

SUMMARY OF PROCEEDINGS

Quarterly Commission Meeting

East Central Wisconsin Regional Planning Commission
New London City Hall
July 29, 2011

The meeting of the East Central Wisconsin Regional Planning Commission was called to order by Chair Ken Capelle at 10:07 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

Bill Barribeau	Calumet County
Merlin Gentz	Calumet County
Alice Connors	Calumet County
Ruth Winter	Menominee County
Bob Hermes	Menominee County
Robert "Toby" Paltzer	Outagamie County
Tom Nelson	Outagamie County
Bruce Roskom (Alt. for Tim Hanna)	Outagamie County
Helen Nagler	Outagamie County
Paul Hirte	Outagamie County
Kathy Groat	Outagamie County
Bob Weyenberg	Outagamie County
Jerry Erdmann	Shawano County
Ken Capelle	Shawano County
M. Eugene Zeuske	Shawano County
Dick Koeppen	Waupaca County
Duane Brown	Waupaca County
DuWayne Federwitz	Waupaca County
Brian Smith.....	Waupaca County
Norman Weiss	Waushara County
Neal Strehlow	Waushara County
Larry Timm	Waushara County
Mark Harris	Winnebago County
Ernie Bellin	Winnebago County
David Albrecht	Winnebago County
Jim Erdman	Winnebago County
Mark Rohloff (Alt. for Burk Tower)	Winnebago County

Commission Members Excused

Jeremy Johnson (Alt. for Elizabeth Moses)	Menominee County
Ken Robl	Winnebago County

Staff Members Present

Eric Fowle Executive Director
Walt Raith Assistant Director
Kathy Thunes Principal Planner
Jason Kakatsch Principal Planner
Dave Moesch Associate Planner
Todd Verboomen Associate Planner
Vicky Johnson Administrative Coordinator
Angie Cottrell..... Controller

Chair Capelle noted that a quorum was present.

A. Introduction of Alternates and guests

Mr. Fowle welcomed Bruce Roskom, Alternate for Tim Hanna and Fred Abouseleman, Executive Director, National Association of Regional Councils.

IV. **Statement 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 Capelle moved on to item VI.

VI. **APPROVAL OF REVISED AGENDA**

Mr. Bellin motioned to approve the revised agenda, seconded by Ms. Nagler. The motion passed with 25 ayes, 0 nays.

VII. **APPROVAL OF THE MINUTES FROM THE April 29, 2011 QUARTERLY/ANNUAL MEETINGS**

Mr. Weiss moved to approve the summary of proceedings from the April 29, 2011 Quarterly and Annual meetings, seconded by Mr. Strehlow. Motion passed with 25 ayes and 0 nays.

VII. **SPECIAL PRESENTATION**

A. Mr. Fred Abousleman, Executive Director – National Association of Regional Councils (NARC), Washington D.C. - *“Trends in Regional Planning”*

Mr. Abousleman spoke for about half an hour with the goal of providing a new perspective on the importance of regional planning and the work that the Commission does. His experiences and exposure to a multitude of regional planning entities (RPCs, MPOs, COGs, EDDs and others) allowed Mr. Abousleman to provide a comparison of East Central with other, similar sized agencies across the United States.

For over 40 years, NARC has represented and served as the national voice for regionalism by advocating for regional cooperation as the most effective way to address a variety of community planning and development opportunities and issues. Mr. Abousleman noted that East Central (and Wisconsin for that matter) had a unique role in providing long-range wastewater treatment plant (Sewer Service Area) planning as well as involvement in various environmental planning activities, such as the regional NR-135 Mine Reclamation Program and groundwater issues. He went on to further state that “the Commission is well ahead of the

curve in that its basic program framework and structure (MPO, EDD, Regional Plan, etc.) are all in place” and that the Commission should promote these facts, as they provide essential coordination and cost savings across the region. Looking toward the future, Mr. Abousleman encouraged the Commission to remain versatile as an organization and explore new areas for potential programs and services that also meet the needs of the region. Areas for consideration that were mentioned include public safety, food security planning, green jobs programs, joint purchasing programs, and energy planning. In closing, Mr. Abousleman spoke of the need to examine and understand population and demographic trends with respect to the future industries, their workers, and work-places. “There will be a critical gap in demand and supply in the work force as baby boomers retire, our population drops off and less skilled workers enter the work force”, Abousleman said. Furthermore, “remember that generation Y workers communicate much differently – texting, social websites, etc. – than their Gen X counterparts”.

