

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

Wednesday, June 21, 2017

3:00 p.m.

Lac Lawrann Conservancy  
Learning Center  
300 Schmidt Road  
West Bend, WI 53090

**Present:**

**Excused:**

Commissioners:

Charles L. Colman , Chairman  
Michael A. Crowley, Vice-Chairman  
Steve Bostrom  
Thomas H. Buestrin  
Mike Dawson  
José M. Delgado  
Brian R. Dranzik  
William R. Drew  
James T. Dwyer  
James A. Ladwig  
Theodore Lipscomb, Sr.  
Aloysius Nelson  
Robert W. Pitts  
Jennifer K. Rothstein  
Nancy Russell  
Jeffrey D. Schleif  
Daniel S. Schmidt  
Peggy L. Shumway  
David L. Stroik  
Gustav W. Wirth, Jr.

Staff:

Michael G. Hahn	Executive Director
Kevin J. Muhs	Deputy Director
Elizabeth A. Larsen	Assistant Director - Administration
Debra A. D'Amico	Executive Secretary

**ROLL CALL**

Chairman Colman called the 259<sup>th</sup> meeting of the Commission to order at 3:00 p.m. Roll call was taken and a quorum was declared present. Chairman Colman indicated for the record that all current Commissioners were present.

**WELCOMING REMARKS BY MR. CRAIG HOEPPNER, DIRECTOR OF WEST BEND PARKS, RECREATION, AND FORESTRY**

Chairman Colman introduced Mr. Craig Hoepfner, Director of the City of West Bend Parks, Recreation, and Forestry Department. Mr. Hoepfner welcomed the Commissioners to Lac Lawrann Conservancy and explained that the Conservancy is a 137-acre nature preserve that includes wetlands, native hardwood forest, red pine plantation, tall grass prairie, and glacial landscapes. He said the Conservancy serves as refuge to over 300 species of plants, over 200 species of birds, and a wide variety of mammals as well as reptiles and amphibians. He explained that the name Lac Lawrann comes from combining the first names of Lawrence and Ann Maurin, who donated the land to the City. Mr. Hoepfner said that the Conservancy also serves as an outdoor classroom for over 5,000 visitors each year, including over 1,200 school children. Visitors participate in self-guided hiking and cross-country skiing. He stated that there are guided tours, special events, school field trips, and a variety of public programs for families and individuals of all ages.

**APPROVAL OF MINUTES OF THE MARCH 8, 2017, QUARTERLY COMMISSION MEETING**

On a motion by Mr. Delgado, seconded by Mr. Wirth, and carried unanimously, the minutes of the March 8, 2017, Quarterly Commission Meeting were approved as published.

**TREASURER'S REPORT**

Chairman Colman asked Mr. Drew to present the Treasurer's Report. He 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 April 30, 2017, it is projected that total disbursements for the year will approximate \$7.7 million. Revenues are projected at about \$8.0 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 \$4.48 million. The various accounts are identified on the second page of the report.
3. As of April 30, 2017, the Commission had in investments and cash on hand approximately \$6.28 million. \$4.77 million are invested in the State of Wisconsin Local Government Pooled Investment Fund. As of April 30, 2017, that fund was yielding 0.65 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. Pitts, seconded by Mr. Wirth, and carried unanimously, the Treasurer's Report for the period ending April 30, 2017, was approved (copy of the Treasurer's Report is attached to the Official Minutes).

**STANDING COMMITTEE REPORTS**

**Planning and Research Committee**

Chairman Colman asked Mr. Schmidt to present the Planning and Research Committee report. Mr. Schmidt stated that the Planning and Research Committee had not met since the March 8, 2017, Commission's Quarterly Meeting, therefore, there was nothing to report.

**Administrative Committee Report**

Chairman Colman 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 had met two times since the Quarterly Commission Meeting on March 8, 2017.

On Thursday, April 20, 2017, the Committee took the following actions:

1. Reviewed and approved disbursements for four financial periods: Year 2017 Nos. 4, 5, 6, and 7; extending over the period of February 6, to April 2, 2017.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending April 2, 2017.

In addition, Commission staff reported that Masonry Restoration has been retained to address the water leak problem in the building basement.

On Thursday, May 18, 2017, the Committee took the following actions:

1. Reviewed and approved disbursements for two financial periods: Year 2017 Nos. 8 and 9 for the period of April 3 to April 30, 2017.
2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending April 30, 2017.
3. Reviewed and approved a series of budget assumptions for calendar year 2018, which provide no increase in the regional local tax levy for the twelfth straight year. A budget based upon those assumptions will be considered later in the meeting today.
4. Reviewed and accepted a report on staff compensation. Staff merit and promotion increments totaled \$127,460 or 3.17 percent.
5. Reviewed and approved report on business insurance.

Mr. Ladwig commented that it appears that the Regional tax levy request has increased. Mr. Dwyer stated that there has been no increase in the tax levy, however, there are changes between the counties. Mr. Hahn also stated that the total tax levy has not changed, but due to changes in the relative distribution of equalized values among counties, the amounts each county pays may vary compared to the 2017 Budget.

