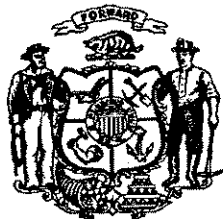


# THE STATE OF WISCONSIN

F

SENATE CHAIR  
BRIAN BURKE

317-E Capitol  
P.O. Box 7882  
Madison, WI 53707-7882  
Phone: (608) 266-8535



ASSEMBLY CHAIR  
JOHN GARD

308-E Capitol  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: (608) 266-2343

## JOINT COMMITTEE ON FINANCE

May 9, 2002

Secretary George Lightbourn  
Department of Administration  
101 E. Wilson Street, 10<sup>th</sup> Floor  
Madison, WI 53702

Dear Secretary Lightbourn:

We are writing to inform you that the Joint Committee on Finance has reviewed your request, received April 19, 2002, pursuant to s. 16.515/16.505(2), Stats., pertaining to requests from the Department of Corrections and the Department of Public Instruction.

No objections have been raised to this request. Therefore, the request is approved.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE  
Senate Chair

Handwritten signature of John G. Gard in black ink.

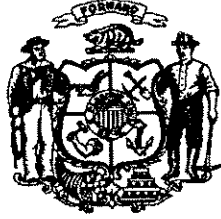
JOHN G. GARD  
Assembly Chair

BB:JG:dh

cc: Members, Joint Committee on Finance  
Secretary Jon Litscher, Dept. of Corrections  
Superintendent Elizabeth Burmaster, Dept. of Public Instruction  
Robert Lang, Legislative Fiscal Bureau  
Vicky LaBelle, Department of Administration

# THE STATE OF WISCONSIN

SENATE CHAIR  
BRIAN BURKE



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## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Brian Burke  
Representative John Gard  
Co-Chairs, Joint Committee on Finance

Re: s. 16.515/16.505, Stats. Request

Date: April 19, 2002

Attached are copies of two requests from the Department of Administration, received April 19, 2002, pursuant to s. 16.515/16.505(2), Stats., pertaining to a request from the Department of Corrections and a request from the Department of Public Instruction.

Please review the material and notify **Senator Burke** or **Representative Gard** no later than **Wednesday, May 8, 2002**, if you have any concerns about either of the requests or if you would like to meet formally to consider them.

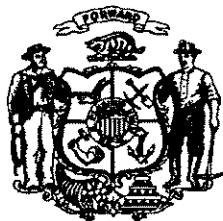
Also, please contact us if you need further information.

Attachment

BB:JG:dh

# THE STATE OF WISCONSIN

SENATE CHAIR  
BRIAN BURKE



ASSEMBLY CHAIR  
JOHN GARD

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## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Brian Burke  
Representative John Gard  
Co-Chairs, Joint Committee on Finance

Re: s. 16.515/16.505, Stats. Request

Date: April 19, 2002

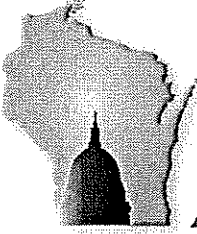
Attached are copies of two requests from the Department of Administration, received April 19, 2002, pursuant to s. 16.515/16.505(2), Stats., pertaining to a request from the Department of Corrections and a request from the Department of Public Instruction.

Please review the material and notify **Senator Burke** or **Representative Gard** no later than **Wednesday, May 8, 2002**, if you have any concerns about either of the requests or if you would like to meet formally to consider them.

Also, please contact us if you need further information.

Attachment

BB:JG:dh



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT McCALLUM**  
GOVERNOR

**GEORGE LIGHTBOURN**  
SECRETARY

Office of the Secretary  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1741  
Fax (608) 267-3842  
TTY (608) 267-9629

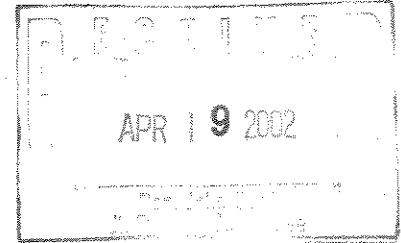
**Date:** April 19, 2002

**To:** The Honorable Brian Burke, Co-Chair  
Joint Committee on Finance

The Honorable John Gard, Co-Chair  
Joint Committee on Finance

**From:** George Lightbourn, Secretary  
Department of Administration

**Subject:** S. 16.515/16.505(2) Request(s)



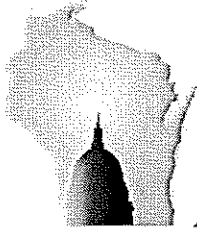
Enclosed are request(s) that have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2001-02</u>		<u>2002-03</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DOC 20.410(1)(kk)	Institutional operations and changes	\$ 349,700	3.00	\$ 907,600	3.00

As provided in s. 16.515, the request(s) will be approved on May 10, 2002, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Vicky LaBelle at 266-1072, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

SCOTT McCALLUM  
GOVERNOR

GEORGE LIGHTBOURN  
SECRETARY

Division of Executive Budget and Finance  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1736  
Fax (608) 267-0372  
TTY (608) 267-9629

**Date:** April 9, 2002

**To:** George Lightbourn, Secretary  
Department of Administration

**From:** Jana D. Steinmetz, Budget Analyst  
Executive Budget Office

**Subject:** Request under s. 16.515/505(2) from the Department of Corrections for an increase in expenditure authority for procurement services and supplies and services.

**REQUEST:**

The Department of Corrections requests 2.0 FTE PR-S purchasing agents and 1.0 FTE PR-S procurement specialist and an increase in expenditure authority of \$75,900 PR-S in fiscal year 2001-02 and \$166,500 PR-S in fiscal year 2002-03 for additional centralized procurement services.

The department also requests on-going expenditure authority of \$741,100 PR-S in each year for purchase of additional goods to allow the Waupun Central Warehouse to meet institution needs.

**REVENUE SOURCES FOR APPROPRIATION(S):**

The revenue for appropriation s. 20.410(1)(kk), institutional operations and charges, is derived from the sale of goods to state institutions, state agencies and local units of government.

**BACKGROUND:**

Procurement Staff

In September 2001, the Department of Corrections (DOC) conducted an internal review of its procurement operations, measured against the department's delegation agreement with the Department of Administration (DOA). Under s. 16.71, DOA may

delegate the authority to purchase necessary materials, supplies, equipment, all other permanent personal property and miscellaneous capital, and contractual services and other expenses of a consumable nature. The agency to which authority is delegated is required to adhere to all requirements imposed upon them. The internal review identified several deficiencies in DOC's ability to meet its delegation responsibilities, including:

- Inadequate training
- Inadequate delegation agreements with institution and field staff
- Inadequate internal policies and procedures
- Inadequate management reviews

#### Waupun Central Warehouse Supplies

The Waupun Central Warehouse (WCW) makes bulk purchases of items such as paper products, inmate clothing, cereal and flour at discount prices and resells the merchandise to correctional institutions, state agencies, schools and local governments. The ability to purchase in large volume allows WCW to provide merchandise to its customers at a cost less than the customer could purchase the product directly. In addition, the WCW provides a single location for manufacturers to deliver goods and reduces the amount of storage room necessary for products at each location.

#### **ANALYSIS:**

##### Procurement Staff

The number of purchasing staff in DOC has remained constant since 1992 while the dollar volume of purchases has risen from \$42 million in 1992 to over \$400 million, making it difficult for current staff to provide DOC with goods and services in a timely, efficient and cost-effective manner.

In October 2001, DOA's Bureau of Procurement reviewed DOC's 1996 procurement delegation agreement and determined that insufficient staff made it difficult for the purchasing office to provide DOC with goods and services in a timely, efficient and cost-effective manner. DOA also noted that at the time of the review DOC had 18 expired contracts, no formal delegation agreements with field offices, no formal internal training plan for staff and a general absence of accountability in procurement procedures and systems throughout the department.

DOA recommended that DOC take immediate steps to explore options to expand purchasing staff and upgrade the competencies they offer, particularly for health and social service contracting, reorganize the purchasing unit to address training and delegation compliance, major and minor contracting and general purchasing, and support the implementation of the Purchase Plus requisition-to-purchase order transaction system. To meet these directives, DOC proposes to expand and organize the purchasing unit to allow procurement staff to focus on particular areas.

One new procurement specialist will handle health care procurements, allowing DOC pursue more standardization of health care contracts and better management of health care costs. A second position will develop comprehensive training materials and develop internal policies and procedures to govern procurement. The third position will develop contract language, performance standards and monitoring guidelines for DOC's major contracts and will work with program staff to identify and resolve contract issues and problems.

In addition, DOC proposes to internally reallocate a fourth position to perform management reviews and delegation audits to ensure that program areas, institutions and correctional centers with delegated purchasing authority are in compliance with purchasing statutes and rules.

The additional staff resources will allow existing purchasing staff to focus on specialized procurement needs as well, allowing DOC to pursue standardization of purchases for food, information technology and other major procurements.

#### Waupun Central Warehouse Supplies

Increased expenditure authority will allow DOC to keep up with the demand for products distributed through the Waupun Central Warehouse (WCW). WCW purchases canned goods, paper products and other goods from private manufacturers and sells them to DOC institutions, as well as other state agencies, schools and local units of government. The cost of goods increases each year and, more significantly, the number of customers continues to increase, particularly as new DOC institutions open. Redgranite Correctional Institution and the Milwaukee Secure Detention Facility opened in the last year and Stanley Correctional Institution is expected to open in September. DOC anticipates expenditure authority for WCW will be exhausted in May 2002 if this request is not approved.

As shown below, the Department of Corrections (DOC) anticipates projected revenues and expenditures for fiscal years 2001-02 and 2002-03 will be sufficient to support the on-going increase in expenditure authority in appropriation s. 20.410(1)(kk) for the Waupun Central Warehouse.

<u>Revenue</u>	<u>FY02</u>	<u>FY03</u>
FY02 Opening Balance	\$ 482,200	\$
Lapse - 2001 Act 16	\$ 500,000	\$
<u>FY02 Projected Revenues</u>	<u>\$ 10,196,300</u>	<u>\$ 10,196,300</u>
Total Available Funding	\$ 10,178,500	\$ 10,196,300
<u>Expenditures</u>		
Projected expenditures	\$ 9,047,700	\$ 9,047,700
Procurement FTE Request	\$ 49,700	\$ 166,500
<u>S&amp;S Request</u>	<u>\$ 300,000</u>	<u>\$ 741,100</u>
FY01 Projected Expenditures	\$ 9,397,400	\$ 9,955,300
Projected Balance	\$ 781,100	\$ 241,000

**SUMMARY:**

The Department of Corrections requests 3.0 FTE PR-S in each year and an increase in expenditure authority of \$75,900 PR-S in fiscal year 2001-02 and \$166,500 PR-S in fiscal year 2002-03 in s. 20.410(1)(kk), institutional operations and charges, to provide additional centralized procurement services. In addition, DOC requests on-going expenditure authority of \$741,100 PR-S in s. 20.410(1)(kk), institutional operations and charges, to purchase additional goods for the Waupun Central Warehouse.

Subsequent to the request, DOC indicated expenditure authority for the Waupun Central Warehouse could be reduced to \$300,000 for fiscal year 2001-02. Staffing costs could also be reduced in fiscal year 2001-02. DOC requested position funding for four months this fiscal year. The maximum amount of time the positions could be filled this fiscal year is two months.

**RECOMMENDATION:**

Modify the request. Provide 3.0 FTE PR-S in each year and an increase in expenditure authority of \$49,700 PR-S in fiscal year 2001-02 and \$166,500 PR-S in fiscal year 2002-03 in s. 20.410(1)(kk), institutional operations and charges, to provide additional centralized procurement services. In addition, provide additional expenditure authority of \$300,000 PR-S in fiscal year 2001-02 and on-going expenditure authority of \$741,100 PR-S in s. 20.410(1)(kk), institutional operations and charges, to purchase additional goods for the Waupun Central Warehouse.



route : David Schmiedicke  
VLB



Scott McCallum  
Governor

Jon E. Litscher  
Secretary

cc: JS  
JS

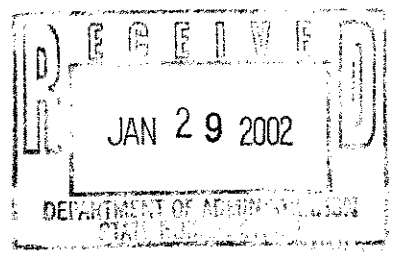
Mailing Address

3099 E. Washington Ave.  
Post Office Box 7925  
Madison, WI 53707-7925  
Telephone (608) 240-5000  
Fax (608) 240-3300

# State of Wisconsin Department of Corrections

January 22, 2002

George Lightbourn, Secretary  
Department of Administration  
101 East Wilson St., 10<sup>th</sup> Floor  
Madison, WI 53707



Dear Mr. Lightbourn:

Attached is a \$16,515 request from the Department of Corrections (DOC) for 3.0 FTE purchasing staff. The staff would be funded from revenues derived from DOC's central warehouse. This request is in response to your December 4, 2001 memo that recommended that DOC take immediate and significant measures to improve procurement related functions. More specifically, you indicated that DOC should "explore options to expand your central purchasing office staff and upgrade the competencies they offer, particularly in the area of contracting for health and social services".

The individual positions requested would be allocated to improve health care procurements, create training materials/policies and procedures and develop performance standards and monitoring guidelines for DOC contracts. In addition, DOC is internally reallocating an additional 1.0 FTE to perform management reviews and delegation audits to ensure that program areas with delegated position authority are in compliance with Wisconsin purchasing statutes and rules. All of the requested/reallocated positions will focus on areas that were identified as needing improvement in your December 4, 2001 memo.

In selecting a funding source for these positions, DOC was cognizant of the pressures on the State's financial resources. The Department feels that the funding source for these positions is not only appropriate, but also fiscally responsible given the State's financial position. Thank you for your consideration of this request.

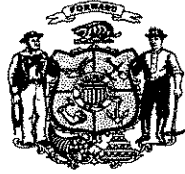
Sincerely,

Jon Litscher  
Secretary

cc: David Schmiedicke, State Budget Director  
Cynthia Archer, DOC

Scott McCallum  
Governor

Jon E. Litscher  
Secretary



Mailing Address

3099 E. Washington Ave.  
Post Office Box 7925  
Madison, WI 53707-7925  
Telephone (608) 240-5000  
Fax (608) 240-3300

## State of Wisconsin Department of Corrections

---

DATE: January 22, 2002

TO: David Schmiedicke, Director  
Division of Executive Budget and Finance  
Department of Administration

FROM: Jon E. Litscher, Secretary  
Department of Corrections

SUBJECT: §16.505 and §16.515- Purchasing Staff and General Goods and Services Authority

The Department of Corrections (DOC) requests 2.00 PR-S FTE Purchasing Agents Senior and 1.0 PR-S FTE Procurement Specialist and \$75,900 PR-S expenditure authority in FY02 and \$166,500 PR-S expenditure authority in FY03 in s. 20.410(1)(kk) to provide additional centralized procurement services.

In addition, DOC requests \$741,100 PR-S additional expenditure authority in FY02 and \$741,100 PR-S additional expenditure authority in FY03 in s. 20.410(1)(kk) to allow the Waupun Central Warehouse to purchase additional goods necessary to meet institution needs.

### Revenue Sources for Appropriation

The source of revenue deposited in the appropriation under 20.410(1)(kk), institutional operations and charges, are receipts from the sale of merchandise to state institutions, state agencies and local units of government.

### Background

Staff: The Department's central Office of Procurement professional staff consists of a director and six purchasing agents. All of these positions except the director are funded with general-purpose revenues. The director is funded with revenue derived from central warehouse revenues. Office of Procurement staff conduct all department-wide solicitations and all Request for Proposals, negotiate department-wide contracts and review and approve the purchasing activities of program areas within the department which have delegated purchasing authority. Office of Procurement staff also provides technical purchasing assistance to program area staff.

