

SUMMARY OF PROCEEDINGS

East Central Wisconsin Regional Planning Commission
Liberty Hall, Kimberly
January 26, 2007

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

The meeting of the East Central Wisconsin Regional Planning Commission was called to order by Chair Merlin Gentz at 1:15 P.M. Roll call was taken showing the following attendance:

Commission Members Present

Merlin Gentz	Calumet County
Patrick Laughrin	Calumet County
Clarence Wolf	Calumet County
Brian Kowalkowski	Menominee County
Ruth Winter	Menominee County
Robert "Toby" Paltzer	Outagamie County
Clifford Sanderfoot	Outagamie County
Bruce Roskom (Alt. for Tim Hanna)	Outagamie County
Helen Nagler	Outagamie County
Marshal Giese	Shawano County
Ken Capelle	Shawano County
Dick Koeppen	Waupaca County
Duane Brown	Waupaca County
Robert Danielson	Waupaca County
Yvonne Feavel	Waushara County
Norman Weiss	Waushara County
Neal Strehlow	Waushara County
Mark Harris	Winnebago County
Richard Wollangk (Alt. for William Castle)	Winnebago County
Ernie Bellin	Winnebago County
Arden Schroeder	Winnebago County
Ken Robl	Winnebago County

Commission Members Absent

Randy Reiter	Menominee County
Don Grissman	Outagamie County
Bob Lamers	Outagamie County
M. Eugene Zeuske	Shawano County
Brian Smith.....	Waupaca County
David Albrecht	Winnebago County

Staff Members Present

Eric Fowle	Executive Director
Walt Raith	Assistant Director
Ed Kleckner	Associate Planner
Kathy Thunes	Associate Planner
Jason Kakatsch	Associate Planner
Dave Moesch	Associate Planner

Christine Kaup	Associate Planner
Jon Motquin	Associate Planner
Joe Huffman	Planner
Todd Verboomen	Planner
Scott Konkle	Reclamation Planning Specialist
Andrew Jennings	Planning Specialist II
Trish Nau	GIS/Planning Specialist II
Adam Pfefferle	GIS/Planning Assistant
Mike Patza	GIS Assistant
Melissa Kramer Badtke	Planning Specialist I
Vicky Johnson	Administrative Coordinator

Chair Gentz welcomed Bruce Roskom, alternate for Tim Hanna, to the meeting.

IV. APPROVAL OF AGENDA

Mr. Wollangk moved to approve the agenda, seconded by Mr. Paltzer. The motion passed unanimously.

V. MINUTES OF THE OCTOBER 27, 2006 MEETING

Mr. Wollangk motioned to approve the minutes of the October 27, 2006 meeting, seconded by Mr. Paltzer. The motion passed unanimously.

VI. ANNOUNCEMENTS

Mr. Fowle informed the Commissioners that Commissioner Eugene Zeuske from Shawano County had triple double bypass surgery a couple of weeks ago.

Mr. Fowle referred to the articles contained in the packet. He noted that past Commissioner/Chair of ECWRPC, Paul Stevenson passed away. The packet included an article regarding the status of the Picnic Point property in Winnebago County which indicated that the property will not be sold; articles on the Greenville Comprehensive Plan project which staff person Melinda Barlow is planner in charge; articles from Jo Engelhof's "FoxPolitics" website regarding the RTA project that staff person Jason Kakatsch is overseeing and an article on the Commission receiving EDA funds.

Mr. Fowle stated that announcements of the upcoming Sustainable Forest Conferences and the Economic Development conference were also included.

Mr. Fowle announced that Jon Motquin will be leaving the Commission as of today to assume a position with Brown County Planning. Betty Nordeng also will be leaving on February 2 to join her husband who has taken a new job position in North Dakota. Rick Stadtmueller, GIS Coordinator is scheduled to return to work in March. Mr. Fowle indicated that there also has been a change in the financial specialist position, Liz Knaack has left for a position with the Village of Germantown, and Angie Cottrell was hired in December to fill that position.

VII. BUSINESS

A. Steering Committee

1. Acceptance of the Summary of Proceedings for the October 27 and December 13, 2006 and the January 18, 2007 meetings.

Mr. Bellin moved to accept the Summary of Proceedings from the Steering Committee meetings. The motion was seconded by Mr. Sanderfoot and passed unanimously.

2. 2006 Financial Status Report

Mr. Fowle stated that \$227,000 of receivables should be received for the 2006 calendar year. He indicated that the Commission continued to have cash flow issues through the end of 2006 and has been using the line of credit issued by the bank, approximately \$80,000. As of this meeting, the Commission owes approximately \$60,000 on the loan. Mr. Fowle reiterated how critical it is to have a cash reserve (which the auditors recommend should be at approximately \$300,000). The transportation program, which accounts for approximately \$150,000, can not be billed out until late January therefore causing a cash flow problem at the end of the year. Mr. Fowle noted that he will continue to look at ways the cash flow situation can be improved.

