

SUMMARY OF PROCEEDINGS

Quarterly Commission Meeting

East Central Wisconsin Regional Planning Commission
Outagamie County Board Room, Appleton
January 25, 2008

The meeting of the East Central Wisconsin Regional Planning Commission was called to order by Chair Merlin Gentz at 10:00 A.M.

- I. **PLEDGE OF ALLEGIANCE**
- II. **MOMENT OF SILENT MEDITATION**
- III. **ROLL CALL**

Roll call was taken showing the following attendance:

Commission Members Present

Merlin Gentz	Calumet County
Ruth Winter	Menominee County
Robert "Toby" Paltzer	Outagamie County
Clifford Sanderfoot	Outagamie County
Tim Hanna	Outagamie County
Bob Lamers	Outagamie County
Marshal Giese	Shawano County
Ken Capelle	Shawano County
M. Eugene Zeuske	Shawano County
Dick Koeppen	Waupaca County
Robert Danielson	Waupaca County
Norman Weiss	Waushara County
Neal Strehlow	Waushara County
Wally Petersen	Waushara County
Mark Harris	Winnebago County
Ernie Bellin	Winnebago County
Ken Robl	Winnebago County
Jim Erdman	Winnebago County

Commission Members Excused

Patrick Laughrin	Calumet County
Helen Nagler	Outagamie County
Duane Brown	Waupaca County
Brian Smith.....	Waupaca County
David Albrecht	Winnebago County
John Fitzpatrick (Alt. for Frank Tower)	Winnebago County

Commission Members Unexcused

Clarence Wolf	Calumet County
Elizabeth Moses	Menominee County
Don Grissman	Outagamie County

Staff Members Present

Eric Fowle	Executive Director
Walt Raith	Assistant Director

Jason Kakatsch	Principal Planner
Ed Kleckner	Principal Planner
Kathy Thunes	Principal Planner
Todd Verboomen	Planner
Joe Huffman	Planner
Vicky Johnson	Administrative Coordinator
Angie Cottrell.....	Financial Specialist

IV. State of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirements

Compliance with Wisconsin's open meeting requirements was acknowledged.

V. Public Comment

There being none made Chair Gentz moved on to item VI.

VI. **APPROVAL OF AGENDA**

Mr. Robl motioned to approve the amended agenda, seconded by Mr. Weiss. The motion passed with 18 ayes, 0 nays.

VII. **APPROVAL OF THE MINUTES FROM THE OCTOBER 26, 2007 MEETINGS**

Mr. Paltzer moved to approve the summary of proceedings from the October 26, 2007 meeting, seconded by Mr. Robl. Motion passed with 18 ayes, 0 nays.

VIII. **ANNOUNCEMENTS**

A. Commissioner News

Mr. Fowle stated that two new Commissioners have been appointed. He introduced Wally Petersen representing Waushara County. He noted the second new Commissioner was not present, John Fitzpatrick representing Winnebago County.

Mr. Fowle informed the Commissioners, that Brian Kowalkowski representing Menominee County has resigned his position with the County.

Mr. Fowle expressed the staff's sympathy in the recent passing of Commissioner Yvonne Feavel from Waushara County and former Commissioner Ken Hurlbut also from Waushara County. Mr. Fowle mentioned that former Commissioner Lester Van Loon's wife also past away recently.

B. Staffing News

Mr. Fowle noted that two GIS staff promotions occurred as of the first of the year. Mike Zuege was promoted to GIS Specialist II and Adam Pfefferle was promoted to GIS Specialist I.

C. Commission News and Announcements

Mr. Fowle referred to the blue sheet that was handed out prior to the meeting from the DNR stating that there will be a public hearing regarding the Commission's decision to deny an appeal by the Darboy Sanitary District. The hearing will be February 20 at 1:00 P.M. at the Outagamie County Highway Department in Appleton. Mr. Sanderfoot, Chair of the Community Facilities Committee and Mr. Fowle will represent the Commission at the hearing.

A decision will not be issued at the close of the hearing. The DNR will review the commentary and information with their attorneys and staff.

