

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**EXECUTIVE COMMITTEE**

Thursday, March 30, 2006

2:00 p.m.

SEWRPC Office Building  
Commissioners' Conference Room  
W239 N1812 Rockwood Drive  
Waukesha, Wisconsin

Present:

Excused:

Committee Members:

Thomas H. Buestrin, Chairman  
Adelene Greene  
Allen L. Morrison  
Daniel S. Schmidt  
Linda J. Seemeyer  
Gustav W. Wirth, Jr.

William R. Drew, Vice-Chairman  
Richard A. Hansen  
David L. Stroik  
Paul G. Vrakas

Absent:

Staff:

Philip C. Evenson  
Loretta Watson

Executive Director  
Executive Secretary

**ROLL CALL**

Chairman Buestrin called the meeting to order at 2:50 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioners Drew, Hansen, Stroik, and Vrakas had asked to be excused.

**APPROVAL OF MINUTES OF FEBRUARY 23, 2006, MEETING**

On a motion by Mr. Schmidt, seconded by Ms. Seemeyer, and carried unanimously, the minutes of the Executive Committee meeting held on February 23, 2006, were approved as published.

**ADMINISTRATIVE COMMITTEE REPORT, MR. BUESTRIN REPORTING**

(Meeting of March 30, 2006)

Mr. Buestrin 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 2006 Nos. 4, 5, and 6, extending over the period February 6, 2006, to March 19, 2006.

2. Reviewed the Statement of Projected Revenues and Expenditures for the financial reporting period ending March 19, 2006. With nearly one-fourth of the year completed, the projections indicate a year end surplus of about \$205,000.
3. Reviewed and approved the 2005 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 \$2.72 million. This amount compares with a fund equity balance of \$3.16 million at the end of 2004. The reduction represents the net effect of irrevocably transferring \$1,000,000 to the Rockwood Drive bond trustee during 2005 and finishing the year 2005 with a surplus of about \$555,000. 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. Wirth, seconded by Ms. Seemeyer, and carried unanimously, the Administrative Committee report was approved.

A brief discussion then ensued relative to the Commission's schedule for placing additional funds with the bond trustee for the Rockwood Drive building acquisition. At the end of that discussion, on a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously, the Commission staff was directed to convey an additional \$300,000 to the bond trustee as soon as practicable.

#### **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, noting that three of the contracts were related to completion of work under the 2005 digital orthophotography program, with the remaining contract pertaining to Waukesha County surveyor services during 2006.

There being no discussion, on a motion by Mr. Wirth, seconded by Ms. Greene, 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 seven 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.

Following a brief discussion, on a motion by Mr. Morrison, seconded by Mr. Schmidt, and carried unanimously, the following seven applications were recommended to the grantor agencies for approval as being in conformance, or not in conflict, with adopted regional plans: one community action program (CAP-2149); five conservation programs (CONSER-976 through CONSER-980); and one housing program (HOUS-586) (copy of table attached to Official Minutes).

## **CONSIDERATION OF PLAN TO REVAMP SEWRPC OFFICE BUILDING PARKING LOT**

Mr. Evenson recalled that at its meeting on July 28, 2005, the Committee gave consideration to a project that would revamp the Commission's Rockwood Drive building parking lot. More specifically, the Committee approved expenditures to prepare engineering plans for the project and develop a final proposal for further consideration. Since that time, he said, he and Chairman Buestrin had spent considerable time working with an engineer from Ruckert & Mielke, Inc., to develop and evaluate two different parking lot reconstruction plans, one that would increase the number of parking spaces from the present level of 111 to a new level of 126, an increase of 15 spaces, and a second that would increase the number of spaces to 138, an increase of 27 spaces. With the aid of slides, Mr. Evenson then reviewed both of the proposals.

After giving careful consideration to this matter, Mr. Evenson indicated that the Commission staff is recommending the alternative that would yield a total of 126 parking spaces, and that the project be executed in the coming construction season. The basic reason for this recommendation relates to the fact that, should the day come when the Commission ceases to lease space to a tenant, a total of 126 spaces should be adequate to meet Commission needs, including about 40 spaces for attendees at Commission meetings in the Rockwood Drive facility. Once the building bonds have been paid off, the Commission may want to consider occupying the entire facility, perhaps creating another large meeting room at the east end of the building which has a separate entrance, and converting the present basement meeting room to other uses, including storage of records. There is a real possibility, he said, that the present tenant will leave the Rockwood Drive facility after the new three-year lease expires. In any event, Mr. Evenson continued, nothing that the Commission would do at the present time would preclude constructing a retaining wall along the wetland edge of the Commission's property and expanding the parking lot to gain another 12 spaces. The cost of the retaining wall is estimated at about \$50,000, and the recommended alternative avoids that expenditure. In the meantime, Mr. Evenson continued, he would suggest that even with expansion of the parking lot as proposed, the Commission should maintain for the time being its relationship with InvestorsBank to access parking spaces on the south side of Rockwood Drive.

A discussion then ensued. Mr. Buestrin pointed out the practical difficulties that would be encountered under the alternative that would construct a retaining wall along the north edge of the parking lot. Those difficulties relate to snow removal and storage. In response to an inquiry by Mr. Schmidt, Mr. Evenson indicated that the recommended alternative, which has a total cost of about \$161,000, would entail resurfacing the entire parking lot. Mr. Buestrin commented that under both alternatives there would be improved lighting, something that the tenant in particular requested owing to evening hour operating conditions.

At the conclusion of the discussion, it was moved by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously, to authorize the Commission staff to proceed with the parking lot project that would entail lot reconstruction and expansion to yield a total of 126 parking spaces at an estimated cost of \$161,000.

## **WORK PROGRESS REPORTS**

Mr. Evenson indicated that work on the new regional land use and regional transportation plan was nearing an end and that a series of public informational meetings and public hearings had been scheduled. He indicated that he would remind all Commissioners of comments made by the Federal government representatives in the most recent oversight report relative to Commission transportation planning that Commissioners should be encouraged to attend public hearings to hear first-hand the comments being made. He said that he would send a reminder schedule to all Commissioners toward this end.

Mr. Evenson also indicated that work is proceeding under the Commission's telecommunications planning effort to complete a framework plan for wireless communications in the Region. The Commission's recommendations in this respect, he said, will be geared largely to the forthcoming fourth-generation wireless technology. Given the increase of interest in the public sector in the Region relative to the provision of community-based wireless telecommunications networks, the Commission has received several inquiries in recent weeks for help in this regard. He noted in particular that the Commission is working with the Towns of Addison and Wayne in Washington County and the North Shore communities in Milwaukee County, such help focusing on conveying to the public officials in those areas the objectives and standards being recommended by the Commission for wireless communications and developing and testing the Commission's forthcoming recommended wireless technological alternative to achieving high quality services.

Mr. Evenson announced that earlier in the day Governor Jim Doyle had awarded State "Smart Growth" planning grants to both Kenosha and Racine Counties, as well as to the City of Milwaukee. Walworth County had also applied for funds but did not score high enough to achieve funding in this round. Together, Kenosha and Racine Counties received about one-half of the \$2 million available in this round of State funding. Work will get underway shortly in both Kenosha and Racine Counties and probably also in Walworth County where many of the communities and the County had agreed to proceed with the planning effort even if State funds were not forthcoming this round.

Finally, Mr. Evenson indicated that the Commission was beginning to work with Milwaukee County Board Supervisor Michael Mayo on developing a project that would be intended to be useful to redevelopment efforts in the central city of Milwaukee. He indicated that he would keep the Committee posted on this matter in the months ahead.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

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

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting adjourned at 3:20 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