VIII. ANNOUNCEMENTS AND REPORTS

A. Commissioner / Commission Announcements

Mr. Fowle announced that Angie Cottrell has resigned as Controller as of August 4, 2011. He noted an ad for the position has been sent to the newspaper and posted on line. He anticipates that a new Financial Specialist should be in place by early September.

B. Media Reports / Upcoming Events

Mr. Fowle briefly referred to the news articles in the packet highlighting an article regarding the issues surrounding Capital Area Regional Planning Commission and a letter from DNR regarding the positive comments for the NR-135 audit in Shawano County. He noted that also provided was an announcement for the upcoming two-day conference entitled Economic Development in Rural Wisconsin.

X. BUSINESS

A. Steering Committee

1. Acceptance of the Summaries of Proceedings for the April 29 and June 21, 2011 Meetings.

Mr. Albrecht moved for acceptance of the summaries of proceedings from the April 29 and June 21, 2011 meetings, seconded by Ms. Nagler. Motion passed with 25 ayes, 0 nays.

2. 2011 Second Quarter Financial Report

Mr. Fowle noted that because of the timing of her resignation, Ms. Cottrell was unable to prepare this report.

3. Results of Commissioner Survey on Employee Retention/Recruitment

Mr. Fowle reviewed the results of the survey on employee retention/recruitment that was sent to the Commissioners. He said that after review and discussion by the Steering Committee, it was the recommendation of the Committee to seek bids on a salary study. The Steering Committee will review the proposals at their August 16 meeting.

4. Approval of 5-Year Office Lease Extension

Mr. Fowle referred to a copy of the proposal to extend the present office lease that was included in the packet, noting that the proposal had been approved by the Steering Committee. He said that in his discussions with the landlord, Mr. Stadtmueller, it had been agreed upon that the square footage rate would revert back to the original rate in 2008 and escalate over a five-year period as the original lease did.

A discussion followed. Mr. Nelson asked what the cost would be versus what it is at present and requested an explanation of the escalating clause. Mr. Fowle explained that Mr. Stadtmueller rolled back the square footage rate to \$14.00 per square foot versus the \$15.30 per square footage that the Commission is presently paying and that the 3 percent escalator clause is common Class A in rental real estate in the Valley. He said he did investigate other properties that were available and the rate for the Commission's present office is in the range of other properties in the area. He noted that also to be considered is the moving costs that would be involved if the lease was not renewed. Mr. Raith added that it is more than just office space, it is a redevelopment site and an excellent example of practicing what the agency promotes: redevelopment and reuse in the downtown areas of communities.

Ms. Nagler expressed her concerns that there was no provision to get out of the lease before three years. Ms. Connors also expressed her concern regarding the 'out' clause. Mr. Weyenberg asked about the utilities cost and noted that Air Wisconsin recently signed a lease with the county for \$9.83 per square foot including utilities. Mr. Capelle noted that comparison is difficult when comparing a free standing building with public visibility to just office space in a building. Mr. Koeppen commented that leases for office space in each county will vary considerably and that the office space that the Commission is presently housed in compared to the previous space and location is a tremendous improvement. He noted that the space works well for the staff, and has excellent visibility and class.

Mr. Harris asked for clarification on the costs per square foot. Mr. Fowle clarified the costs. Mr. Erdman commented that the Commission had the present office space built to accommodate the needs of the staff, the agency, the Commissioners and visitors, and that it was not at the time of occupancy just a vacant building looking for a tenant. Mr. Bellin noted that at the old location it was not possible to hold the quarterly meetings and other larger meetings due to the size of the conference room, therefore, money is saved by not having to rent space for meetings.

Mr. Albrecht motioned to accept the new lease, seconded by Mr. Koeppen. Motioned passed with 22 ayes and 3 nays (Ms. Connors, Mr. Nelson and Mr. Weyenberg).

5. Association of Wisconsin Regional Planning Commissions (AWRPC) Report

Mr. Fowle said that for information purposes included in the Commission packet was the plan of work and budget that was approved by the AWRPC at their Annual Meeting in June. He noted at that meeting, some of the RPC directors indicated that the timing was right to pursue an initiative to seek legislation on exempting RPC dues from levy limits. Mr. Fowle requested the Commissioners who have concerns about this issue to contact him or Mr. Capelle after the meeting. He will be relaying to the other directors the Steering Committee's concerns on the implementation of this initiative.