Mr. Fowle explained that the Commission was presented the Foth Good Government Award at the October Quarterly Meeting for its work with the NR-135 Program. Mr. Konkle, the Commission's NR-135 Specialist suggested the Award become a traveling award to recognize the efforts of all the involved counties. Mr. Fowle presented Mr. Sanderfoot from Outagamie County with the Foth Good Government Award and a plaque that contains information about the award and the county's involvement. The Award will remain with the county until the next Quarterly Meeting.

Mr. Fowle referred to the newspaper articles and announcements in the packet. He noted that the Fox Cities Convention and Visitors Bureau has completed a wayfinding assessment. The Bureau encourages communities to implement the system of regional wayfinding signs and is offering a matching grant program to assist with sign costs.

IX. **BUSINESS**

A. Steering Committee

1. Acceptance of the Summaries of Proceedings for the September 27, 2007 and December 14, 2007 meetings.

Mr. Weiss motioned to accept the summary of proceedings for the September 27 and December 14, 2007 meetings, seconded by Mr. Bellin. Motion passed with 18 ayes, 0 nays.

2. 2007 Financial Report

Mr. Fowle stated the green sheet "ECWRPC Year End Estimate – 2007 Budget" handed out prior to the meeting represents his and Ms. Cottrell's estimate of what the 2007 audit will look like. He estimates that the Commission should be in the black by approximately \$50 - 60,000. This figure does not include \$43,000 from DOA that is expected as revenue when the regional plan is completed. He stated a factor for this positive change in the budget is that the operating expenses came in under what was projected, partially due to staff positions that were vacated and not refilled.

3. New Office Space Update

Mr. Fowle stated construction is a week ahead on the new office. Staff will be doing the network wiring. The actual move of the offices will be the last three working days of March.

4. Proposed Resolution No. 01-08: **Amending the 2008 Work Program and Budget for the East Central Wisconsin Regional Planning Commission**

Mr. Fowle referred to the 2008 Work Program and reminded the Commissioners that the levy rate portion of the budget was passed in August as per State Statutes. He explained that there is background information and descriptions for each major work element and that the elements have all been approved by the respective committees. He noted that the local assistance program, element 2100 on page 42, has been expanded considerably and now provides greater detail, such as, each project staff is working on, and its cost and funding source.

Mr. Fowle explained the different categories in the ECWRPC 2008 Budget Summary table and reminded the Commissioners that the format was changed to mirror the Auditor's format. Mr. Fowle indicated that of the \$198,700 target for local contracts approximately \$120,000 is already in house. The remaining contract dollars will be fulfilled with two pending contracts.

Mr. Fowle noted with changing the Staff's health insurance policy to a deductible based policy, the Commission will save approximately \$30,000. The Commission should have a reserve of approximately \$60-65,000 at year end 2008.

Mr. Sanderfoot motioned to accept Proposed Resolution No. 01-08, seconded by Mr. Bellin. Motion passed with 18 ayes, 0 nays.

5. Proposed Resolution No. 02-08: **Adopting the Annual Affirmative Action Program for Equal Employment Opportunities**

Mr. Raith referred to the Affirmative Action Plan document and explained that it is updated annually to ensure that East Central is an Equal Opportunity Employer as well as other regulations related to the use of state and federal funds. He said that ideally staff composition in terms of male and female, minority and non-minority, should reflect the ethnic composition of the region. He stated that the Commission's staff composition is realistic compared to the region. Mr. Raith noted that the data used for the tables was from the 2000 Census and will not be updated until 2010, although, the Commission should receive estimated census data in the near future.

Mr. Raith explained the Commission's hiring activities for 2007 and hiring goals for 2008. He indicated that two Associate Planner positions were open in 2007 with one being filled with a female and the second presently vacant with an anticipated hiring date of February, 2008.

Mr. Raith noted one of the changes that has taken place in this document, is the consolidation of the 1991 harassment resolution into the text rather than being a separate attachment. He stated that last year the question had been asked about an individual reporting harassment if the Assistant Director was the harasser, therefore, a statement has been added to the document allowing the individual to have the option to contact the Executive Director, the Steering Committee or the Chair of the Commission to relay their concerns.

Mr. Robl motioned to adopt Proposed Resolution No. 02-08, seconded by Mr. Weiss. Motion passed with 18 ayes, 0 nays.