Since 1992, the Department has grown from 4,962 employees and a budget of approximately \$267M annually to 10,970 employees and an annual budget of over \$1B by the end of FY03. During the same time period, the DOC's procurements and subsequent contracts have become increasingly more complex. For example, the Department now outsources out-of-state inmate beds, comprehensive inmate health and dental services, inmate food and canteen services, as well as a wide variety of corrections' specific information technology and security goods and services. The Department also procures specialty services ranging from religious services to health specialties such as prosthetics, optometry, dialysis and physical therapy. In addition, Department procurement staff conducts procurement for services unique to corrections such as inmate telephone services, monitoring center equipment and services, and urinalysis evaluation systems and supplies for inmates and parolees. The Department's centralized professional procurement staff has grown by 1.0 FTE purchasing agent since 1992. The Department did request 2.0 additional purchasing agents in its FY 01-03 biennial budget request. That request was denied.

General Goods and Services: The Waupun Central Warehouse (WCW) makes bulk purchases of items such as paper products, inmate clothing, cereal and flour at discount prices and resells the merchandise to correctional institutions, state agencies, schools and local governments. The ability to purchase in large volume allows WCW to provide merchandise to its customers at a cost less than the customer could purchase the product directly. In addition, the WCW provides a single location for manufacturers to deliver goods and reduces the amount of storage room necessary for products at each location.

### Analysis

Staff: In late September of 2001, the Department of Corrections conducted an internal review of its procurement operations as measured against its delegation agreement with the Department of Administration. Chapter 16, Wisconsin Statutes [s.16.71] gives DOA broad purchasing authority which DOA may choose to delegate to designated agents in state agencies. When DOA delegates purchasing authority to an agency, DOA requires the designee to adhere to all statutory requirements related to state procurements. The internal review identified the following deficiencies in DOC's ability to meet its delegation obligations:

### **Major Findings from Internal Review**

#### 1. Inadequate Training

The Office of Procurement does not conduct regularly scheduled training of Department staff charged with purchasing duties. There is no formal training curriculum, training materials or training schedule. Our delegation agreement with DOA requires DOC to conduct training to ensure that purchasing is being done in compliance with state law, policies and procedures.

#### 2. Delegation Agreements with Institution and Field Staff

The delegation agreement between DOA and DOC grants purchasing authority to the Director of the Office of Procurement. The delegation agreement allows DOC to further delegate within the agency the authority and responsibilities granted under the master delegation agreement. DOC currently has no process or policies governing how or to whom

DOC delegates procurement authority. The only internal delegation agreements in Department files date back to 1995. Those agreements do not reflect current statutes and procedures. The lack of delegation agreements means there is no clear record of who in the Department is entrusted to conduct purchasing and no clear lines of accountability for ensuring staff adheres to state laws, policies and procedures.

3. Internal Policies and Procedures

The Department has no internal policies, procedures or executive directives governing procurement.

4. Management Reviews

The last management review conducted by the Office of Procurement was in 1993. According to the delegation agreement, DOC is required to conduct scheduled reviews of all purchasing activities of those institutions and program areas that have delegated purchasing authority. Those reviews are done to assure that all DOC purchasing activities are in compliance with state statutes, administrative code and DOA policies. Without management reviews the Department cannot ensure that staff in DOC work units are adhering to state procurement law and policies.

In October 2001, the Department of Administration's (DOA) Bureau of Procurement reviewed DOC's 1996 procurement delegation agreement. Subsequently, DOA sent a letter to DOC summarizing its findings and noting a lack of DOC staffing "makes it impossible for the central purchasing office to provide the department with the goods and services it needs in a timely, efficient and cost-effective manner". DOA also noted that DOC currently had 18 expired contracts, no formal delegation agreements with field offices, no formal internal training plan for staff, and a general absence of accountability in procurement procedures and systems throughout the agency." Secretary Lightbourn then directed the DOC to "take immediate and significant measures to cooperate with the State Budget Office...to explore options to expand ...central purchasing office staff". This request is in response to DOA's directive.

Given Wisconsin's current budget deficits, DOC is requesting the 3.0 additional staff be paid with centralized warehouse revenues, rather than the general purpose revenues used to fund the existing 6.0 purchasing agents. In addition, due to the high priority DOC attributes to addressing the need for additional procurement staff, the DOC is internally reallocating a fourth FTE to meet the directives in Secretary Lightbourn's letter.

The Department of Administration recommended that DOC "take immediate and significant measures...to reorganize the purchasing unit to address three primary areas: training and delegation compliance, major and minor contracting and general purchasing." To meet that directive, the Department proposes to utilize the new positions as follows: One new procurement specialist will be hired to handle major complex health care procurements for comprehensive health care services at the institutions. This classification level will allow the Department to recruit an individual with health care expertise and knowledge. That background will allow the Department to develop new and innovative ways to procure health care with the objective of providing quality health care at a reasonable price to the state. A second position would be used to develop comprehensive purchasing training materials, policies and procedures

and training programs for Department program staff. A third position would be used to hire a contract specialist to develop contract language, performance standards, and monitoring guidelines for the Department's major contracts. In addition, the position would work with program staff to identify and resolve contract issues and problems. The fourth position (DOC internal reallocation) would perform management reviews and delegation audits to ensure that programs areas, institutions and correctional centers with delegated purchasing authority are in compliance with Wisconsin purchasing statutes and rules.

The additional staff would also allow the Office of Procurement to restructure responsibilities to allow staff to specialize in other major procurement areas such as food, information technology and security procurements and textiles and clothing. The current organizational structure and the proposed organizational structure can be found at the end of this document.

Additionally, the reorganized unit will promote smarter, more cost effective procurement practices within the Department. For example, given sufficient time and staff, the unit could pursue standardizing food purchases and health care services throughout the Department to gain additional economies of scale. Vigorous contract monitoring will assure the Department gains all the value from each contract that is promised and that has been funded.

It should also be noted that the ratio of total staff to procurement staff in DOC is the highest among state agencies. Table 1, below, shows the ratios for the 7 largest state agencies.

*Table 1  
Purchasing Agent to Staff Ratios*

Agency	# of Centralized Procurement FTE	1999 Ratio (Purchasing Agent to total FTE)
DOA	4	1:240
DNR	5	1:580
DOR	4	1:350
DWD	7	1:357
DOT	9	1:445
H&FS	11	1:582
DOC	6	1:1,575

General Goods and Services: The cost of goods purchased by the WCW from private manufacturers increases each year, as does the inmate population and the locations of the customers. Each of these increases is a factor in the need for increased expenditure authority—WCW buys more products, at an increased cost, and passes those goods on to customers, thus increasing the revenue earned at WCW.

As Table 2 on the following page indicates, there is sufficient revenue to fund the additional 3.0 FTE and to fund the additional expenditure authority requested.

**Table 2**  
**FY02 Partial Fund Condition**  
**§20.410(1)(kk), Waupun Central Warehouse, numeric 122**

	FY02	FY03
<b><u>Revenues</u></b>		
Opening Balance (July 1, 2001)	\$482,200	\$0
Lapse – Act 16	(\$500,000)	
<u>Projected FY02 Revenues</u>	<u>\$10,196,300</u>	<u>10,196,300</u>
<b>Total Available Funding</b>	<b>\$10,178,500</b>	<b>\$10,196,300</b>
<b><u>Expenditures</u></b>		
Projected Expenditures w/o s. 16.515	\$9,047,700	\$9,047,700
s. 16.515 expenditures S&S	\$741,100	\$741,100
s. 16.515 expenditures Salary/Fringe	<u>\$79,500</u>	<u>\$166,500</u>
Subtotal	\$9,368,300	\$9,955,300
Reserved for officer uniforms	<u>\$310,100</u>	<u>\$241,100</u>
<b>Total Expenditures Planned</b>	<b>\$10,178,500</b>	<b>10,178,500</b>
<b>Projected Cash Balance</b>	<b>\$0</b>	<b>\$0</b>

Table 3, below, summarizes the five (5) numeric appropriations included in the fund.

**Table 3**  
**FY02 Full Fund Condition**  
**§20.410(1)(kk): numerics 122, 127, 130, 135, 138**

	FY02
<b><u>Revenues</u></b>	
Opening Balance (July 1, 2001)	\$1,336,100
Lapse – Act 16	(\$1,000,000)
<u>Projected FY02 Revenues</u>	<u>\$12,977,400</u>
<b>Total Available Funding</b>	<b>\$13,313,500</b>
<b><u>Expenditures</u></b>	
Projected Expenditures w/o s. 16.515	\$12,013,000
s. 16.515 expenditures and reserves	<u>\$1,130,700</u>
<b>Total Expenditures Planned</b>	<b>\$13,143,700</b>
<b>Projected Cash Balance</b>	<b>\$169,800</b>

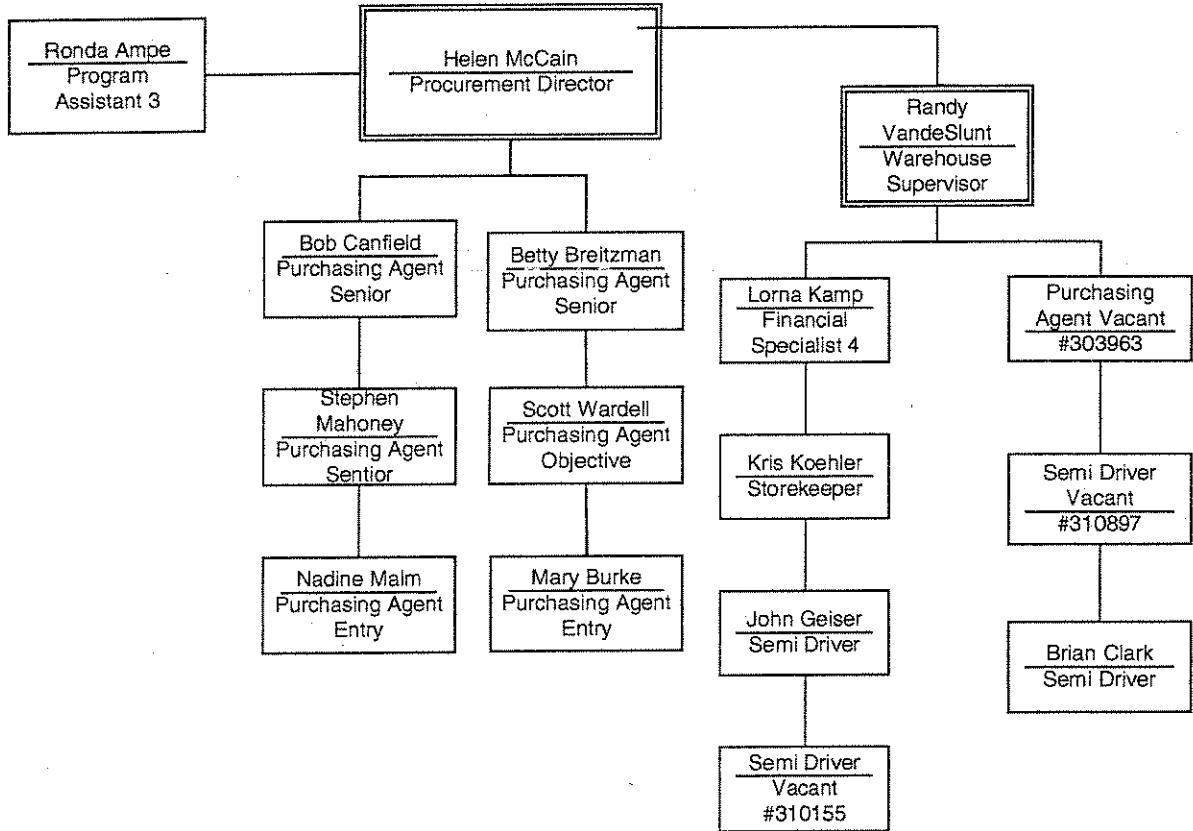
**Summary**

The DOC requests 3.00 PR-S FTE and \$75,900 PR-S expenditure authority in s. 20.410(1)(kk) for FY02 and 3.00 PR-S FTE and \$166,500 expenditure authority in s. 20.410(1)(kk) for FY03 to provide additional centralized procurement services. In addition, DOC requests \$741,100 PR-S additional expenditure authority in s. 20.410(1)(kk) for FY02 and \$741,100 PR-S additional expenditure authority in s. 20.410(1)(kk) for FY03 to purchase additional goods.

cc: Robert Lang, Legislative Fiscal Bureau  
George Lightbourn, Department of Administration

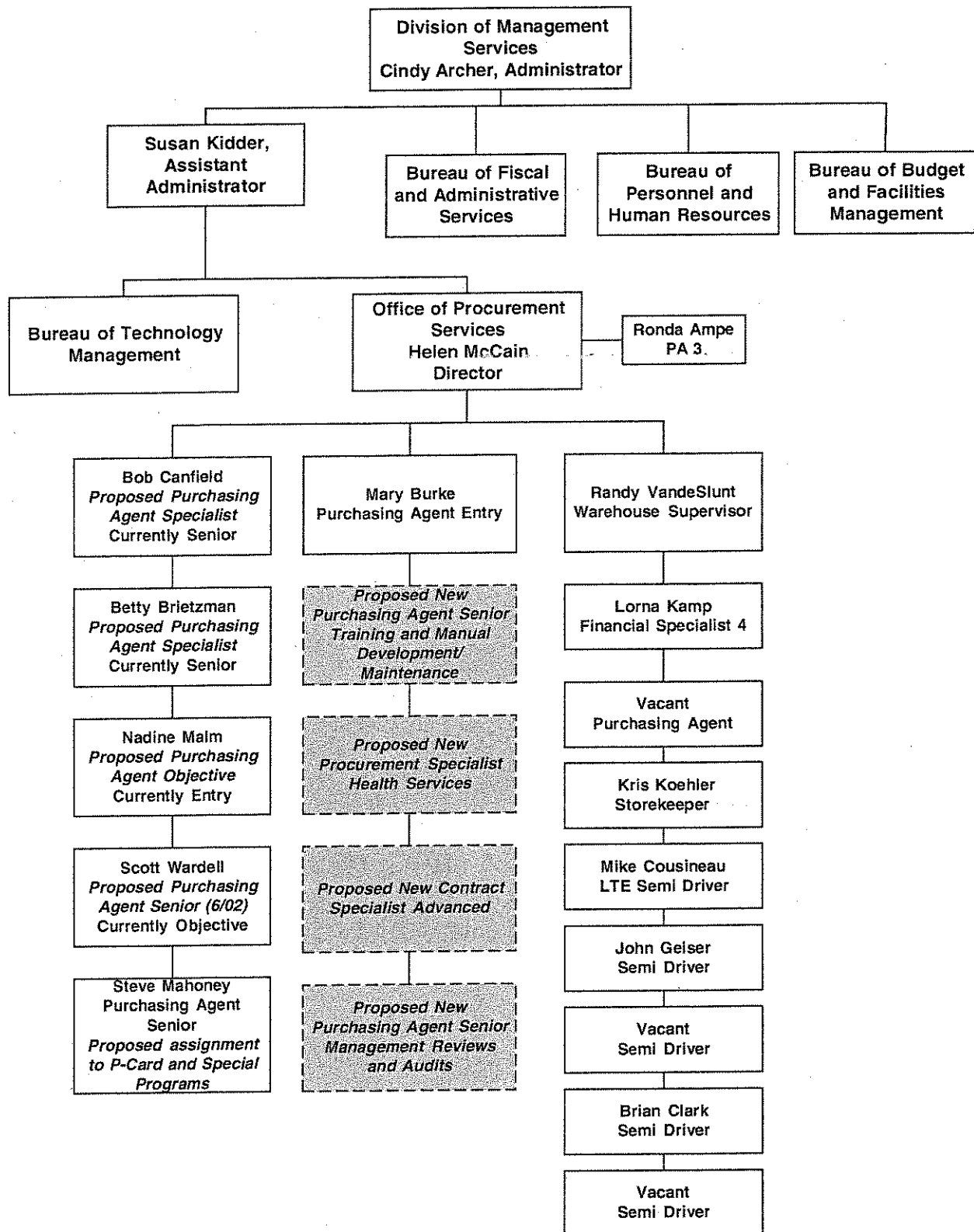
Prepared By: Cathy Halpin, Bureau of Budget and Facilities Management  
240-5538

### Office of Procurement Services WCW Current Organization Chart





## PROPOSED ORGANIZATION of THE OFFICE OF PROCUREMENT





**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

SCOTT McCALLUM  
GOVERNOR  
GEORGE LIGHTBOURN  
SECRETARY  
Office of the Secretary  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1741  
Fax (608) 267-3842  
TTY (608) 267-9629

December 4, 2001

Jon E. Litscher, Secretary  
Department of Corrections  
P.O. Box 7925  
Madison, WI 53707-7925

Dear Secretary Litscher:

In response to your request for the State Bureau of Procurement to review the Department of Corrections' delegated procurement authority, members of the Bureau's management team met with Cindy Archer, Helen McCain, Sue Kidder, and LeAnn Moberly from your Division of Management Services October 29, 2001. The meeting provided the bureau with information that precludes it from conducting a mutually beneficial audit at this time, but it did identify issues and opportunities for improvement in your organization.