3. Update on New Commission Office Space

Mr. Fowle explained that developer, Randy Stadtmueller and the City of Menasha, have had some issues on the developer's agreement. The developer's agreement is scheduled to be presented to the City's Redevelopment Authority next week and then it will be sent to the City Council for approval the following week. The City and Mr. Stadtmueller are aware of the timeline that the Commission is under and that this project needs to be started in February or March, or other options will have to be looked at. All points of concerns regarding the lease from Mr. Stadtmueller for the new office space will be addressed by the Steering Committee prior to issuing the \$10,000 deposit check.

4. Proposed Resolution No. 02-07: **Adopting of the Annual Affirmative Action Program for Equal Employment Opportunities**

Mr. Raith informed the Commissioners that the Affirmative Action Program document is prepared annually. The primary goal of the document is to insure on an annual basis that the Commission is an equal opportunity employer. He stated that the Commission pays particular attention to the staff makeup in terms of number of females, males, minorities and tries to be comparable to the MSA area. Mr. Raith referred to the tables in the document and Appendix B and explained the data used. He also explained Appendix C – Table of Authorized Positions.

Mr. Fowle noted that there should be a correction made to Appendix C - Table of Authorized Positions – Andrew Jennings, at this time, should be listed under the Planner Specialist II category not the Associate Planner category.

Ms. Nagler questioned, with the Assistant Director being the Affirmative Action Officer, what would happen if that Officer was the harasser, who would the harassed individual go to? Mr. Fowle replied that in that case the person would come directly to the Executive Director. Ms. Nagler pointed out that that is not stated in the plan, and perhaps should be amended to reflect this, not necessarily today but at some time in the near future. Mr. Fowle agreed.

Mr. Robl moved to adopt Proposed Resolution No. 02-07, seconded by Mr. Weiss and passed unanimously.

5. Proposed Resolution No. 03-07: **Amending the 2007 Work Program and Budget for the East Central Wisconsin Regional Planning Commission**

Mr. Fowle stated that the budget is adopted in July to set the tax levy rate in order to provide that figure to the Counties for their budgets in the fall. Mr. Fowle noted setting the levy is essential in July, but the actual funding amounts come in later in the year therefore the budget needs to be revisited in January and necessary amendments made at that time. He

stated that the revised budget that has been distributed to the Commissioners reflects no change in the tax levy but shows the addition of \$2,000 from a new member of the Commission, the Town of Lamartine in Fond du Lac County.

Mr. Fowle explained the tables are documentation supporting the numbers behind the summary. He noted that the overall revenues for 2007 have increased as a result of additional funding from WisDOT, Federal Highway Administration and transportation related programs. One other major change in revenues is local contracts. The July budget showed a target figure of \$305,000, which has been reduced to \$200,000. At year-end the Commission has already contracted for \$150,000 for 2007. Mr. Fowle noted that Mr. Motquin's position would not be filled because that position is funded essentially through contract work.

Mr. Fowle indicated that with this budget, the Commission should have an operational gain of approximately of \$35-40,000. The cash reserve is estimated to be around \$100,000 at the end of 2006 and should slowly climb from this point on.

Mr. Fowle stated that the fringe benefits have increased due to vacation time that has accrued. He noted that health insurance had the most significant increase even though the actual increase of 7.7 percent was less than the estimated increase of 10 percent. The reason for the increase was the elimination of the "payment in lieu" from the insurance program; three additional staff people enrolled on the insurance program, which is approximately \$50,000 added to the budget. He indicated that the Steering Committee will be discussing issues related to health insurance in 2007 and that will come back to the full Commission at some point.

Mr. Fowle indicated that the Commission was able to hold steady or trim back on some areas of the overhead expenses and has kept the Commissioner's expenses in line. Some of that is related to how the annual meeting is handled now and the reduction of some meetings. Mr. Fowle stated that in the past it was expected or encouraged that the standing committees meet once per quarter whether they needed to or not. In order to save money, he asked the Commissioners if they would object to meeting only when necessary. There were no objections.

Mr. Fowle stated that it was brought to his attention that in the sub-table showing local contracts and potential contracts, the contract for the Menominee County Smart Growth Plan to be funded by DOA, shows a cost of \$80,000. That figure was an estimate before they applied for the smart growth funding, the figure should read about \$52,000.

Mr. Fowle explained that the Work Program is a document that includes the budget and details of Commission's activities. He reminded the Commissioners the document had been reformatted and had tables outlining the tasks, activities, dollars and the person days. He referred to the summary table that was handed out prior to the meeting and indicated that all the numbers and person days will be put into the rest of the work program document and be printed and distributed to the Commissioners within the next month.

Mr. Fowle stated that in order to assign person days and dollars to elements of the work program he must first consider the programs that fund the Commission. Because of the amount of money that has to be spent on those commitments it really starts to impact the Commission's ability to provide services in other areas. He noted that the Commission will not have the ability this year and maybe not next year to provide a lot of the services that have been provided in the past.