6. Proposed Resolution No. 03-08: **Authorizing the Commission to Enter into a Contract for Professional Service Between the East Central Wisconsin Regional Planning Commission and Outagamie County, Wisconsin for Administration of the 85.21 County Elderly and Disabled Transportation Assistance Program**

Mr. Kakatsch stated the purpose of Proposed Resolution No. 03-08 was to extend the contract between the Commission and Outagamie County for administration of the 85.21 Assistance Program. He explained the program is an allocation for specialized transportation funds provided directly to the county through a grant submitted annually. This contract is for the Commission to provide services to the county by writing the annual grant. He noted that the major change to this year's contract is the cost of the contract is approximately half of last year's cost because the requirement of RFP bids was not necessary. The bids will not be required for another three years.

Mr. Hanna motioned to adopt Proposed Resolution No. 03-08, seconded by Mr. Paltzer. Motion passed with 18 ayes, 0 nays.

7. Destruction of old records

Mr. Fowle explained that the agency has financial records dating back to 1972 and after reviewing the State Statutes it is not necessary to retain them for that many years. An approved resolution is necessary from the Commissioners for the destruction of the records and the resolution has to be submitted to and approved by the State Records Board. Mr. Fowle indicated that he has reached an agreement with the Commission's present landlord to store the records until time of destruction. He noted the State Historical Society also will be notified prior to the destruction in case the Society would like to retain any of the records.

B. Economic Development Committee

1. Chairman's Report
2. Acceptance of the Summary of Proceedings for the October 18, 2007 meeting.

Mr. Zeuske moved to accept the Chairman's Report and the Summary of Proceedings, seconded by Mr. Capelle. Motion passed with 18 ayes, 0 nays.

C. Open Space and Environmental Management Committee

1. Chairman's Report

Mr. Paltzer motioned for approval of the Chairman's Report, seconded by Mr. Erdman. Motion passed with 20 ayes, 0 nays.

(No Committee meeting was held this quarter)

2. Award of National Park Service Technical Assistance for Niagara Escarpment Greenway Plan

Mr. Fowle stated that the Commission had applied for technical assistance grant from the National Park Service and was awarded the grant. The grant is a competitive grant that awards two years of staff time from the Milwaukee representative to assist and coordinate a project that falls under the River and Trails Program. The purpose is to develop an advisory greenway and trail vision for the Wisconsin Niagara Escarpment from Dodge County in the south and north up to the tip of Door County – Washington Island. The project will be coordinated by the Commission and Bay-Lake RPC. This will provide a long-term voluntary strategy for conservation, recreation and resource based economic development in the seven county area.

3. DNR Award of Non-Point Source Pollution and Stormwater Management Grant

Mr. Fowle noted that the Non-Point Source Pollution and Stormwater Management Grant that the Commissioners had previously approved the application for on behalf of the Northeast Wisconsin Stormwater Consortium (NEWSC) has been awarded to them. Many communities in the lower Fox River basin including Appleton and others commit funding to that entity to comply with the municipal stormwater discharge regulations. The application was for a specific phosphorus education project that NEWSC developed. NEWSC as an entity could not apply for funds and requested that the Commission do so on their behalf. The entire project is for \$106,000, \$53,000 being the local share from NEWSC and its memberships. The Commission will be administering the grant, oversee the project and acting as the financial agent. The Commission will be paid \$6,000 over two years for this assistance.

D. Community Facilities Committee

1. Chairman's Report
2. Acceptance of the Summary of Proceedings for the September 12, 2007 meeting

Mr. Sanderfoot motioned for acceptance of the summary of proceedings for the September 12, 2007 meeting, seconded by Mr. Bellin. Motion passed with 18 ayes, 0 nays.

E. Transportation Committee

1. Chairman's Report
2. Acceptance of the Summary of Proceedings for the October 17, 2007 meeting.

Mr. Giese motioned for acceptance of the Chairman's Report and the Summary of Proceedings, seconded by Mr. Strehlow. Motion passed with 18 ayes, 0 nays.

3. Discussion and action on Resolution No. 24-07: **Steering Committee Action Amending the 2008 Transportation Improvement Program for the Fox Cities and Oshkosh Urbanized Areas**

Mr. Kakatsch stated that Resolution No. 24-07 amends the 2008 TIP for the Fox Cities and Oshkosh Urbanized Areas to include projects that are going to be utilizing funds for two federal programs. The programs to be included are the New Freedom Program which allocates money to transit providers that go above and beyond the ADA requirements; and the Wisconsin Employment Transportation Assistance Program (WETAP) grant being pursued by Valley Transit.