Chief among these is the fact that while DOC's dollar volume of purchases has risen from \$42 million to over \$400 million since 1992, the purchasing staff count has remained constant. This makes it impossible for the central purchasing office to provide the department with the goods and services it needs in a timely, efficient and cost-effective manner. For example:

1. There are currently 18 expired contracts, several of which require considerable time and expertise to execute.
2. There are no formal delegation agreements with the field offices.
3. There is no formal internal training plan for staff in the delegated units.
4. There is a general absence of accountability due to isolation in procedures and systems throughout the organization.

Given these facts, I recommend that you take immediate and significant measures to cooperate with the State Budget Office to do the following:

1. Explore options to expand your central purchasing office staff and upgrade the competencies they offer, particularly in the area of contracting for health and social services.
2. Reorganize the purchasing unit to address three primary areas: training and delegation compliance, major and minor contracting, and general purchasing.
3. Support the implementation of the Purchase Plus requisition-to-purchase order transaction system with temporary resources as required to advance the rollout currently under way by DOA.

Once these steps are accomplished, the Bureau of Procurement would offer an exclusive training session customized for your staff in order to accelerate the resolution to your dilemma.

Sincerely,

  
George Lightbourn  
Secretary

Scott McCallum  
Governor

Jon E. Litscher  
Secretary



*Cindy A*  
Mailing Address  
3099 E. Washington Ave.  
Post Office Box 7925  
Madison, WI 53707-7925  
Telephone (608) 240-5000

## State of Wisconsin Department of Corrections

September 17, 2001

George Lightbourn, Secretary  
Department of Administration  
P.O. Box 7864  
Madison, Wisconsin 53707-7864

Dear Secretary Lightbourn:

I am writing in response to your recent letter regarding the Department of Corrections internal control responsibilities and our administration of State procurement policies.

I want to assure you that I take my responsibilities of safeguarding state assets very seriously. I strongly believe the department's aggressive response to the recent case of a state employee's misuse of the state purchasing card demonstrates that commitment. In this particular instance, DOC pre-audit staff identified what appeared to be irregular transactions on procurement card statements. At which time, other purchasing records for this individual were immediately pulled and analyzed. When a problem was suspected, DOC staff notified my office, the Department of Administration and Capitol Police immediately. The individual has now been apprehended by law enforcement and steps are underway, working with both the bank and DOA's risk management staff to ensure the recovery of state funds. I commend staff throughout the department for identifying this problem and taking swift action.

Our review indicates the department's purchasing card procedures are in compliance with DOA policies. Your recommendation that DOC undertake retraining of all supervisory staff is consistent with our September 5, 2001 internal assessment and the written directives I have already given to DOC Executive Staff. Copies of our assessment and my directives were also forwarded to your office. In accordance with my directives, this training will begin immediately and all supervisors with purchasing card oversight responsibilities will complete the training by November 15, 2001.

With respect to DOC's internal fiscal controls, annual audits by the Legislative Audit Bureau have pointed out no apparent weaknesses in the department's internal control processes. In addition, as required by DOA, the department has submitted an annual internal control plan to the Department of Administration's State Controllers Office. I am pleased to say that this plan has been reviewed and accepted by the Department of Administration with no suggestions for modifications to our system of checks and balances.

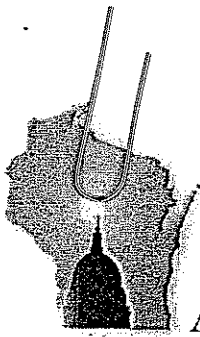
In closing, I welcome a review by the DOA State Bureau of Procurement of the department's delegated purchasing authority. The Department of Corrections' delegated purchasing authority has not been reviewed by the DOA Bureau of Procurement since 1993. Last December, we requested such a review by the State Bureau of Procurement however, at that time they were unable to assist us. The Department of Corrections procures over \$220 million annually. In addition, we are responsible for a number of statewide contracts that are used by other state agencies. As background information, I have attached the department's recent budget request for additional procurement staff. I think this analysis clearly identifies the magnitude of purchasing responsibilities that rest with the Department of Corrections and the resources required to meet these responsibilities.

I am prepared to take whatever steps are necessary to ensure our delegated purchasing responsibilities are met.

Sincerely,

*Jon E. Litscher*  
Jon E. Litscher, Secretary

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WISCONSIN DEPARTMENT OF  
ADMINISTRATION

SCOTT McCALLUM  
GOVERNOR

GEORGE LIGHTBOURN  
SECRETARY

Office of the Secretary  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1741  
Fax (608) 267-3842  
TTY (608) 267-9629

September 7, 2001

Jon E. Litscher, Secretary  
3099 East Washington Avenue  
P.O. Box 7925  
Madison, Wisconsin 53707-7925

Dear Secretary Litscher:

I have just learned of what may be a serious lapse in the internal controls of the Department of Corrections. This control lapse may have resulted in the loss of thousands of dollars through improper purchases made by a state employee. It is my understanding that had supervisory staff followed written procedures, some or all of the loss may have been prevented or minimized.

I know you recognize that one of the primary obligations of each agency is the safeguarding of the state's assets. As a first step toward improving the agency's internal controls, I recommend the department undertake a retraining of all supervisors, stressing their responsibilities related to internal controls. Written procedures for the procurement card program are contained in both the state's Procurement and Accounting Manuals and these procedures, along with other internal control procedures, must be used for this instruction.

Safeguarding state resources is a goal that we share and I want to offer the assistance of the State Controller's Office in providing training to your managers. As you are aware, the State Controller's Office has begun an audit of the department's financial processes and procedures. Upon completion of this audit, comprehensive recommendations will be made for improvements to the department's internal control procedures and a timeline developed for implementation.

I also expect that the Departments of Corrections and Administration will pursue all avenues to fully recover the dollar loss. Furthermore, the State Bureau of Procurement will conduct an extensive review of the department's delegated purchasing authority. This review will determine if changes should be made to the scope and extent of that authority.

I appreciate how seriously you have dealt with this matter and expect that swift and decisive action will be taken.

Sincerely,

  
George Lightbourn  
Secretary

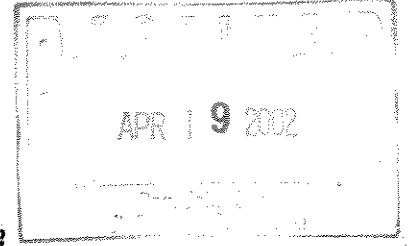


**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

SCOTT McCALLUM  
GOVERNOR

GEORGE LIGHTBOURN  
SECRETARY

Office of the Secretary  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1741  
Fax (608) 267-3842  
TTY (608) 267-9629



**Date:** April 19, 2002  
**To:** The Honorable Brian Burke, Co-Chair  
Joint Committee on Finance  
The Honorable John Gard, Co-Chair  
Joint Committee on Finance  
**From:** George Lightbourn, Secretary  
Department of Administration  
*George Lightbourn*  
**Subject:** S. 16.515/16.505(2) Request(s)

Enclosed are request(s) that have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2001-02</u>		<u>2002-03</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DPI 20.255(1)(ke)	Funds transferred from other state agencies; program operations				1.00**

\*\* Project position ending 12/21/03.

As provided in s. 16.515, the request(s) will be approved on May 10, 2002, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Vicky LaBelle at 266-1072, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT McCALLUM**  
GOVERNOR

**GEORGE LIGHTBOURN**  
SECRETARY

Office of the Secretary  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1741  
Fax (608) 267-3842  
TTY (608) 267-9629

**Date:** April 11, 2002

**To:** George Lightbourn, Secretary  
Department of Administration

**From:** Steven Milioto

**Subject:** Request under s. 16.505 from the Department of Public Instruction for an 18-month extension of a 1.0 FTE PR-S project position.

**REQUEST:**

The Department of Public Instruction (DPI) is requesting the extension of a 1.0 FTE PR-S project position set to expire on June 30, 2002. The position is funded from appropriation 20.255(1)(ke), Funds transferred from other state agencies; program operations. The project position is a Prevention Consultant position that manages activities related to the department's School Tobacco Program.

**REVENUE SOURCES FOR APPROPRIATION(S):**

DPI will fund the project position with the administrative portion of a \$625,000 grant from the Wisconsin Tobacco Control Board (WTCB). The administrative portion of the WTCB grant is \$125,000 and the term of the entire grant award is from July 1, 2002 to June 30, 2003 (with the possibility of a no-cost extension through December 31, 2003 to be discussed in March of 2003.) The WTCB grant is contingent on DPI providing matching funds of \$250,000.

**BACKGROUND:**

The WTCB has awarded \$625,000 to DPI in FY03 to promote school-based and school-linked smoking prevention efforts as part of a statewide effort to reduce tobacco use. The School Tobacco Program makes grants available to school districts and cooperative educational service agencies (CESAs) for this purpose. DPI estimates that approximately \$500,000 in WTCB funding will be awarded to over 60 school districts and CESAs in FY03.

The Prevention Consultant position coordinates the awarding and monitoring of grants to school districts and CESAs. The Prevention consultant also provides technical assistance to support the grant program, including development of resource materials, telephone consultation, and training for school staff.

George Lightbourn, Secretary  
Page 2  
April 11, 2002

**ANALYSIS:**

DPI indicates that the department does not have any vacant project positions it can reallocate for this purpose. Furthermore, the department does not believe that the responsibilities associated with the project position could be added to existing workloads.

DPI's request appears reasonable given continued funding from the WTCB for this purpose. However, the length of the extension would be more appropriately set at twelve months since extension of programmatic responsibilities by WTCB beyond June 30, 2003 will not be discussed until March 2003. If the WTCB approves an extension to December 31, 2003, the department can ask for an additional extension to the project position at that time.

**RECOMMENDATION:**

Approve the request to extend the duration of the 1.0 FTE PR-S project position funded from appropriation 20.255(1)(ke). Specify that the project position will expire on June 30, 2003.



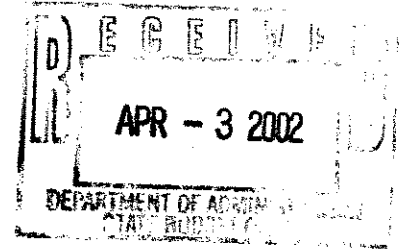
# State of Wisconsin Department of Public Instruction

Mailing Address: P.O. Box 7841, Madison, WI 53707-7841  
125 South Webster Street, Madison, WI 53702  
(608) 266-3390 TDD (608) 267-2427 FAX (608) 267-1052  
Internet Address: www.dpi.state.wi.us

DS - JS - V.L.B  
02 SM  
BH

Elizabeth Burmaster  
State Superintendent

**DATE:** April 3, 2002  
**TO:** David Schmiedicke, Director  
State Budget Office  
**FROM:** Elizabeth Burmaster, State Superintendent *EB*  
**SUBJECT:** s. 16.505 Request for Project Position #330239 Extension



### Agency Request

The department requests an 18-month extension of the AODA Prevention Consultant project position #330239. This position is funded under the PR-S continuing appropriation s. 20.255(1)(ke), Funds transferred from other state agencies; program operations.

### Funding Source

The department's request to increase its position authority for this education consultant was approved March 21, 2001. Funded with the administration portion of a grant from the Wisconsin Tobacco Control Board (WTCB), the original contract was for the period of July 2001 to June 2002. The first contract was extended to December 31, 2002, and the WTCB intends to enter into a second contract for the period of July 1, 2002 through June 30, 2003, with an extension to December 31, 2003 likely. Please see the enclosed funding commitment from WTCB.

### Background

1999 Wisconsin Act 9, the 1999-2001 state budget bill, allocated \$23 million over the biennium to the Tobacco Control Board. The board will award the department \$125,000 to coordinate the implementation of the School Tobacco Program through June 30, 2003. This program, funded by the WTCB, requires making grants available and providing technical assistance to funded schools. For 2002-03, it is anticipated that approximately \$500,000 from WTCB will be awarded to over 60 school districts and CESAs.

This position coordinates review, approval, awarding, and monitoring of the grants. The position also provides technical assistance to support the grant program, including development of resource materials, telephone consultation, and training for school staff. In addition, the position assures that DPI complete evaluation and communication requirements of the WTCB, including coordination of data collection; completion of quarterly progress reports; responding to frequent requests for information from board members, staff, and funded programs; participating in statewide board and committee meetings; and presenting program progress to the board.



Completion of these contract requirements with the WTCB demands a great deal of time and effort. Without this position, DPI could not fulfill its WTCB-related duties. The department has contractually agreed to provide these services along with a full-time position. Other DPI positions, funded through other sources, are not available to fulfill these responsibilities.

Summary

Based on the preceding information, I request an extension for the 1.0 FTE project position in the department's PR-S continuing appropriation under 20.255(1)(ke) from June 30, 2002 to December 31, 2003. If you have questions regarding this request, please contact Michael Bormett, Policy and Budget Director, at 266-2804.

EB/tjj  
Enclosure

cc: Steve Milioto, State Budget Office

February 19, 2001

Mr. Doug White  
Wisconsin Department of Public Instruction  
125 South Webster Street  
4th floor  
Madison, WI 53707

Dear Mr. White,

This letter serves as a letter of intent to enter into a continuation contract with your agency.

Your award will be for the following:

1) Administration and oversight of the School Grants Program  
Timeframe: July 1, 2002 through June 30, 2003 (based on budget balance and satisfactory activity, a no-cost extension through December 31, 2003 will be discussed in March of 2003)  
Amount: \$125,000

2) Grant awards to local districts and schools  
Timeframe: July 1, 2002 through June 30, 2003 (based on budget balance and satisfactory activity, a no-cost extension through December 31, 2003 will be discussed in March of 2003)  
Amount: \$500,000 (contingent on DPI matching funds of \$250,000)

At the end of these grant periods, the WTCB will review program outcomes. Based on satisfactory outcomes, the WTCB will pursue the possibility of continuation funding beyond the current funding cycles.

WTCB staff will be negotiating the terms of the contract based on the goals and objectives of the Board.

Thank you for your dedication to this project and we look forward to working with you.

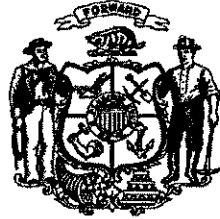
Sincerely,

David F. Gundersen

# THE STATE OF WISCONSIN

SENATE CHAIR  
**BRIAN BURKE**

317-E Capitol  
P.O. Box 7882  
Madison, WI 53707-7882  
Phone: (608) 266-8535



ASSEMBLY CHAIR  
**JOHN GARD**

308-E Capitol  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: (608) 266-2343

## JOINT COMMITTEE ON FINANCE

May 14, 2002

Secretary Darrell Bazzell  
Department of Natural Resources  
101 S. Webster St., 5<sup>th</sup> Floor  
Madison, Wisconsin 53703

Dear Secretary Bazzell:

We are writing to inform you that the Joint Committee on Finance has reviewed your request, originally received on March 29, 2002, concerning the proposed 39 acre land purchase in the Town of Centerville, along the shores of Lake Michigan in Manitowoc County.

