mr. Yunker referred to Map 2 pointing out that there are no environmental corridors or isolated natural resource areas in the proposed sanitary sewer service area, but there are a few small wetlands.

There being no further questions or comments, on a motion by Mr. Schmidt and seconded by Mr. Crowley Resolution No. 2012-04 was approved by a vote of 15 ayes and 0 nays (copy of Resolution No. 2012-04 attached to Official Minutes).

City of New Berlin Sanitary Sewer Service Area (Resolution No. 2012-05)

Chairman Stroik asked the Commission to consider Resolution No. 2012-05, noting that the Resolution would revise the City of New Berlin sanitary sewer service area. He asked Mr. Schmidt to present the resolution.

Mr. Schmidt noted that this sanitary sewer service area amendment to the regional water quality management plan was also approved by the Commission Planning and Research Committee on May 15, 2012. He stated that the recommended amendment would expand the sewer service area in two locations, adding 65 acres to the planned sewer service area, an expansion of less than 1 percent, and that the expansion includes 8 acres of primary environmental corridor, which would be preserved as part of the recommended plan. He noted that the expansion is consistent with both the regional land use and the regional water quality management plans. He then said that the expansion was requested by, and after a public hearing, approved by the City of New Berlin Common Council.

There being no questions or comments, on a motion by Mr. Schmidt, and seconded by Mr. Colman, Resolution No. 2012-05 was approved by a vote of 15 ayes and 0 nays (copy of Resolution No. 2012-05 attached to Official Minutes).

PRESENTATION ON THE COMMISSION'S ADOPTED YEAR 2035 REGIONAL LAND USE AND TRANSPORTATION PLANS AND THE REEVALUATION, UPDATE, AND EXTENSION OF THESE PLANS

Chairman Stroik asked Mr. Yunker to give a report on the Commission's year 2035 regional land use and transportation plans and the reevaluation, update, and extension of these plans to the year 2050 to be undertaken by the Commission over the next few years.

As Mr. Yunker presented a PowerPoint presentation (copy attached to Official Minutes), the following questions and comments were made.

Mr. Stoffel noted that in other cities some freeways include high occupancy vehicle (HOV) lanes or express lanes which are reversible in direction (inbound in the morning and outbound in the evening) and inquired as to whether in Southeastern Wisconsin these alternatives would be considered during regional planning or during the preliminary engineering phase of a project. Mr. Yunker responded that HOV (and high occupancy toll) lanes were considered in the Commission's regional transportation planning. A reversible lane or lanes were rejected as unlike other metropolitan areas where peak period freeway traffic volumes by direction are imbalanced—heavily inbound in the morning and heavily outbound in the evening—peak period freeway traffic volumes on congested freeways in Southeastern Wisconsin are largely balanced by direction—50/50 or 55/45. The provision of HOV lanes (one in each direction) was

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also considered but rejected, as HOV lanes separated by barriers from regular lanes would require potentially significant additional right-of-way and buffer-separated lanes had safety and operations concerns, and were not considered an appropriate design for the reconstruction of the freeway system.

In response to an inquiry by Mr. Colman regarding the increase in roundabouts being constructed in the Region, Mr. Yunker stated that the Commission's regional transportation planning does not address the type of traffic control to be provided at street intersections, and that such decisions are the responsibility of the level and unit of government which own and operate the streets at each intersection. He stated that data on roundabouts indicates that particularly at lower and moderate traffic volumes they reduce delay, improve safety, and reduce the costs of intersection operation (compared to traffic signals).

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence, and announced that every four years the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) visit the Commission to review whether the Commission is meeting Federal law and regulations with regard to transportation planning. Representatives from the FHWA and the FTA will be meeting with staff in the Commission offices on June 26 and 27. He stated that there will also be a public hearing held on June 26 from 5 p.m. to 7:30 p.m. at the Tommy Thompson Youth Center at State Fair Park. He encouraged Commissioners to attend the public hearing. At Mr. Pitts' suggestion, Mr. Yunker stated that a notice of the hearing will be sent to all Commissioners encouraging them to attend the hearing.

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

Chairman Stroik indicated that the next meeting of the Commission is scheduled for 3:00 p.m. on Wednesday, September 12, 2012, in Waukesha County.

ADJOURNMENT

There being no further business to come before the Commission, on a motion by Mr. Wirth, seconded by Mr. Dwyer, and carried unanimously, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary

KRY/dad
#205241
Attachments