6. Proposed Resolution No. 14-11: **Adoption of the Preliminary Year 2012 Budget and Final Tax Levy for the East Central Wisconsin Regional Planning Commission**

Mr. Fowle reminded the Commissioners that a levy based on the preliminary budget is statutorily required to be adopted by August 1. He referred to the updated budget tables handed out prior to the meeting. A change was made to the original budget tables due to the Town of Friendship's decision not to withdraw its membership for 2012 as they had originally intended. The levy was set at \$697,910.07, a decrease of 5.53%. He noted that adjustments have been made to the budget to include Act 10 requirements. Under salaries, \$25,000 was earmarked for the salary of a new regional bicycle/pedestrian coordinator position. Approval of this item, does not commit the Commission to actually hiring an individual in the position at this time. Mr. Fowle noted that given the bike/pedestrian issues in the communities both urban and rural and some of the interactions of health departments regarding bike and pedestrian issues, this appears to be a significant concern in the future.

Ms. Groat asked if this was a new position or a position on an expired grant. Mr. Fowle responded that this would be a new position. He noted that there have been inquiries from communities on bike and pedestrian issues and the Commission does not have a person on staff with the time or expertise to answer them. The question was asked about the SRTS staff performing this service. Mr. Fowle explained that the SRTS money is required to be used on K to 8 school safety issues only and that the staff is extremely busy with those issues.

Ms. Nagler commented that with a salary study being performed, there most likely will need to be salary adjustments. She suggested that the \$25,000 be put in the contingency and that this position be re-evaluated after the salary study is completed.

Ms. Nagler motioned to remove the \$25,000 and the staff position from the salaries category, keeping the \$25,000 in the budget and adding the \$25,000 to the reserve fund. Mr. Albrecht seconded the motion.

Mr. Smith asked for clarification of the surplus deficit figure. Mr. Fowle explained that the depreciable assets are the tenant paid upgrades from when the Commission moved into the building and the Commission car. Mr. Smith noted that depreciation typically is not a dollar amount and is not included in the surplus line item. Discussion followed regarding the actual amount that should be included in the surplus line item.

Mr. Koeppen said that even though a salary study is performed, it does not necessarily indicate that salaries would increase. He noted that adding the bicycle/pedestrian coordinator position to the staff budget was a move forward to address needs of the counties/communities in the future and objected to eliminating the position from the budget.

Chair Capelle asked for approval of Ms. Nagler's motion to eliminate the position of bicycle/pedestrian coordinator with the option to revisit it at a later date and retaining the \$25,000 in the budget, but moving it to the reserve fund. Motion passed with 20 ayes and 5 nays (Mr. Smith, Mr. Koeppen, Mr. Harris, Ms. Winter and Mr. Weyenberg).

Mr. Barribeau motioned for adoption of Proposed Resolution No. 14-11 as amended to include Ms. Nagler's motion, seconded by Ms. Connors. Motion passed with 24 ayes, 1 nay (Mr. Nelson).

7. Proposed Resolution No. 15-11: **Authorizing Commission Staff to Destroy Public Records According to the Adopted "Records Retention Policy and Destruction Schedule"**

Mr. Fowle said that Proposed Resolution No. 15-11 is an update to a resolution that was adopted a few years ago and is brought back to the Commission every year or two for destruction of outdated records per an approved schedule. He requested approval of the resolution to move forward with the destruction.

Ms. Connors motioned for approval of Proposed Resolution No. 15-11, seconded by Mr. Barribeau. Motion passed with 25 ayes and 0 nays.

B. Economic Development Committee

1. Chairman's Report
2. Acceptance of the Summary of Proceedings for the April 13, 2011 Meeting.

Mr. Zeuske said that the Chairman's Report and the Summary of Proceedings for the April 13, 2011 meeting were included in the packet and motioned to approve them. Ms. Winter seconded the motion. Motion passed with 25 ayes and 0 nays.

C. Open Space and Environmental Management Committee

1. Chairman's Report
2. Acceptance of the Summary of Proceedings for the April 12, 2011 Meeting.

Mr. Erdman motioned to approved the Chairman's Report and the Summary of Proceedings from the April 12, 2011 meeting. Motion seconded by Mr. Albrecht. Motion passed with 25 ayes and 0 nays.

3. Lake Michigan Academy Grant for Stormwater/Groundwater Education

Mr. Verboomen noted that the Commission as the regional planning agency within the Lake Michigan Basin is part of the Lake Michigan Watershed Academy and receives small grants each year. The recharge modeling grant received in 2011 is complete. He was unable to secure a grant to model the other counties, but did obtain a grant to prepare an educational outreach pamphlet that highlights the importance of protecting the region's groundwater.

Mr. Fowle said that this is a \$7,500 grant award with no match required. He noted that the remaining counties will have recharge mapping done, but because cost sharing for the second phase of the program was not obtainable, it will be done at the Commission's cost of \$20,000 as previously approved in the 2011 budget.