An objection to the request, which was made on April 15, 2002, was withdrawn on May 10, 2002.

No further objections to this request have been raised. Accordingly, the request is approved.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE  
Senate Chair

Handwritten signature of John G. Gard in black ink.

JOHN G. GARD  
Assembly Chair

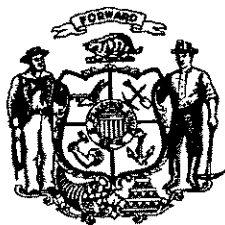
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cc: Members, Joint Committee on Finance  
Robert Lang, Legislative Fiscal Bureau  
Vicky LaBelle, Department of Administration

# THE STATE OF WISCONSIN

SENATE CHAIR  
BRIAN BURKE

317-E Capitol  
P.O. Box 7882  
Madison, WI 53707-7882  
Phone: (608) 266-8535



ASSEMBLY CHAIR  
JOHN GARD

308-E Capitol  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: (608) 266-2343

## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

To: Members

From: Senator Brian Burke  
Representative John Gard  
Co-Chairs, Joint Committee on Finance

Date: May 10, 2002

Re: Point Creek Land Purchase/Withdrawal of Objection

On April 15, 2002, an objection was made to three proposed land purchases by the Department of Natural Resources. The agency was notified that the requests were not approved and that a meeting would be held to further discuss the requests.

On May 10, 2002, the objection to one of those land purchases, for 39 acres in the Town of Centerville in Manitowoc County ("Point Creek"), was withdrawn.

Please notify **Senator Burke** or **Representative Gard** no later than **12 noon on Tuesday, May 14, 2002**, if you have any questions about the land purchase request or would like the Committee to meet formally to consider it. If no objections are heard by that date, the request will be approved.

Also, please contact us if you need further information.

BB:JG:dh

# STATE OF WISCONSIN



SENATE CHAIR  
BRIAN BURKE

317-E Capitol  
P.O. Box 7882  
Madison, WI 53707-7882  
Phone: 266-8535

ASSEMBLY CHAIR  
JOHN GARD

308-E Capitol  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: 266-2343

## JOINT COMMITTEE ON FINANCE

April 15, 2002

Mr. Darrell Bazzell, Secretary  
Department of Natural Resources  
101 South Webster Street  
Madison, WI 53707-7921

Dear Secretary Bazzell:

We are writing to inform you that the members of the Joint Committee on Finance have received your stewardship program requests, dated March 20, 2002 (received March 29), regarding the following three land purchases:

- a proposed grant of \$375,000 from the Stewardship Acquisition and Development of Local Parks Program to the City of Racine for assistance with the development of Phase II of a multipurpose pathway along the Root River Parkway Corridor;
- a proposed grant of \$287,500 from the Stewardship Urban Rivers Program to Milwaukee County for assistance with the acquisition of 5.69 acres of land located in the Village of Greendale within the Root River Parkway Corridor; and
- a proposed grant of \$600,000 from the Stewardship Urban Greenspace Program to Manitowoc County for assistance with the acquisition of 39 acres of land in the town of Centerville along the shores of Lake Michigan.

A meeting will be scheduled to further review these purchases. Therefore, the requests are not approved at this time.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE  
Senate Chair

Handwritten signature of John Gard in black ink.

JOHN GARD  
Assembly Chair

BB:JG:dh

cc: Members, Joint Committee on Finance  
Vicky LaBelle, Department of Administration

# THE STATE OF WISCONSIN

SENATE CHAIR  
BRIAN BURKE

317-E Capitol  
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ASSEMBLY CHAIR  
JOHN GARD

308-E Capitol  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: (608) 266-2343

## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Brian Burke  
Representative John Gard

Re: 14-Day Passive Review Approval

Date: April 1, 2002

Attached are copies of three letters from the Department of Natural Resources, received March 29, 2002, which notify the Committee of three stewardship projects. The notices are pursuant to s. 23.0915(4), Stats., which requires 14-day passive review and approval by the Joint Committee on Finance.

The first project is a proposed grant of \$375,000 from the Stewardship Acquisition and Development of Local Parks Program to the City of Racine for assistance with the development of Phase II of a multipurpose pathway along the Root River Parkway Corridor.

The second project is a proposed grant of \$287,500 from the Stewardship Urban Rivers Program to Milwaukee County for assistance with the acquisition of 5.69 acres of land located in the Village of Greendale within the Root River Parkway Corridor.

The third project is a proposed grant of \$600,000 from the Stewardship Urban Greenspace Program to Manitowoc County for assistance with the acquisition of 39 acres of land in the Town of Centerville along the shores of Lake Michigan.

Please review the material and notify **Senator Burke** or **Representative Gard** no later than **Wednesday, April 17, 2002**, if you have any concerns about the requests or if you would like the Committee to meet formally to discuss any of the three requests.

Also, please contact us if you need further information.

Attachment



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

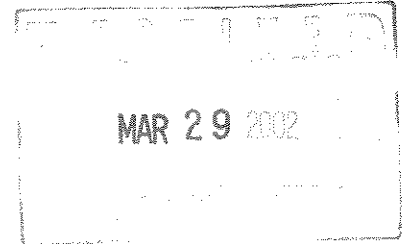
Scott McCallum, Governor  
Darrell Bazzell, Secretary

101 S. Webster St.  
Box 7921  
Madison, Wisconsin 53707-7921  
Telephone 608-266-2621  
FAX 608-267-3579  
TTY 608-267-6897

March 22, 2002

Honorable John Gard, Co-Chair  
Joint Committee on Finance  
PO Box 8952, State Capitol  
Madison, WI 53707

Honorable Brian Burke, Co-Chair  
Joint Committee on Finance  
PO Box 8952, State Capitol  
Madison, WI 53707



Dear Representative *John* Gard and Senator *Brian* Burke:

The Department is notifying you, as co-chairs of the Joint Committee on Finance, of a proposed grant to Manitowoc County for assistance with the acquisition of 39 acres of land in the Town of Centerville along the shores of Lake Michigan. The grant for \$600,000 would come from the Stewardship Urban Greenspace Program. This notice is pursuant to s. 23.0915(4), Stats., which requires the Department to notify the Joint Committee on Finance of Stewardship projects of \$250,000 or more in cost. There are sufficient funds appropriated to complete the purchase.

Attached please find a summary of the project as well as maps and a copy of the grant application for the project. The Offer to Purchase for the property requires that the county show proof of buyer financial commitment by May 18, 2002 and the closing occur by June 30, 2002.

I certify that this request for consideration meets all the applicable state and federal statutes, rules, regulations, and guidelines. This certification is based upon a thorough and complete analysis of this request.

If you do not notify the Department within 14 working days after this notification that the Committee has scheduled a meeting to review the proposed transaction, the Department will proceed with the approval process. If the Committee has no objections, the Department will forward the proposal to the Governor for his consideration. If you need further information, please contact Barbara Schultz at 267-7237. She is available to answer any questions you may have in this matter.

Thank you for your consideration.

Sincerely,

*Darrell*  
Darrell Bazzell  
Secretary

Cc: Members, Joint Committee on Finance  
Legislative Fiscal Bureau

## **Stewardship Urban Greenspace Grant Project Summary Manitowoc County Acquisition of the Point Creek Property**

### **1. OVERVIEW**

Manitowoc County is requesting matching grant funding from the Stewardship Urban Greenspace grant program to assist with proposed acquisition of the 38.56 acre Point Creek (Lee) property, located in Town of Centerville. This coastal wetland complex includes 2,700 lineal feet of Lake Michigan shoreline and 1,000 feet of bank, bluff and wetland bank habitats along Point Creek.

Point Creek is the largest watershed in the Sevenmile-Silver Creek watershed complex in southeastern Manitowoc County. A diverse riparian ecosystem supports a biologically rich community, which includes many transient and migratory species.



*Lake Michigan from the Bluff*

Scientific field studies sponsored by the University of Wisconsin Madison and others have demonstrated the ecological significance of this site. For example, large congregations of Great Blue Herons routinely use this site for feeding, social interactions and behavioral imprinting, (hunting and survival behavior) of the young.

**Total Grant Amount:** \$600,000  
**Certified Fair Market Value:** \$1,310,000

### **2. PARCEL DESCRIPTION**

**Buyer:** Manitowoc County  
**Seller:** Homestead Land Company, (Stanley & Phebe Lee)  
**Number Of Years Seller Has Owned:** More than 10 years

**Location:** The property is located in the Town of Centerville in southern Manitowoc County. The City of Manitowoc is located 8 miles north and the City of Sheboygan is located 14 miles to the south. The Village of Cleveland is located two miles to the south. According to the appraiser, this property is in a "growth stage neighborhood". See attached maps.

**Number of acres:** 38.56 acres.

**DNR Certified Appraised Value:** \$1,310,000 or \$33,973 per acre

Two appraisals were obtained by the Sheboygan Area Land Trust, (SALC is the key local non-profit conservation organization that led this project and is providing the local matching funds, (\$500,000). The lower appraisal value was certified at \$1,310,000.



## **APPRAISALS (38.56 acres)**

Appraisal # 1 - Approved and certified for grant purposes by the North East Region Review Appraiser, Michael Penning on August 25, 2001.

Appraiser: Real Estate Advisors Inc. (Mark Molepske), WI CGA, #620  
Valuation Date: May 31, 2001  
Appraised Value: \$1,310,000  
Highest and Best Use: Residential development.

Appraisal # 2 - Accepted by North East Region Review Appraiser, Michael Penning August 25, 2001

Appraiser: David E. Steiro, WI CGA, #933  
Valuation Date: October 18, 2000  
Appraised Value: \$1,625,000  
Highest and Best Use: Residential development.

**Interest:** Fee acquisition

**Zoning:** Shoreland and Agricultural with a County approved variance for subdivision development with a 250 foot setback from the Lake Michigan bluff

**Present Use:** According to the appraisal, the property is "vacant land awaiting development". The property is unimproved and unused. Of the 38.56 acres, about 23 acres are in plantations of various pine species. The remaining acres, (15) are relatively open and rolling. Similar land nearby is being sold for residential development.

**Proposed Use:** Passive recreation area featuring trails for hiking, walking, cross country skiing; outlooks for scenic viewing (Lake Michigan and Point Creek); prairie and natural forest restoration; and facilities for picnicking, bird watching, education, and interpretation of natural features. Environmental Education and Studies will in particular be highlighted

### **3. PROJECT PARTNERS:**

The following entities support this acquisition: Manitowoc County, Sheboygan Area Land Trust, Wisconsin DNR and DOA and the University of Wisconsin. The University of Wisconsin will take a leadership role in managing the site for environmental education and studies. Manitowoc County will take the leadership role in managing public outdoor recreation opportunities and forest management. Groups who have contributed financial support for the local share of this project include: West Foundation, Walter Kohler Foundation, Windway Foundation Inc. and numerous individuals donating in excess of \$250,000. Total contributions are about \$500,000.

#### 4. TIMING

A purchase agreement has been signed by both parties. An escrow closing is set for no later than June 30, 2002 however a milestone proof of buyer commitment must be in hand by May 18, 2002.

#### 5. FINANCES

The basis for the DNR Urban Greenspace grant calculation is the certified appraised value of the property of \$1,310,000. The purchase will be a cash transaction utilizing state Stewardship Urban Greenspace funds, federal Coastal Restoration funds, and local contributions. Manitowoc County has a signed purchase agreement with the seller for \$1.9 million.

**Total Stewardship Urban Greenspace Grant Amount = \$600,000 (33%)**

**Total Federal Coastal Restoration Funding = \$800,000 (42%)**

**Total Local Contribution, (SALC) = \$500,000 (26%)**

**Total Purchase Amount: = \$1,900,000 (100%)**

#### 6. PROGRAM CRITERIA EVALUATION

The project was evaluated according to eligibility and competitive rating criteria set forth in the enabling legislation of the Urban Greenspace Program s. 23.09 (19), Stats. and promulgated in Chap. NR 51, Wis. Adm. Code.

The project does satisfy entry eligibility criteria for the Stewardship Local Grants program. In addition, it is supported by the following program criteria for competitively evaluating projects:

a. The project provides for acquisition of lands that are threatened by development. The property is in a rapidly developing area in southern Manitowoc County. Lake Michigan shoreline lots command the most expensive lot values in all of northeast Wisconsin. The owner was able to obtain a zoning variance to allow a residential subdivision and has stated he is ready to implement that subdivision plan.



*Lake Bluff Near Point Creek*



*Point Creek Entering Lake*

b. The project will acquire land for aquatic habitat protection for fish and wildlife. This project will acquire over 2,800 feet of high bluff Lake Michigan shoreline and over 1,000 feet of shoreline along Point Creek including the environmentally significant confluence of Lake Michigan and Point Creek. The land contains a significant population of Great Blue Herons and is the site of a rookery for these birds.



*Open Space at Point Creek*

c. The project provides for the acquisition of a new park and recreational lands in an urban center for day recreation. The park will provide for day-use passive outdoor recreation in a rapidly urbanizing area. Activities will include hiking, picnicking, education (nature study, environmental education and interpretation of natural features) and enjoyment of scenic Lake Michigan vistas. Significant effort will be put into protecting wildlife from human harassment by limiting interaction that would negatively impact wild flora and fauna.

d. The project will acquire an environmental corridor linking existing publicly owned corridors to one another. The acquisition will add an important segment to the designated environmental corridors of Manitowoc County, (Planning and Development Institute, Inc. Report as part of the Manitowoc County Comprehensive Plan.) This corridor will connect with the existing "Kingfisher Farm" a biological research station operated by the University of Wisconsin at Green Bay campus. The Point Creek Corridor is also linked to the Fischer Creek Conservancy area by Lake Michigan, (about one mile south).

e. The project will improve non-intensive river recreation in a county with a population over 20,000. The 2000 population of Manitowoc County is over 20,000. This land purchase will include over 1,000 feet of shoreline along Point Creek. Point Creek can be used for nature study and education, wildlife preservation and sport fishing.



*Frozen Point Creek*

f. The master plan for the property calls for managing vegetation and fauna to provide as great a statewide diversity of native species as possible. Most of the management of the site will be under the auspices of the University of Wisconsin environmental research departments. A common goal will be to restore and study the restoration process of this land to return it to native and natural ecosystem development. This will include the eventual removal or succession of existing manmade pine plantations.



*Point Creek Wetlands*

g. The project will provide for acquisition of wetlands defined in the Wisconsin Wetland Inventory. In 1998, the Water Resources Management Program Institute for Environmental Studies, University of Wisconsin – Madison completed a report, "The Coastal Wetlands of Manitowoc County". This report clearly identified this parcel as containing coastal wetlands. (see attachment )

h. The project will preserve land that has been identified as a preservation priority by the Natural Heritage Inventory. While this 38 acre parcel is not recorded in the official inventory, the following natural heritage inventory species have been recorded at this site: . Penstemon Pallidus (Pale Beardtongue) Plant; Sorex Hoyi (Pigmy Shrew Mammal; Hendersonia Occulta (Cherrystone Drop), Snail; Vertigo Elatior (Tapered Vertigo) Snail; Cakile Edentula (American Sea-Rocket) Plant and Calamovilfa Longifolia var Magna (Sand Reed-Grass) Plant.