A question was asked how the elements totals are added up. Mr. Fowle explained. Another question was asked about the GIS Department technical assistance and what their projects would be. Mr. Fowle stated that there are a lot of commitments under transportation and the

comprehensive plan that GIS staff time is needed for; therefore the costs are built into those programs. He added that there maybe a little more liberty in giving community's GIS technical assistance even though there is no time allocated; if it fits into one of the other programs that has allocated time.

Mr. Fowle reminded the Commissioners that staff has been working with the National Park Service on the Ice Age Trail contract in Waushara County. A portion of the trail in Marquette County was added to this contract, but no work to date has been done on it. The \$50,000 that was added to the contract for this project was spent under the previous management for operational needs. After discussions with the NPS regarding this issue, an informal arrangement was agreed upon based on the responsibilities left on the project that the Commission owes them about \$25,000 worth of work. Staff is in process of finalizing the Waushara County document, the Marquette County portion of the Ice Age Trail is yet to be scheduled because of broader political issues. There is a possibility that they may add a little more money to the contract.

Mr. Sanderfoot moved to adopted Proposed Resolution No. 03-07. The motion was seconded by Mr. Weiss and passed unanimously.

B. Economic Development Committee

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

Mr. Brown moved for acceptance of the Chairman's Report and the Summary of Proceedings for the January 17, 2007. Motion seconded by Ms. Feavel. Motion passed unanimously.

C. Open Space and Environmental Management Committee

1. Chairman's Report.
2. Acceptance of the Summary of Proceedings for the January 9, 2007 meeting.

Mr. Paltzer indicated the Chairman's Report and the Summary of Proceedings for the January 9, 2007 committee meeting were handed out prior to the meeting and moved for acceptance of them. The motion was seconded by Mr. Giese and passed unanimously.

D. Community Facilities Committee

1. Chairman's Report.

Mr. Sanderfoot moved for acceptance of the Chairman's Report for the Community Facilities Committee, seconded by Mr. Wollangk. Motion passed unanimously.

2. SSA Status Report

Mr. Verboomen stated that the documentation for the WDNR contract for \$35,000 was received. He informed the Commissioners that the draft Wautoma/Silver Lake SSA Plan update will be presented to the Commission in April; the draft plan for Black Creek SSA update will be completed in October; and the Omro SSA Plan updated will be started in July/August.

Joe Huffman noted that the Fox Cities SSA Update has been finalized and published and is available on East Central's website. The Oshkosh SSA Update is completed and should have DNR approval this spring. He highlighted a few of the projects that the Community Facilities Committee and staff will be addressing throughout the next year: work with the Darboy Sanitary District in the Town of Harrison on a proposed large development on acreage that is not in the sewer service area; work with the Omro Planning Commission regarding the Omro SSA update and their subdivision moratorium issue; work with the Town of Freedom (Outagamie County) on a new industry coming in to the community that will utilize approximately 40 acres of service area; and with the Village of Sherwood concerning a 200 acre addition to their sewer service area.

E. Transportation Committee

1. Chairman's Report.
2. Acceptance of the Summary of Proceedings for the January 9, 2007 meeting.

Mr. Giese moved for acceptance of the Chairman's Report and the Summary of Proceedings for the January 9, 2007 meeting. The motion was seconded by Ms. Nagler and passed unanimously.

F. Regional Comprehensive Planning Committee

1. Regional Plan Schedule and Completion

Mr. Fowle noted that he had anticipated that Milestone #3 would have been completed by this meeting, but there just wasn't enough staff time to allow that. He stated that he also was concerned about making sure that there was adequate time for public review and participation. He indicated that DOA has been willing to provide extensions if needed. The present contract would currently require the Commission to adopt the entire document in April. Given all the other staff commitments, he will ask DOA for a contract extension.

VIII. **OTHER BUSINESS**

A. Appointment of Nominating Committee

Chair Gentz appointed the Nominating Committee as follows:

Patrick Laughrin – Calumet County
Ruth Winter – Menominee County
Clifford Sanderfoot – Outagamie County - Chair
Marshall Giese – Shawano County
Dick Koeppen – Waupaca County
Norm Weiss – Waushara County
Arden Schroeder – Winnebago County

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

Mr. Fowle announced the promotion of Scott Konkle from Planner Specialist I to a Planning Specialist II and Ed Kleckner from Associate Planner to Principal Planner.

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

Location of the next Quarterly Meeting will be at La Sure's Banquet Hall, Oshkosh on April 27, 2007 at 1:15 P.M.

Annual Meeting will follow Quarterly Meeting at La Sure's Banquet Hall at approximately 2:30.

IX. **ADJOURNMENT**

Mr. Wollangk moved for adjournment, seconded by Mr. Koeppen. Motion passed unanimously. Meeting adjourned at 2: 15 P.M.