There being no further discussion, on a motion by Mr. Delgado, seconded by Mr. Schmidt, and carried unanimously, the Administrative Committee Report was approved (copy of the Administrative Committee Report is attached to the Official Minutes).

**Executive Committee Report**

Chairman Colman, as Chairman of the Executive Committee, provided the Executive Committee report. He stated that the Executive Committee had met two times since the Quarterly Commission Meeting on March 8, 2017.

On Thursday, April 20, 2017, the Committee took the following actions:

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

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2. Reviewed and approved 10 contracts for planning work. The details of these contracts are set forth in a table attached to this report.
3. Received a report outlining key planning efforts being undertaken by the Commission in 2017.
4. Reviewed and approved an amendment to the 2017-2020 Transportation Improvement Program (TIP). This amendment to the 2017-2020 TIP was necessary to advance seven projects which were approved by the Commission Advisory Committee for Transportation System Planning and Programming for the Milwaukee Urbanized Area.

On Thursday, May 18, 2017, 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 four contracts for planning work. The details of these contracts are set forth in a table attached to this report.
3. Received a report outlining key planning efforts being undertaken by the Commission in 2017. The most recent report is attached to this report.
4. Reviewed and approved an amendment to the 2017 Overall Work Program (OWP). This amendment to the 2017 OWP was requested by the Wisconsin Department of Transportation to create a new project to specify and track costs associated with the chloride impact study for the Southeastern Wisconsin Region.

Ms. Rothstein asked for more information regarding the 2017 OWP amendment referred to under Item 4 above. Mr. Hahn provided background on the chloride study initiation process, which included development of a study prospectus that was completed just over one year ago. He stated that the study cost is estimated to be \$1.72 million, which the prospectus suggested splitting equally between the Wisconsin Departments of Transportation and Natural Resources and the Commission. He noted that it is unlikely that funding will be available from the Department of Natural Resources, but the Federal Highway Administration and the Commission had each committed to cover one-third of the study cost and a \$127,000 grant has been awarded to the Commission by the Fund for Lake Michigan. In response to Ms. Rothstein's related inquiry, Mr. Hahn added that the Commission staff is currently working on pursuing outside funding.

[Secretary's Note: Under the OWP amendment, the Commission would also cover the remaining study costs of \$446,000, using tax levy funds. However, the Commission staff is still actively seeking additional outside funding that would reduce or eliminate the \$446,000 component.]

There being no further questions or discussion, on a motion by Mr. Wirth, seconded by Mr. Crowley, and carried unanimously, the Executive Committee Report was approved (copy of the Executive Committee Report is attached to the Official Minutes).

**CONSIDERATION OF ADOPTION OF BUDGET FOR CALENDAR YEAR 2018**

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Chairman Colman noted that copies of the proposed Commission budget for calendar year 2018 had been provided to all Commissioners for review prior to the meeting, and asked the Commission to consider adoption of that budget. He then asked Mr. Hahn to briefly present the proposed budget.

Mr. Hahn 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:

Revenue Assumptions:

1. Federal grants for transportation planning will remain the same as the 2017 budgeted funding.
2. State revenues for transportation planning will remain the same as the 2017 budgeted funding.
3. State funding for water quality management planning assumes the same level of funding as the 2017 budget. The coastal zone management funding is assumed to remain at the same level for the 2018 budget.
4. A decrease in service agreement revenues of about \$53,678, or 3.0 percent, has been assumed. Decreases in service agreement revenues are expected in economic development planning and stormwater management planning. Re-monumentation revenues have declined to reflect a decrease in Wisconsin Department of Transportation (WISDOT) requests for the replacement of U.S. Public Land Survey corner markers. Increases are projected in service agreement revenues for park and land use planning, community assistance planning, and water quality planning. Program development funds are proposed along with a grant from the Fund for Lake Michigan for the Chloride Impact Study to be initiated mid-year 2017.
5. The rental amount from the tenant in the Rockwood Drive building is estimated to remain the same. In May 2016, ProHealth Care signed a new "Agreement Extending Lease Term" for two years, to March 31, 2018, with two one-year options to extend.
6. It is proposed that the budget amount for regional tax levy support remain at its present level of \$2.37 million, resulting in a tax rate of 0.00132 percent (substantially below the statutory cap of 0.003 percent and also less than the 2017 rate of 0.00137 percent). The Region increased its tax base by 3.23 percent from 2015 to 2016. Owing to the relative differences in the change in equalized value between 2015 and 2016 among the seven counties, some counties will see an increase in regional planning tax levy support, while other counties will see a decrease. Kenosha, Ozaukee, Washington, and Waukesha Counties will see increases of between 0.003 and 2.322 percent, and Milwaukee, Racine, and Walworth Counties will see decreases of 0.253, 1.193, 1.193 percent, respectively. The proposed 2018 budget will be the twelfth consecutive year of no increase in the regional tax levy.
7. On an overall basis, the potential year 2018 operating budget would call for a total revenue and expenditure level of about \$7.55 million, a decrease of \$28,678, or 0.38 percent, from the adopted 2017 budget.