*Dark Woods on Bluff*

i. In addition to the above key scoring criteria the project also meets the following additional ranking criteria for the Urban Greenspace Program: The land will be accessible to the public in a controlled fashion as to not destroy restoration efforts; interpretive improvements will be provided to aid the public in studying and understanding the natural history and significance of this area; the land does include a linear corridor and connect with other linear corridors; the land does include water frontage; the project will restore wetlands and protect existing wetlands; the land will provide "open natural space"; the land is of statewide significance; appraisals are completed and the sponsor has a completed and signed purchase agreement This project also will implement two or more master plans by other planning agencies, (Joint Land Use Plan of the Town of Centerville and the Village of Cleveland, 1999, Coastal Wetland Assessment and Management for Manitowoc County, 1998, Manitowoc County Comprehensive Plan, 1998)

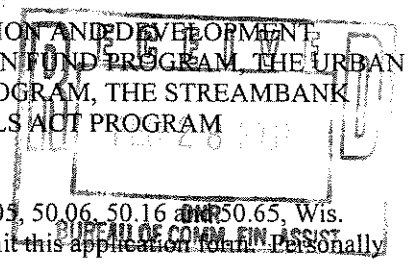
7. ATTACHMENTS -Application
- Location Maps
  - Parcel Map
  - Additional Photos
  - Coastal Wetlands Map

Prepared by DNR Staff, 2/2002



35

Great Blue Herons along the Lake Michigan shore, at Point Creek, Manitowoc County, Wisconsin



NOTE: Use of this form is required by the Department for any application filed pursuant to ss. NR 50.05, 50.06, 50.16 and 50.65, Wis. Adm. Code. The Department will not consider your application unless you complete and submit this application form. Personally identifiable information will only be used in conjunction with the programs listed above.

1. Project Sponsor's Name Manitowoc County	2. E-mail Address mikedemske@co.manitowoc.wi.us
3. Street or Route P.O. Box 610	4. Telephone Number (include area code) 920-683-4185
5. Municipality, State, Zip Code Manitowoc, WI 54221-0610	6. FAX Number (include area code) 920-683-4190
7. Project Title <b>Point Creek Conservancy Acq..</b>	8. County Manitowoc

9. Project Description. (IMPORTANT: Provide as much of this information as possible. See enclosed narrative sample.) (Attach cost estimates, site plans construction plans specifications appraisals or any other information that describes the project.) Attach a narrative to this application form. Describe what local resources have been or will be committed to this project. Describe the physical features of the site, such as topography, drainage, surrounding land uses and the presence of environmental intrusions (overhead powerlines, landfills, etc.). If the project involves the renovation of an existing facility, describe the existing facility and the proposed renovation in detail. Describe how the project will serve the community or its intended users and how the users will gain access to the project site. Describe the availability of financial resources and personnel needed to operate and maintain this project once it is completed. Describe how the project may benefit tourism. **NOTE: Urban Green Space Projects only.** Attach a management plan describing how the property will be managed. See Urban Green Space Program information for instructions.

Total Project Cost <b>\$1,310,000</b>	Cost Sharing Requested (50% of total project costs) <b>\$655,000</b>
--	---

Indicate Source of Local Matching Funds. Include any other state or federal grant or loan programs, or donations involved in this program.  
Local Property Taxes

The project sponsor or authorized representative must answer the following questions. Additional information pertaining to any question can be submitted on attached sheets.

- Is this project supported by an approved comprehensive outdoor recreation plan?  Yes  No  
If yes, indicate the title of the plan and page numbers:  
**PARKS AND OPEN SPACE PLAN, PAGE 22**
- Is your project specifically identified in your local plan by location and facility?  Yes  No  
If yes, indicate page for section number: 22
- Does the project implement recommendation contained in a regional plan of another unit of government?  Yes  No  
If yes, indicate title of the plan and page numbers: Centerville/Cleveland page 10
- Do you have an approved parkland dedication ordinance?  Yes  No  
If yes, attach a copy of the resolution of adoption of the ordinance.
- Indicate how land was or will be acquired (Fee simple Acquisition, Donation, Condemnation, etc.) and date of acquisition. (If acquired by condemnation on or after August 1, 1995, project is not eligible for funding.)  
**FEE SIMPLE ACQUISITION**
- Was the land to be acquired dedicated to the municipality through a parkland dedication ordinance?  Yes  No
- Will this facility be used extensively by people outside your governmental jurisdiction?  Yes  No  
If yes, describe in attached narrative.
- What is the official 2000 census of your unit of government? **85,000**  
2000 Population

Name of Person Completing This Application Mike Demske	Title Manitowoc County Planning Director
Signature <i>Mike Demske</i>	Date Signed 4/25/2001

Please submit one copy of all project documentation.

## Summary of Request

We are asking the State of Wisconsin, Department of Natural Resources to continue its active involvement in a major conservation, environmental education, and scientific effort underway: supporting the work of the Fischer Creek Alliance in southeastern Manitowoc County.

This brief proposal concerns a critical habitat complex at the estuary of Point Creek, approximately 1 mile north of Fischer Creek. We hope that we will be able to secure a commitment for matching conservation credits through the NCO Sheboygan Area Land Conservancy to purchase and preserve this site as a wildlife refuge.

At the same time, the Alliance is beginning a major fund-raising effort, working rapidly work to secure a lead-off gift in the range of \$500,000 to \$1,000,000.

Part of this gift would be used to secure the purchase of a critically important coastal ecosystem and estuary at Point Creek, in southeastern Manitowoc County. Background on this critical issue makes up the remainder of this proposal.

The proximity of this property to the heavily developed urban centers of Sheboygan and Manitowoc increases its ecological value, providing secluded habitats for a great variety of migratory waterfowl. This high-profile project will protect a beautiful and ecologically important part of the Lake Michigan shore — with its diverse wildlife — in perpetuity, to be enjoyed by community members and visitors alike.

## Point Creek Watershed Initiative

### Fact Sheet

Property Description: approximately 39 acres of coastal wetland, with 2700 linear feet of Lake Michigan frontage and 1000 feet of bank, bluff, and wetland bank habitats along Point Creek, in southeastern Manitowoc County (Photos attached).

Appraised Value: \$1,625,000

Appraisal conducted by:  
Steiro Appraisal Service, Inc.

Green Bay, WI 54304

(920) 497-1849

Appraisal completed May, 2000

Current Owner:

Homestead Land Company

Colorado Springs, CO 80904

(719) 685-4788

Point Creek is the largest watershed in the Sevenmile-Silver Creek watershed complex, in southeastern Manitowoc County. The site is remarkably pristine and isolated. A diverse riparian ecosystem supports a biologically rich community, which includes many species of transient and migratory species.

The site is already protected on the south bank by land in private ownership (member, Sheboygan Area land Conservancy) and as the biological field research station for the University of Wisconsin-Green Bay, Kingfisher Farm.

Scientific field studies sponsored by the University of Wisconsin, Madison (report attached) have demonstrated the ecological significance of this site. Large congregations of Great Blue Herons routinely utilize the site for feeding, social interactions, and behavioral imprinting (hunting and survival behavior) of the young.

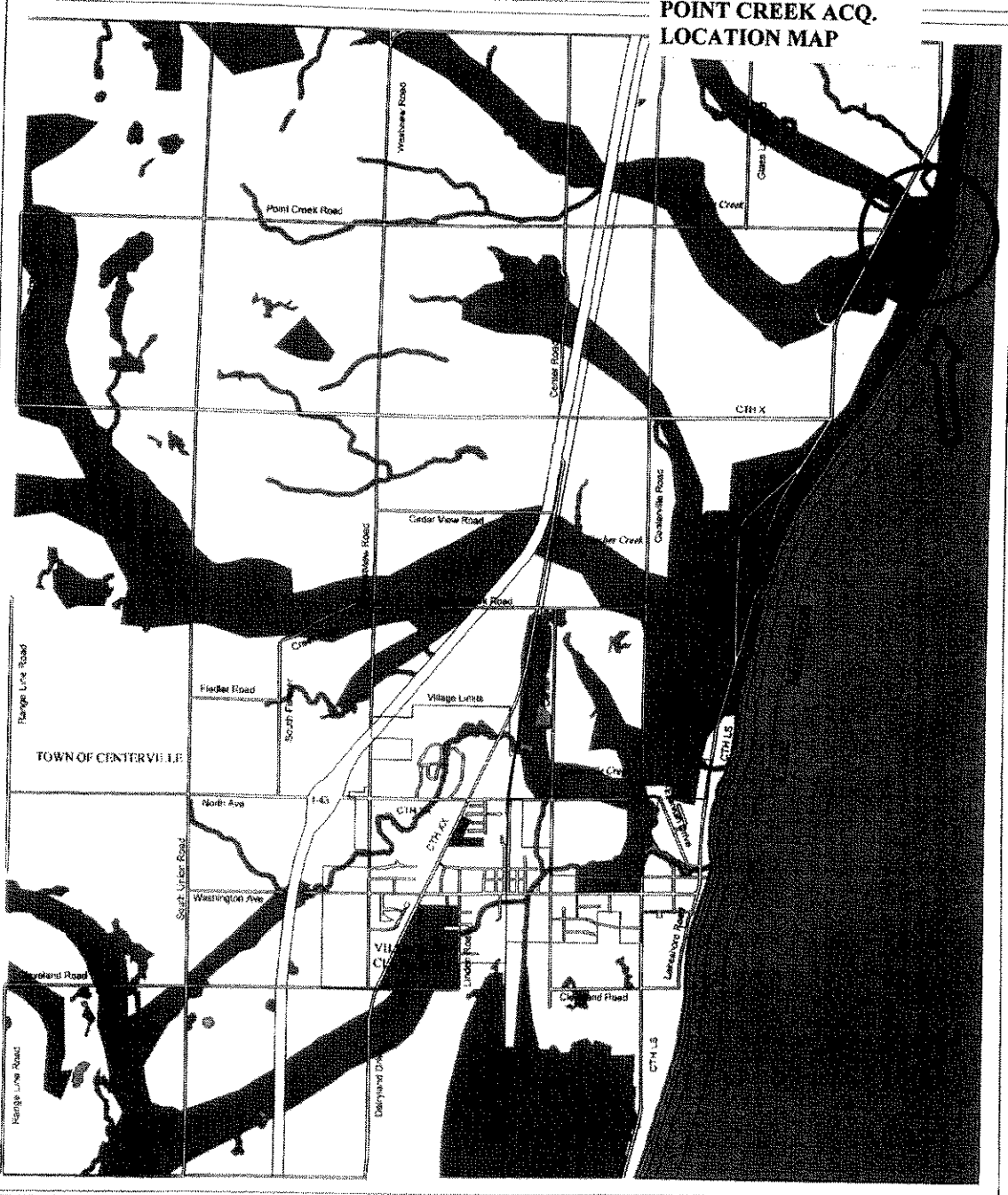
For the estuary to afford this degree of comfort to these migratory birds, the current broad buffer zone must be maintained, i.e. the land currently for sale by the Homestead Land Company. The Fischer Creek Alliance has brokered the right of first refusal to purchase this land as a wildlife preserve.



## History of Point Creek Initiative

- The landowner, Mr. Stan Lee representing the Homestead Land Company, formally presented a petition to have a variance granted in order to maximize his planned subdivision of this property for upscale, residential lots. After being tabled for two sessions of the Manitowoc Plan Commission, the variance was granted.
- This area had already been identified as a critical coastal ecosystem in two, separate academic reports: The Coastal Wetlands of Manitowoc County and The Joint Land-use Plan: Cleveland-Centerville. Both reports provided policy recommendations, and both recommended the estuary at Point Creek be preserved. It is one of the critical, priority habitats in the Fischer Creek Alliance's rapid assessment report (underway with support from a River Planning grant from the Department of Natural Resources).
- The Fischer Creek Alliance, through the auspices of the Sheboygan Area Land Conservancy, a 501(c)3 Not-for-profit Conservation Organization (NCO) has stepped into the equation, both expressing a desire to save this property (article attached). The Board of Directors of SALC authorized the commission of an appraisal in order to begin the process.
- An aggressive fundraising campaign is now being launched, targeting a diverse corporate, philanthropic, and public set of funding sources. Funds raised will be used to support the Fischer Creek Conservation Area.
- The State of Wisconsin Department of Natural Resources, through the office of Jeff Pagels, Tim Razman, and others, has indicated their willingness to support our effort. The proposed increase in the annual availability of state stewardship funds would be used as a match for the purchase of lands in the public trust.

**MANITOWOC COUNTY  
POINT CREEK ACQ.  
LOCATION MAP**



**MANITOWOC COUNTY DEFINED ENVIRONMENTAL CORRIDORS INCLUDING:**

- 100-year floodplains
- Existing and proposed outdoor recreation and resource conservation areas
- Undeveloped lake frontage
- Contiguous wetland over five acres
- Public and private hunting grounds
- Historic and archaeological sites
- Scientific and natural areas
- Unique aesthetic areas

PLANNING AND DESIGN INSTITUTE, INC.  
231 EAST BUFFALO • MILWAUKEE, WI 53202 • 414.271.2545

TOWN OF CENTERVILLE  
VILLAGE OF CLEVELAND  
• COUNTY ENVIRONMENTAL •



**MANITOWOC COUNTY  
POINT CREEK ACQ.  
LOCATION MAP**



**COASTAL WETLANDS AT  
LEAST 2 ACRES IN SIZE**

WETLAND INFORMATION TAKEN FROM  
THE COASTAL WETLANDS OF MANITOWOC COUNTY  
1998 UW-MADISON WATER RESOURCES MANAGEMENT PROGRAM

PLANNING AND DESIGN INSTITUTE, INC.  
231 EAST BUFFALO • MILWAUKEE WI 53102 • 414.271.2646

**TOWN OF CENTERVILLE  
VILLAGE OF CLEVELAND**  
•COASTAL WETLANDS•



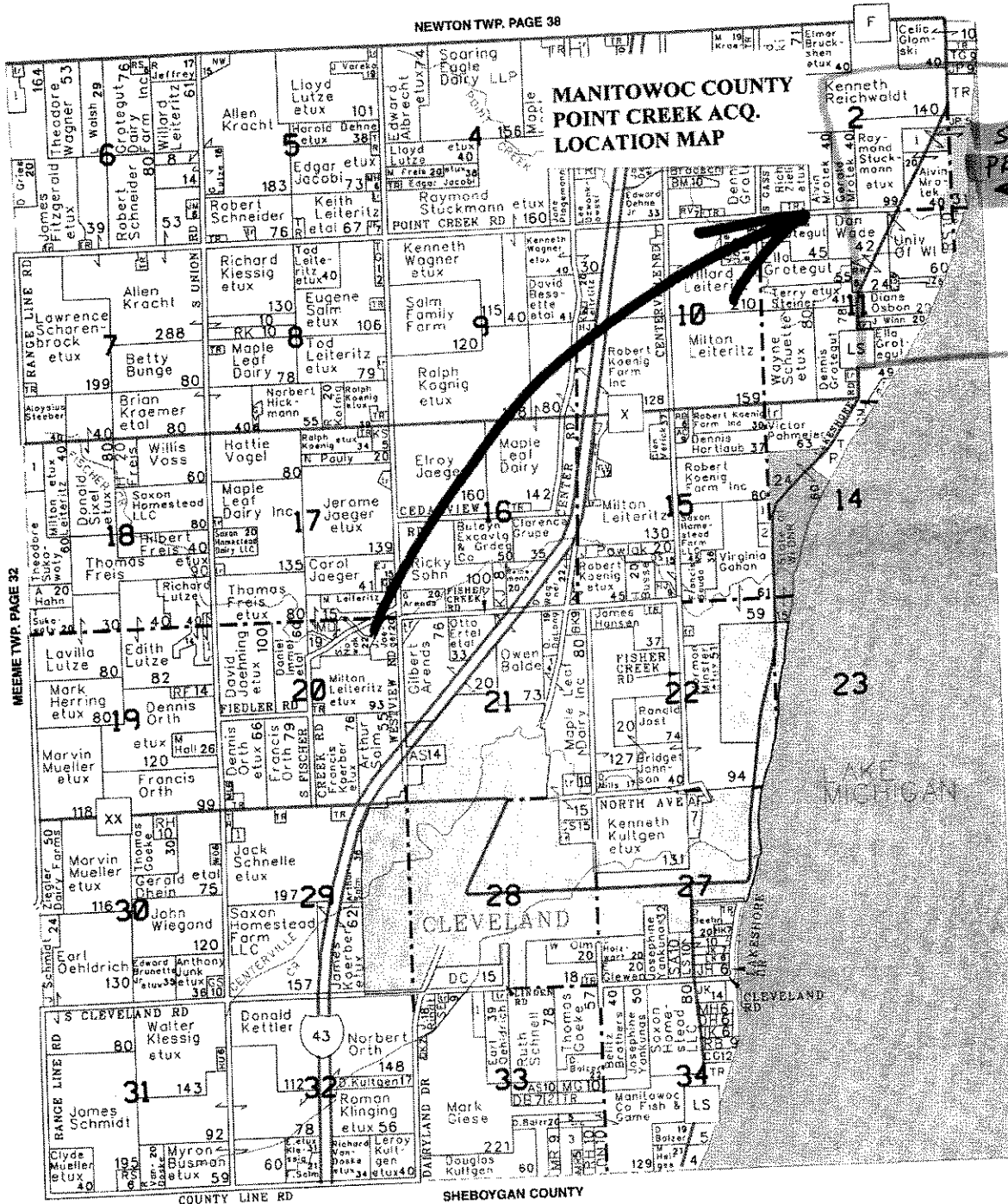
T-17-N

# CENTERVILLE PLAT

(Landowners)

R-23-E

NEWTON TWP. PAGE 38



See Pages 66-67 For Additional Names.