Mr. Kakatsch stated that three projects were awarded under the New Freedom Program: Winnebago Lutheran Homes, Clarity Care, and the ARC of Winnebago. Mr. Kakatsch explained that Clarity Care rejected the award because they could not meet all of the requirements/commitments of the grant.

Mr. Kakatsch explained that the Wisconsin Employment Transportation Assistance Program grant would be used to continue funding the new "Connector" service which provides rides, especially work-related trips, beyond the fixed route service area, as well as at hours of the day when the fixed route system is not in operation. The service does not operate between midnight and 4:00 a.m.

Mr. Fowle noted that the Steering Committee had acted on Resolution No. 24-07 on behalf of the Commission, under the bylaws definition of an "Emergency". The timing was such that under federal law approved funding for the projects had to appear in an adopted Transportation Improvement Program before the end of 2007.

Mr. Robl motioned for approval of Resolution No. 24-7, seconded by Mr. Weiss. Motion passed with 18 ayes, 0 nays.

Mr. Harris motioned to amend the resolution to delete the "whereas clause that refers to Clarity Care". Mr. Robl seconded the motion. Motion passed with 18 ayes, 0 nays.

Mr. Weiss motioned to approval Resolution No. 24-07 as amended, seconded by Mr. Robl. Motion passed with 18 ayes, 0 nays.

F. Regional Comprehensive Planning Committee

1. Chairman's Report

Mr. Weiss motioned for acceptance of the Chairman's Report, seconded by Mr. Robl. Motion passed with 18 ayes, 0 nays.

2. Regional Comprehensive Plan Update

Mr. Fowle noted that the completion of the Regional Comprehensive Plan; Milestone #3 has been delayed due to office transitions and workload. The Comprehensive Plan was divided into three documents, Milestone #1: State of the Region, Milestone #2: Issues and Opportunities and Milestone #3: Goals, Strategies and a Plan for Action. He explained that Milestone #3 will be an action oriented document versus strictly a policy-based document, therefore, it can be used as an overall guide for the development of the Commission's annual work program. Mr. Fowle referred to the completion schedule that was handed out prior to the meeting and noted that a draft of Milestone #3 will be sent out to the Commissioners, Advisory Committees, ECWRPC Standing Committees, and interested parties in March or early April. Informational meetings will be held over the next few months with a public hearing scheduled for April 25th prior to the Quarterly Meeting. The document will be presented to the full Commission at the April Quarterly Meeting for action.

Mr. Fowle explained the sample fact sheet that was handed out prior to the meeting and asked if the Commissioners had any questions regarding the contents and format. There were no questions.

Mr. Fowle also explained the benefits of the concept map which illustrates regional issues and recommendations and noted that it will be used primarily as a communication tool.

Mr. Fowle noted that there continues to be changes at the State level regarding Smart Growth legislation. He referred to two recently proposed Assembly bills. One amends the smart growth law to provide notification to county level drainage districts when a smart growth plan is initiated, when the public hearings are and when opportunities for public input are initiated. Mr. Fowle stated that the second Assembly bill would extend the smart growth compliance deadline to 2015.

X. **OTHER BUSINESS**

A. Appointment of Nominating Committee

Chair Gentz appointed the Nominating Committee as follows:

Patrick Laughrin – Calumet County
Ruth Winter – Menominee County
Tim Hanna – Outagamie County
Eugene Zeuske – Shawano County
Duane Brown – Waupaca County
Neal Strehlow – Waushara County
Ernie Bellin – Winnebago County - Chair

Mr. Weiss motioned to accept the Nominating Committee as presented, seconded by Mr. Robl. Motion passed unanimously.

XI. **ESTABLISH TIME AND PLACE FOR NEXT COMMISSION MEETING**

Quarterly Commission Meeting, 10:00.A.M. Friday April 25 at 400 Ahnaip Street, Menasha

Annual Commission Meeting, 1:00 P.M. Friday April 25 at 400 Ahnaip Street, Menasha

XII. **ADJOURNMENT**

Mr. Bellin motioned for adjournment, seconded by Mr. Robl. Motion passed with 18 ayes, 0 nays.
Meeting adjourned at 11:05 A.M.