Expenditure Assumptions

1. The full-time staffing level in 2018 would decrease by two positions from the 2017 staffing level to a total of 66 positions.
2. The proposed 2018 budget would accommodate an increase of 3.17 percent in overall staff salary increments based on merit.
3. The budget assumes a 10 percent increase in health insurance costs, and no significant change in costs associated with disability and life insurance. It is assumed that the Commission retirement contribution will increase to 7.0 percent, a slight increase over the 6.8 percent contribution set for 2017; with the staff contributing the same 7.0 percentage to their retirement accounts.

In response to an inquiry by Mr. Schleif concerning the decrease in the budgeted health insurance, Ms. Larsen stated that the 2018 Budget Health Insurance line item was based on 2017 actual health insurance costs.

During the 2017 open enrollment period the health plan selected by the majority of employees was less costly to both the Commission and the employees than the plan available the prior year. As the budget is based on actual expenses and since many staff chose a less expensive plan over the prior year, the overall cost of the Commission health insurance is expected to decrease.

There being no further questions or comments, on a motion by Mr. Drew, and seconded by Mr. Schmidt, the Commission's proposed budget for calendar year 2018 was unanimously approved (copy of the 2018 operating budget is attached to the Official Minutes).

**CONSIDERATION AND APPROVAL OF AMENDMENTS TO THE 2017-2020 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM**

Chairman Colman asked the Commission to consider adoption of an amendment to the 2017-2020 Regional Transportation Improvement Program (TIP) and Resolution No. 2017-03, noting that these materials were provided prior to this meeting. He then called upon Mr. Muhs to present the projects and the resolution.

Mr. Muhs explained that the TIP is a listing of all projects proposed to use Federal transportation funds by local and State governments throughout the Region. He said that the TIP is reviewed by Commission staff to ensure consistency of the TIP with the regional transportation plan. He added that the TIP, and its amendments are reviewed and approved by the Commission's Advisory Committees on Transportation System Planning and Programming which include representatives from local governments, the Wisconsin Department of Transportation (WisDOT), the U.S. Department of Transportation, the Wisconsin Department of Natural Resources, and the U.S. Environmental Protection Agency.

Mr. Muhs called attention to the amended and new projects listed in Exhibit A of the Resolution. He noted that there are two transit amendments to existing projects in Milwaukee County, an amendment to an existing project implementing MCTS Express bus routes and a new project involving the engineering and design of bus shelters, landscaping, pedestrian access, and walkways related to the proposed MCTS bus rapid transit system. He also noted a new project in Ozaukee County for diamond grinding the pavement of IH 43, which will be completed in 2018.

Mr. Ladwig, asked a question regarding the use of FTA funds for operating projects similar to the project sponsored by the Kenosha Achievement Center. Mr. Muhs noted that FTA funds can be used to support operating projects in specific circumstances, which differ based on the FTA program.

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Chairman Colman asked whether there were upcoming public meetings for Milwaukee County's Bus Rapid Transit Project. Mr. Muhs noted that a series of public information meetings had just been completed, but that the County would continue to accept public comments until the completion of the public comment period associated with the upcoming Environmental Assessment for the project. The Environmental Assessment is tentatively expected to be available for public review this fall. He added that the County will be working on that part of the project development process as part of applying for FTA Small Starts Funding for Federal Fiscal Year 2019. Mr. Lipscomb indicated that his impression was that transit funding would not be continuing on the Federal level under the Trump Administration. Mr. Muhs noted that future Small Starts Funding was uncertain, but that, thus far, Congress had indicated that it would still provide transit capital funding, despite the Administration's request to eliminate it.

Mr. Pitts then stated that he was disappointed that Secretary of Transportation, Dave Ross, could not attend the Annual Commission Meeting and voiced his opinion on how important it is to schedule the Secretary to speak to the Commissioners. Mr. Hahn assured the Commissioners that staff will coordinate with WisDOT staff to arrange for Secretary Ross to speak at a future Commission meeting.

[Secretary's Note: Secretary Ross is now scheduled to speak at the December 6, 2017, Commission meeting.]

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Chairman Colman announced that the Administrative and Executive Committee Meetings for the month of June have been cancelled. He then asked Mr. Hahn if there was any correspondence or any other announcements. Mr. Hahn said there was none.

#### **CONFIRMATION OF DATE, TIME, AND PLACE OF THE SEPTEMBER COMMISSION MEETING**

Chairman Colman indicated that the next full Quarterly Commission meeting will be held on Wednesday, September 13, 2017, at 3:00 p.m. in Racine County. The location for this meeting will be confirmed at a later date.

#### **ADJOURNMENT**

There being no further business to come before the Commission, on a motion by Mr. Wirth, seconded by Mr. Ladwig, and carried unanimously, the meeting was adjourned at 3:34 p.m.

Respectfully submitted,

Michael H. Hahn  
Deputy Secretary