**DANIEL DeTROYE**  
Broker/Manager



**RE/MAX**

Each Office is Independently Owned and Operated






**LINDA PINGEL**  
Broker Associate

**327 FREMONT STREET**  
KIEL, WI 53042

**UNIVERSAL OF KIEL**  
• RESIDENTIAL • FARM • COMMERCIAL

**920-894-2334**

MANITOWOC CO., WI

MANITOWOC COUNTY  
POINT CREEK ACQ.  
LOCATION MAP

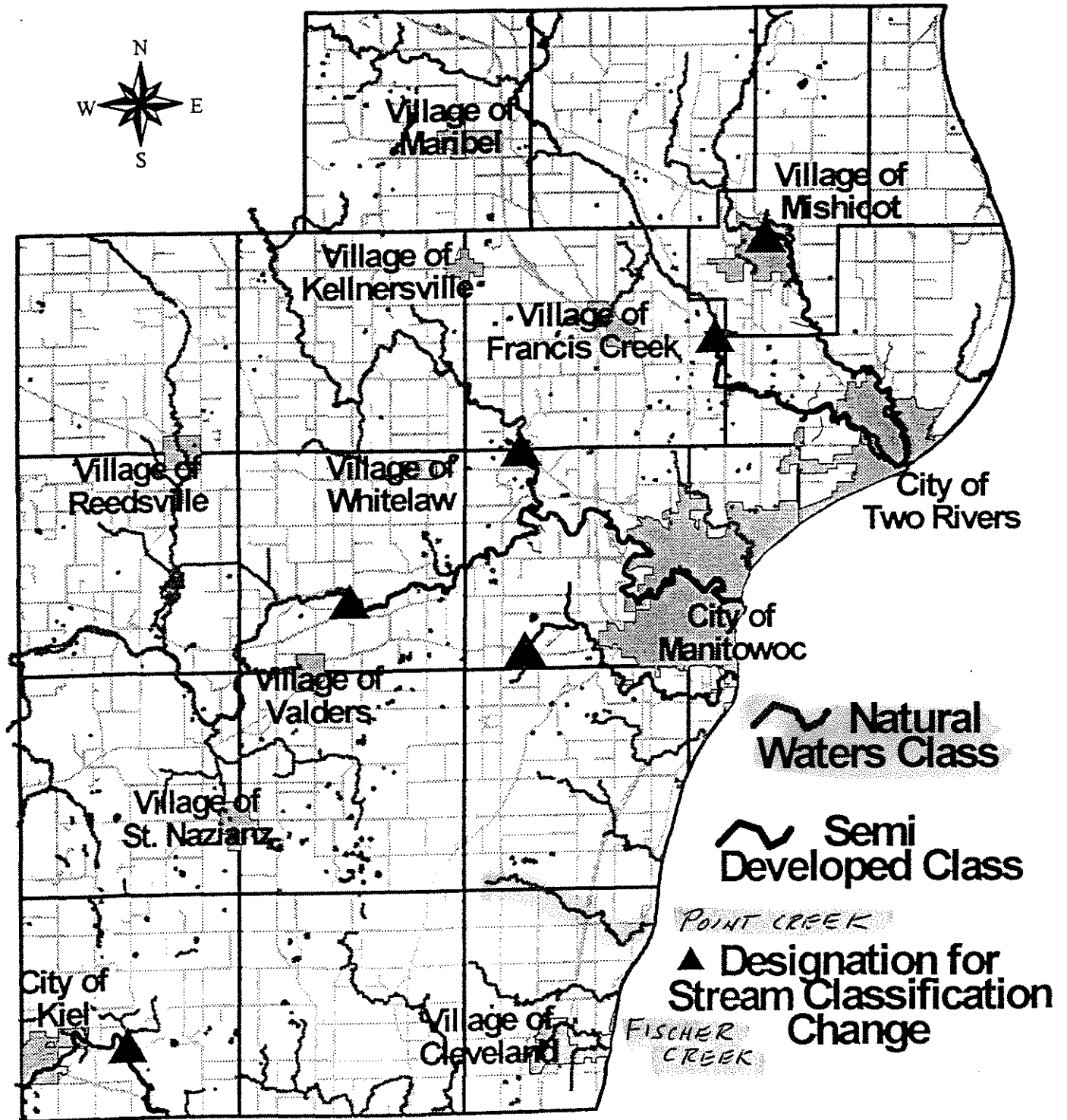


1" = 833'

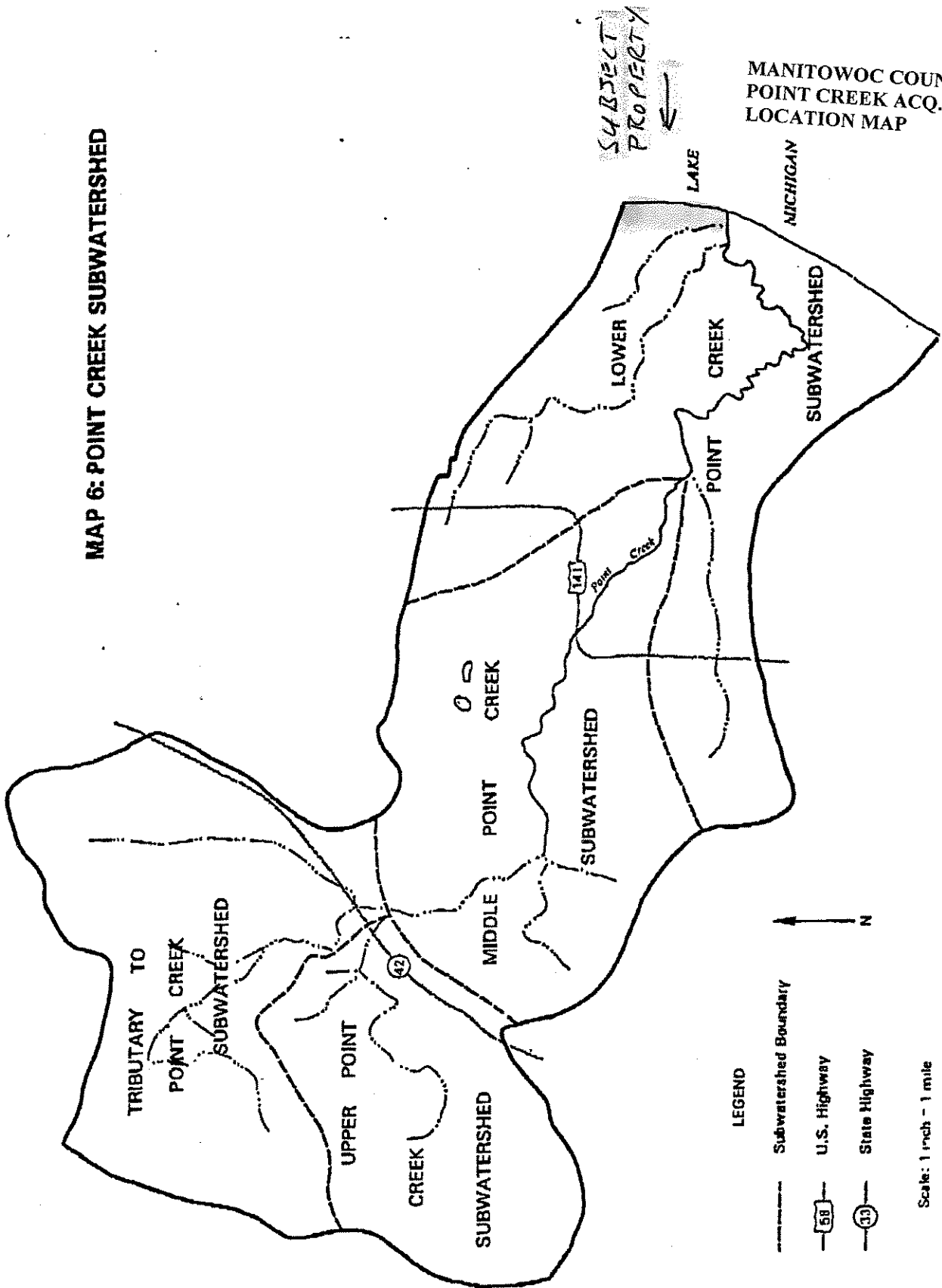
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3-16-00

# Manitowoc County Stream Designation



MAP 6: POINT CREEK SUBWATERSHED







State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

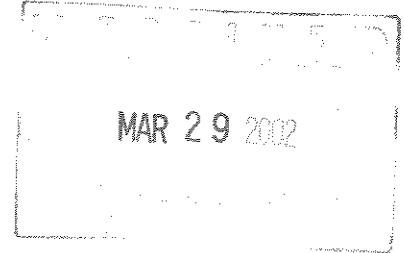
Scott McCallum, Governor
Darrell Bazzell, Secretary

101 S. Webster St.
Box 7921
Madison, Wisconsin 53707-7921
Telephone 608-266-2621
FAX 608-267-3579
TTY 608-267-6897

March 22, 2002

Honorable John Gard, Co-Chair
Joint Committee on Finance
PO Box 8952, State Capitol
Madison, WI 53707

Honorable Brian Burke, Co-Chair
Joint Committee on Finance
PO Box 8952, State Capitol
Madison, WI 53707



Dear Representative John Gard and Senator Brian Burke:

The Department is notifying you, as co-chairs of the Joint Committee on Finance, of a proposed grant to Milwaukee County for assistance with the acquisition of 5.69 acres of land located in the Village of Greendale within the Root River Parkway Corridor. The grant for \$287,500 would come from the Stewardship Urban Rivers Program. This notice is pursuant to s. 23.0915(4), Stats., which requires the Department to notify the Joint Committee on Finance of Stewardship projects of \$250,000 or more in cost. There are sufficient funds appropriated to complete this phase.

Attached please find a summary of the project as well as maps and a copy of the grant application for the project.

I certify that this request for consideration meets all the applicable state and federal statutes, rules, regulations, and guidelines. This certification is based upon a thorough and complete analysis of this request.

If you do not notify the Department within 14 working days after this notification that the Committee has scheduled a meeting to review the proposed transaction, the Department will proceed with the approval process. If the Committee has no objections, the Department will forward the proposal to the Governor for his consideration. If you need further information, please contact Barbara Schultz at 267-7237. She is available to answer any questions you may have in this matter.

Thank you for your consideration.

Sincerely,
Darrell Bazzell
Darrell Bazzell
Secretary

cc: Members, Joint Committee on Finance
Legislative Fiscal Bureau





**Stewardship Urban Rivers Grant Project Summary**  
**Acquisition of the Pope Property for the Root River Parkway**

**1. OVERVIEW:**

Milwaukee County is requesting matching grant funding from the Stewardship – Urban Rivers grant program to assist with proposed acquisition of the 5.69 acre Pope Farm property, located in Village of Greendale. This property, formerly used as a horse riding stables, is one of only three sites that remain in private ownership within the preserved Root River Parkway corridor in Milwaukee County. The Parkway encompasses 3,929 acres, including two identified scientific and natural area sites in the County and two major public parks, Greenfield Park and Whitnall Park.

The project is supported by the existing **A Park and Open Space Plan for Milwaukee County - 1991**, as well as **A Regional Park and Open Space Plan for Southeastern Wisconsin – 1977, & 2000**, and **A Regional Bicycle and Pedestrian Plan for Southeastern Wisconsin – 2010**. These Plans recommend public acquisition and preservation of open space along the Root River environmental corridor, and development of connecting local and regional recreational trails.

The project will specifically provide additional support for the Oak Leaf Trail system that connects to existing and planned regional and county trail systems, and will contribute to meeting current and future demand for outdoor recreation and transportation needs.

Milwaukee County's Park and Open Space Plan recommends that the Root River Parkway serve as the location for a variety of resource-oriented outdoor recreational facilities, including trails for bicycling, hiking, horseback riding, nature study and ski touring within the corridor; river access; picnic and family camping areas; areas for passive recreational pursuits; and other support facilities.

The Root River Parkway provides a major segment of Milwaukee County's Oak Leaf Recreational Trail. The existing trail through the Parkway connects to Waukesha County's New Berlin Trail at Greenfield Park and connection to Racine County's Root River trail system is also planned in the future. Access to the river for fishing and other recreational activity is also available along the Root River Parkway.

The parkway expansion and preservation of remaining Root River corridor lands, coupled with the need for expanded recreational trails to serve current and future projected public outdoor recreation demands and transportation needs, make this project desirable for Milwaukee County, its expanding suburban areas, and the greater metropolitan area.

**Total Grant Amount:** \$287,500 (50%)

**Certified Fair Market Value:** \$ 560,000.

**Associated Acquisition Costs** (estimated appraisal & relocation costs): \$15,000.

## 2. PARCEL DESCRIPTION:

**Buyer:** Milwaukee County  
**Seller:** Thomas and Martha Pope

**Number of Years Seller has Owned:** Since at least 1994, per appraisal report.

**Location:** The subject property consists of two adjacent parcels located at 6450 S. 92<sup>nd</sup> Street and 6500 S. 92<sup>nd</sup> Street in the Village of Greendale, WI. The existing Parkway connects to several existing public parks along the Root River Corridor and the adjacent Whitnall Park is located in the southwestern corner of Milwaukee County. See attached maps.

**Number of Acres:** 5.699 (Parcel 1 - 3.343 acres; Parcel 2 - 2.356 acres)

**Land Description:** Parcel 1 is improved with a remodeled farmhouse, garage, and pole barn and Parcel 2 is improved with a ribbed metal building formerly used for horse stalls and indoor riding corral. The west half of these parcels is level open upland, and the east half has a substantial downward slope. According to the State Historical Society of Wisconsin, there are no known Historical or Cultural conflicts found at the proposed acquisition site. The County also reports no contamination on the site.

**Zoning:** The Parcel 1 zoning is R-1 Residential and existing use complies with current zoning. Parcel 2 zoning is R-1 Residential and the subject is a legal nonconforming use (based on lack of required front footage on 92<sup>nd</sup> Street).

**Present Use:** Current use on Parcel 1 is residential. Parcel 2 is used for storage and is site of former stables operation (not currently active).

**Proposed Use:** Milwaukee County intends to purchase the private property in fee simple title to expand their Root River Parkway.

**DNR Certified Appraised Value:** \$560,000

### **APPRAISALS** (5.699 acres):

Appraisal # 1 – Certified by Department Review Appraiser on January 21, 2002.

Appraiser: Realty Valuation Services

Valuation Date: October 16, 2001

Appraised Value: \$560,000.

Parcel 1 - \$400,000.

Parcel 2 - \$160,000.

Highest and Best Use: Residential

Type of Report: Market data approach used, 4 comparable sales cited

Appraisal #2 – Accepted by Department Review Appraiser on January 21, 2002.

Appraiser: McCarten Appraisal Co., Ltd.

Valuation Date: May 30, 2001

Appraised Value: \$575,000.

Parcel 1 - \$354,200.

Parcel 2 - \$220,800.

Highest and Best Use: Residential

Type of Report: Market data approach used, 3 comparable sales cited

3. **PROJECT PARTNERS:** Milwaukee County and the Department of Natural Resources
4. **TIMING:** Milwaukee County has conducted preliminary discussions with the property owners. Formal negotiations will commence following Stewardship grant approval and the County anticipates purchase of the property this year.
5. **FINANCES:**

The basis for the grant calculation is the certified fair market value of \$560,000 and \$15,000 of associated acquisition costs (appraisals and relocation). According to the project application, submitted by Milwaukee County, the project is approved in the current Milwaukee County Parks Department Capital Improvement Budget. Subject to Stewardship matching grant assistance, the County's cost share to complete the project will exceed \$300,000.

Total Stewardship Urban Rivers Grant Amount = \$287,500 (50%)

Total Local Contribution = \$287,500 (50%)

## 6. PROGRAM CRITERIA EVALUATION

- a. The project was evaluated according to eligibility and competitive rating criteria set forth in the enabling legislation of the Stewardship – Urban Rivers Grant Program s. 30.277, Stats., and promulgated in Chapter NR 51., Adm. Code, subchap. XIV.
- b. The project satisfies relevant priorities contained in state and local comprehensive outdoor recreation plans.
- c. The project implements elements of the approved Root River Water Quality Plan
- d. The project provides and enhances diverse outdoor, natural resource related recreation opportunities for all segments of the population.
- e. The project restores and preserves natural resource values and environmental quality within the river corridor.
- f. The project provides support for water-based activities.
- g. The project has significant aesthetic value.

## 7. PROJECT ATTACHMENTS

Location Maps: Area and Regional (County)

Local Area Highway Map

Immediate Vicinity Plat Map

Milwaukee County Map

Site Maps:

Conceptual Site Development Plan

Property Boundaries Map

Site Topography Map

1/29/02

WISCONSIN'S APPLICATION FOR AIDS FOR THE ACQUISITION AND DEVELOPMENT OF LOCAL PARKS, THE LAND AND WATER CONSERVATION FUND PROGRAM, THE URBAN GREEN SPACE PROGRAM, THE URBAN RIVERS GRANT PROGRAM, THE STREAMBANK PROTECTION AND THE NATIONAL RECREATIONAL TRAILS ACT PROGRAM

Form 8700-191 (R 1/2000)

RECEIVED  
DNR/HEADQUARTERS  
SFD  
2001 MAY -2 PM 3:09

NOTE: Use of this form is required by the Department for any application filed pursuant to ss. NR 50.05, 50.06, 50.16 and 50.65, Wis. Adm. Code. The Department will not consider your application unless you complete and submit this application form. Personally identifiable information will only be used in conjunction with the programs listed above.

1. Project Sponsor's Name <b>Milwaukee County Parks Department</b>	2. E-mail Address <b>phathaway@milwcnty.com</b>
3. Street or Route <b>9480 Watertown Plank Road</b>	4. Telephone Number (include area code) <b>(414) 257-6100</b>
5. Municipality, State, Zip Code <b>Wauwatosa, WI 53226</b>	6. FAX Number (include area code) <b>(414) 257-5466</b>
7. Project Title <b>Root River Parkway Land Acquisition - Former Parkway Stables Site</b>	8. County <b>Milwaukee</b>

9. Project Description. (IMPORTANT: Provide as much of this information as possible. See enclosed narrative sample.)  
(Attach cost estimates, site plans, construction plans, specifications, appraisals or any other information that describes the project.) Attach a narrative to this application form. Describe what local resources have been or will be committed to this project. Describe the physical features of the site, such as topography, drainage, surrounding land uses and the presence of environmental intrusions (overhead powerlines, landfills, etc.). If the project involves the renovation of an existing facility, describe the existing facility and the proposed renovation in detail. Describe how the project will serve the community or its intended users and how the users will gain access to the project site. Describe the availability of financial resources and personnel needed to operate and maintain this project once it is completed. Describe how the project may benefit tourism. NOTE: Urban Green Space Projects only. Attach a management plan describing how the property will be managed. See Urban Green Space Program information for instructions.

Total Project Cost \$ <b>#575,000. JAG.</b>	Cost Sharing Requested (50% of total project costs) \$ <b>287,500. JAG.</b>
--	--

Indicate Source of Local Matching Funds. Include any other state or federal grant or loan programs, or donations involved in this program.  
**Milwaukee County Parks Department Capital Improvement Budget**

The project sponsor or authorized representative must answer the following questions. Additional information pertaining to any question can be submitted on attached sheets.

- Is this project supported by an approved comprehensive outdoor recreation plan?  Yes  No  
If yes, indicate the title of the plan and page numbers:  
**A Park and Open Space Plan for Milwaukee County, p. 61**
- Is your project specifically identified in your local plan by location and facility?  Yes  No  
If yes, indicate page or section number: **p. 73**
- Does the project implement a recommendation contained in a regional plan of another unit of government?  Yes  No  
If yes, indicate title of the plan and page numbers: **Wisconsin Statewide Comprehensive Outdoor Recreation Plan 2000-2005, p. 18, paragraph 3**
- Do you have an approved parkland dedication ordinance?  Yes  No  
If yes, attach a copy of the resolution of adoption of the ordinance.
- Indicate how land was or will be acquired (Fee simple Acquisition, Donation, Condemnation, etc.) and date of acquisition. (If acquired by condemnation on or after August 1, 1995, project is not eligible for funding.)  
**Fee simple**
- Was the land to be acquired dedicated to the municipality through a parkland dedication ordinance?  Yes  No
- Will this facility be used extensively by people outside your governmental jurisdiction?  Yes  No  
If yes, describe in attached narrative.
- What is the official 1990 census of your unit of government?  
**959,275**  
1990 Population

Name of Person Completing This Application <b>SUSAN L. BALDWIN</b>	Title <b>PARKS DIRECTOR</b>
Signature <i>Susan L. Baldwin</i>	Date Signed <b>4/24/01</b>

Please submit one copy of all project documentation.

PLEASE SUBMIT THIS FORM WITH YOUR PROJECT APPLICATION

Project Sponsor <b>Milwaukee County Parks Department</b>	Project Name <b>Root River Land Acquisition - Former Parkway Stables Site</b>
---	--

**DEVELOPMENT**

Applicant's Ownership	Entire Park Acreage <u>5.71</u>	<input type="checkbox"/> Project Site is Undeveloped
<input checked="" type="checkbox"/> Fee Title <input type="checkbox"/> Easement or Lease (Attach Copy)	This Development Acreage <u>5.71</u>	<input checked="" type="checkbox"/> Project Site is Partially Developed

- 1. GRANT APPLICATION, Form 8700-191
- 2. RESOLUTION
- 3. PROJECT NARRATIVE. Please explain the project in as much detail as possible.
- 4. PROJECT LOCATION MAP. Map of the community showing location of the park within the community.
- 5. COST ESTIMATE WORKSHEET, Form 8700-14
- 6. BOUNDARY MAP/LEGAL DESCRIPTION. Should show the park boundaries and include a legal description of the property.
- 7. BUILDING PLANS. Should show at least floor plans and elevations, but complete plans are more desirable.
- 8. PERMITS, for wetland disturbance, structures in water, floodplain filling, shoreline alteration, riprap and farmland disturbance.
- 9. CONSTRUCTION SCHEDULE. Please state when you plan to begin construction and when you plan to complete the project.
- 10. SITE MAP. Should show location of existing and proposed development items, utilities and surrounding land uses.

**ACQUISITION - Before proceeding with an acquisition project, please consult with the district community services specialist to make sure the proper procedures are followed.**

Parcel Owner	Acres	Option Expiration Date	Option Amount	Appraised Value		Admin. Estimated Relocation Cost	Total Cost
				Land	Improvements		
POPE	5.7			400,000.	160,000.		560,000.
						15,000.	15,000.
<b>TOTALS</b>							<b>\$575,000.</b>

- 1. APPLICATION, Form 8700-191
- 2. RESOLUTION
- 3. PROJECT NARRATIVE. Please explain the project in as much detail as possible.
- 4. PROJECT LOCATION MAP. Map of the community showing location of the park within the community.
- 5. BOUNDARY MAP. Should show the outline of the parcel to be acquired and should be drawn to scale.
- 6. LEGAL DESCRIPTION. A metes-and-bounds or other description which clearly defines the property to be acquired.
- 7. JUST COMPENSATION, Form 8700-102. Shows that the landowner has been informed of the appraised value of the property.
- 8. APPRAISAL. If possible, this should be submitted one month or more before the application.
- NA 9. SITE DEVELOPMENT MAP. Shows all recreation facilities planned for the property to be acquired.
- NA 10. RELOCATION PLAN. Must be approved by Department of Commerce (608) 264-7822.
- NA 11. OPTION TO PURCHASE (Optional). Recommended to ensure that the property is available before the grant is approved.
- NA 12. AGRICULTURAL IMPACT STATEMENT. Needed if parcel is larger than .5 acres and is being used for active farming.

**ELIGIBILITY**

In order to participate in any of the park acquisition and development programs, your community must be covered by a current comprehensive outdoor recreation plan. If you do not have a plan or your plan has expired, please contact the district community services specialist for more information.

**IMPORTANT**

**PLEASE REMEMBER: NO DEVELOPMENT COSTS CAN BE INCURRED, OR LAND PURCHASED, BEFORE YOU HAVE COMPLETED THIS APPLICATION AND HAVE RECEIVED AND SIGNED A PROJECT AGREEMENT.**

**FOR DEPARTMENT USE ONLY:**

APPROVALS AND PERMITS REQUIRED:

STATUS:

ON FILE     PENDING

## PROJECT NARRATIVE

Milwaukee County is seeking Stewardship Program assistance for the acquisition of a 5.71 acre parcel of land, located on the east side of South 92<sup>nd</sup> Street in the Village of Greendale, adjacent to the Root River Parkway.

The Root River Parkway is located along the main stem of the Root River in the Cities of Franklin, Greenfield, Oak Creek, and West Allis and the Village of Greendale in southwestern Milwaukee County and consists of approximately 3,900 acres of land. The parkway, which is classified as environmental corridor throughout its entire length, serves as the location for a variety of resource-oriented outdoor recreational facilities including: trail facilities for bicycling, hiking, picnicking, nature study, and ski touring within the Root River recreation corridor; river access for passive recreational pursuits; and, support facilities such as parking lots and restrooms. These recreational facilities are free and available for use by non-County residents as well as County residents.

The site proposed for acquisition was formerly used as a horseback riding stable. The western half is relatively level, while the eastern half slopes down toward the Root River (the river is approximately 1,000 feet away from the site). The north, east, and south sides of the site abut Milwaukee County Root River Parkway environmental corridor lands.

The Southeastern Regional Planning Commission's Community Assistance Planning Report #132, "A Park and Open Space Plan for Milwaukee County" specifically identifies the parcel for acquisition by Milwaukee County to consolidate ownership within the parkway. Recommended uses include resource preservation and other parkway purposes.

# PROPERTY FOR SALE

6450 - 6500 South 92<sup>nd</sup> Street in the Village of Greendale

Size: 5.7 acres set in Whitnall Park

Improvements: Barns, one 60' X 200' - one 36 X 45 with an attached 24 X 32. One turn of the century house about 1700 sq. ft.

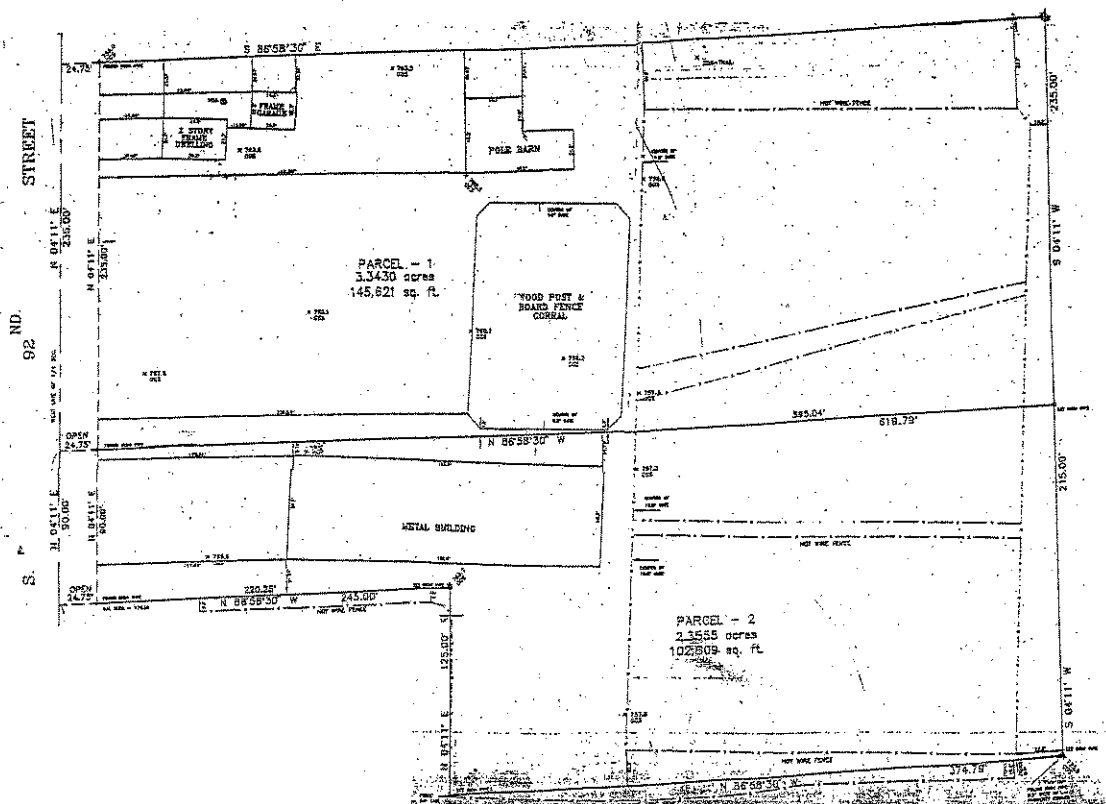
Zoning: R1

Price: \$659,900.00

Uses: Single-family horses permitted

Contact: Tom Pope (414) 425-1630 or 228-1800

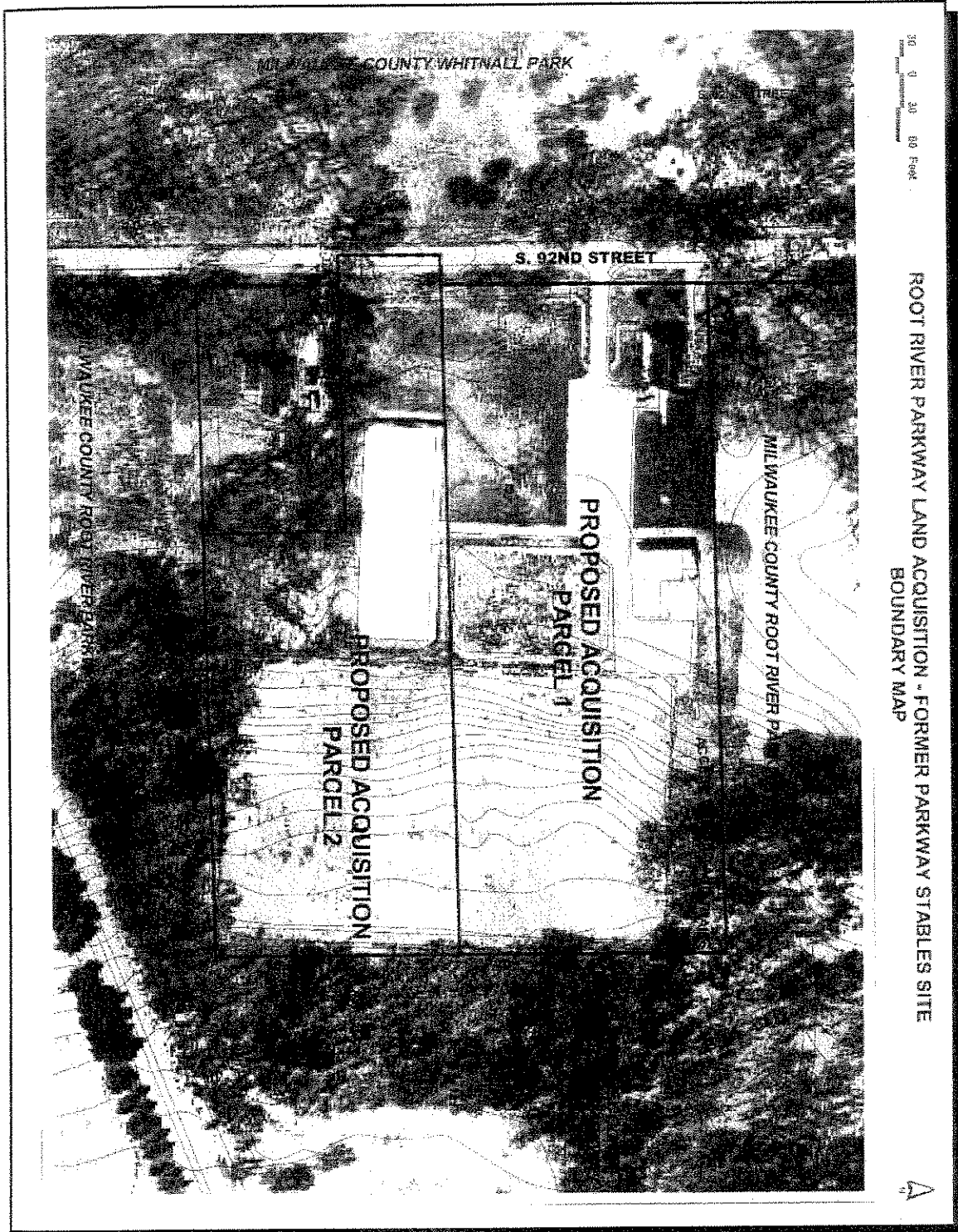
This property is being sold for the value of the land only as a vacant estate parcel. Seller can build to suit.





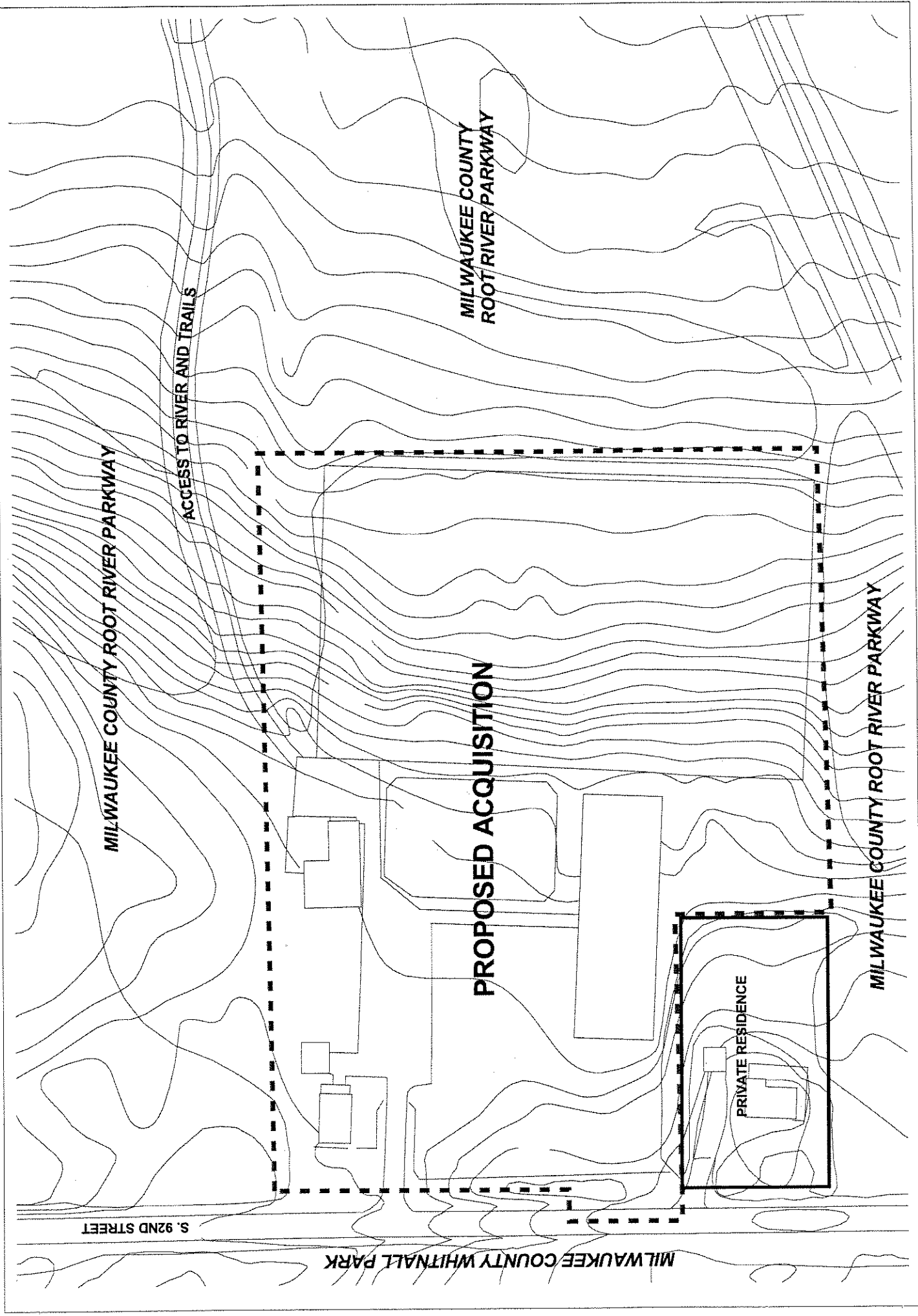


# 6450 - 6500 South 92<sup>nd</sup> Street Greendale, Wisconsin





**ROOT RIVER PARKWAY LAND ACQUISITION - FORMER PARKWAY STABLES SITE  
BOUNDARY MAP**



S. 92ND STREET

MILWAUKEE COUNTY WHITALL PARK

MILWAUKEE COUNTY ROOT RIVER PARKWAY

ACCESS TO RIVER AND TRAILS

MILWAUKEE COUNTY  
ROOT RIVER PARKWAY

PROPOSED ACQUISITION

PRIVATE RESIDENCE

MILWAUKEE COUNTY ROOT RIVER PARKWAY

# ZONING DISTRICT MAP

-AGRICULTURE DISTRICT-

**A** AGRICULTURE

-RESIDENCE DISTRICTS-

- R1** SINGLE FAMILY RESIDENCE
- R1A** SINGLE FAMILY RESIDENCE
- R2** SINGLE FAMILY RESIDENCE
- R3** SINGLE FAMILY RESIDENCE
- R4** 1 & 2 FAMILY RESIDENCE
- R5** MULTI FAMILY RESIDENCE
- RO** RESTRICTIVE OFFICE

-BUSINESS DISTRICTS-

- B1** NEIGHBORHOOD SHOPPING
- B2** RESTRICTED BUSINESS
- B3** GENERAL BUSINESS
- B4** GENERAL BUSINESS

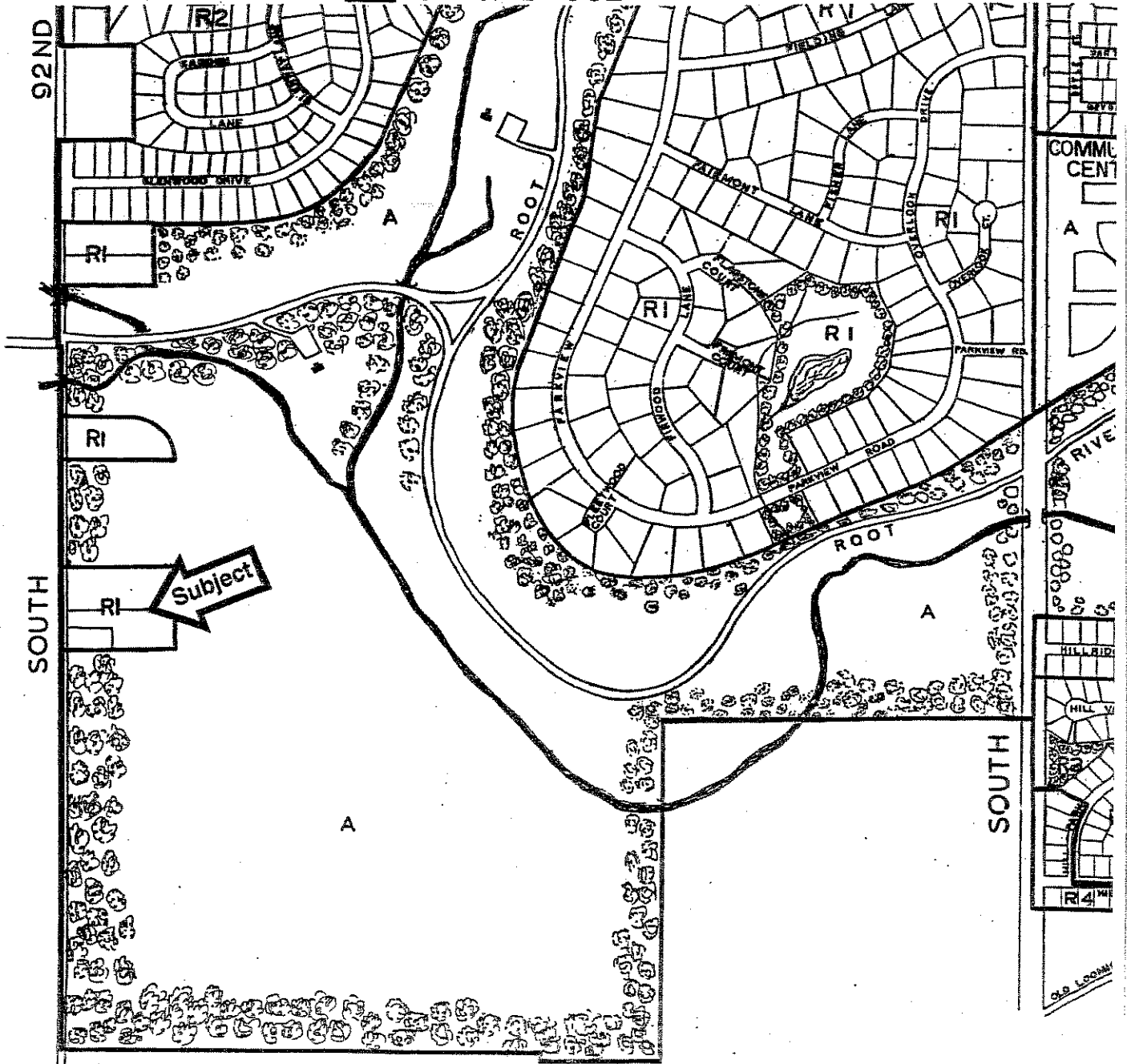
-OFFICE - RESEARCH DISTRICT-

**O** OFFICE RESEARCH

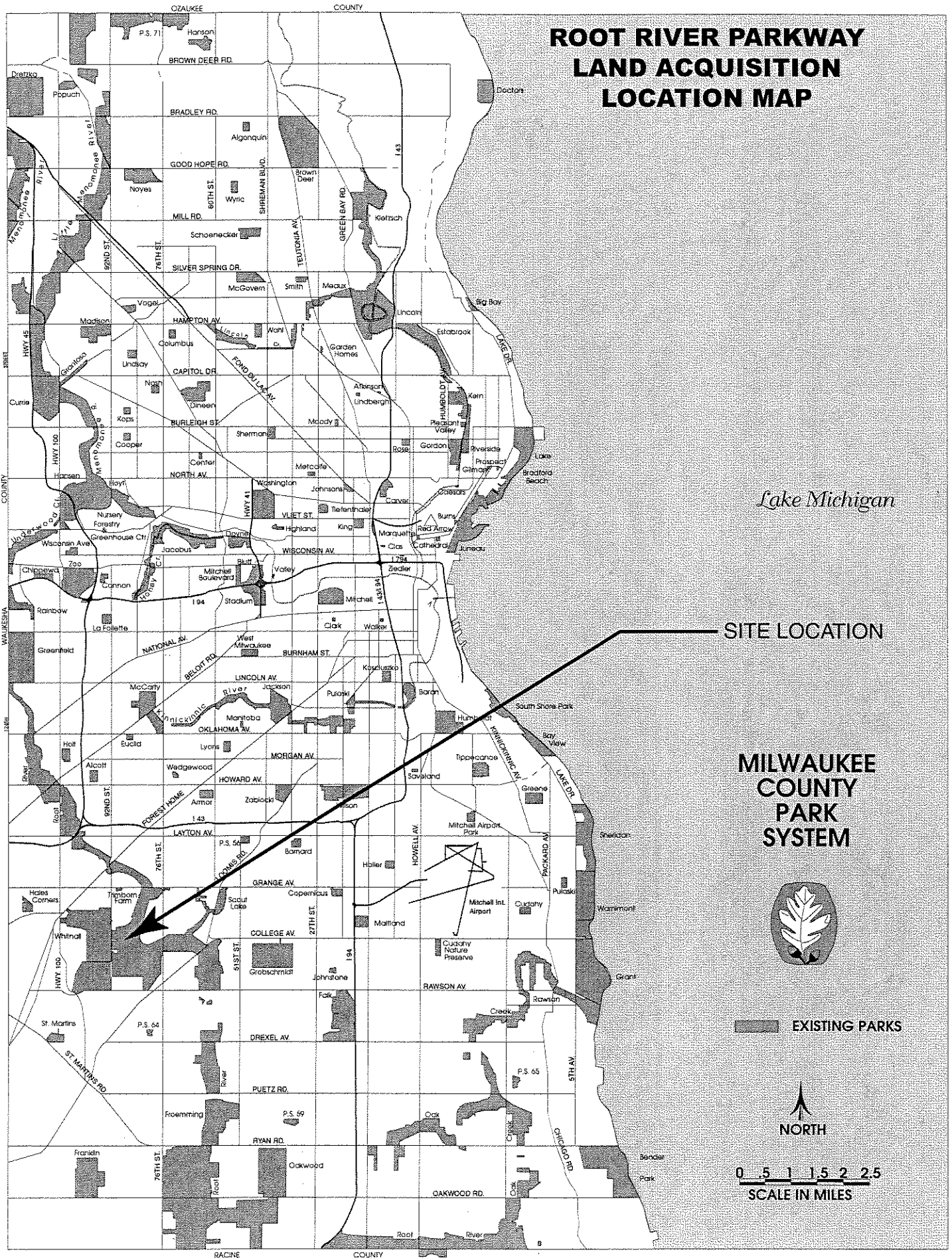
-MANUFACTURING DISTRICT-

**M** MANUFACTURING

**SU** SPECIAL USE



# ROOT RIVER PARKWAY LAND ACQUISITION LOCATION MAP



Lake Michigan

SITE LOCATION

MILWAUKEE  
COUNTY  
PARK  
SYSTEM



EXISTING PARKS



0 0.5 1 1.5 2 2.5  
SCALE IN MILES