Ms. Nagler motioned to accept the funding, seconded by Mr. Bellin. Motion passed with 25 ayes and 0 nays.

D. Community Facilities Committee

1. Chairman's Report
2. Acceptance of the Summary of Proceedings for the April 29, 2011 meeting.

Mr. Bellin noted that the Chairman's Report and the Summary of Proceedings for the April 29, 2011 meeting were in the packet and motioned for approval. Ms. Groat seconded the motion. The motion passed with 25 ayes and 0 nays.

3. Approval of the Commission Undertaking the Lead Role in the Energy/Compost and Job Production through Food Waste Taskforce

Ms. Thunes requested approval from the Commissioners to accept the lead role on the Energy/Compost and Job Production through Food Waste taskforce. She noted the Commission has been involved with this Task Force since last fall. She explained the accomplishments and efforts of the Task Force. CAP Services who has been leading the Task Force since last fall would like to step down. As the lead on the Task Force, the Commission staff would facilitate meetings and assist in keeping people connected.

Ms. Connors motioned to approve the Commission taking over the lead role responsibilities on the Task Force, seconded by Mr. Albrecht. Motion passed with 25 ayes and 0 nays.

4. Update on Darboy SSA Amendment Appeal

Mr. Fowle said that the City of Kaukauna is appealing the Circuit Court decision which favored Darboy and went against the Commission's decision. He will continue to keep the Commissioners informed.

E. Transportation Committee

1. Chairman's Report
2. Acceptance of the Summary of Proceedings for the April 27, 2011 meeting.

Mr. Koeppen motioned to approve the Chairman's Report and the Summary of Proceedings for the April 27, 2011 meeting. Mr. Strehlow seconded the motion. Motion passed with 25 ayes and 0 nays.

3. Affirmation of Resolution No. 12-11: **Amending the Transportation Improvement Program for the Fox Cities and Oshkosh Areas – 2011**

Mr. Moesch said that Proposed Resolution No. 12-11 amends the 2011 TIP to include the WIS 15 corridor project. WisDOT requested that this project move forward ASAP, therefore this resolution was approved by the Steering Committee at their June 21 meeting. This amendment is for the approximate \$8 million design cost of the project. The amendment did go through a 30 day public review period with no comments received. He noted that also part of this amendment was a resurface project for WIS 47 from Appleton to Black Creek.

Mr. Brown motioned for affirmation of Resolution No. 12-11, seconded by Mr. Barribeau. Motion passed with 25 ayes and 0 nays.

4. Proposed Resolution No. 13-11: **Amending the Transportation Improvement Program for the Fox Cities and Oshkosh Urbanized Areas – 2011**

Mr. Moesch noted that Proposed Resolution No. 13-11 was another amendment to the 2011 TIP. This amendment is for a roundabout at WIS 47 and CTH 00 in Outagamie County. The project will receive \$240,000 in federal and \$60,000 in state funds for the design cost and is scheduled for 2014.

Ms. Connors motioned to accept Proposed Resolution No. 13-11, seconded by Mr. Barribeau. Motion passed with 25 ayes and 0 nays.

5. Medical Assistance Transportation Update

Mr. Kakatsch said that the Medical Transportation Assistance Initiative by Logisticare, a private broker contracted by the State, began July 1. He reminded the Commissioners that a letter of concern was sent to area legislators on behalf of the Commission. A response was received from Senator Mike Ellis, who followed up with the Secretary of Health and Human Services. Mr. Kakatsch said that since this initiative was put into effect, he has been hearing horror stories from the participants, such as no shows, being stranded until late in the evening after receiving their treatments of dialysis or chemo or not being able to get to their scheduled treatments, providers being called to provide rides that are a hundred miles away, etc. He noted that Senator Ellis and Senator Olsen are looking into this issue.

Discussion followed concerning the issues and the costs that the providers and the clients are facing.

Mr. Fowle inquired as to the Commissioners' preference in writing a second letter to the legislators, the Governor and the Department of Health and Human Services on behalf of the Commission noting specific concerns relating to the medical transportation assistance initiative issues.

Ms. Nagler motioned to forward the Commissioner's concerns and discussions in the form of a letter to the legislators, the Governor and the Department of Health Services. Motion seconded by Mr. Strehlow. Motion passed with 24 ayes, 0 nays and 1 abstention (Mr. Koeppen).

F. Regional Comprehensive Planning Committee

1. Chairman's Report

2. Acceptance of the Summary of Proceedings for the January 28, 2011 meeting.

Mr. Gentz motioned for approval of the Chairman's Report with a correction on the date from January 29 to July 29 and approval of the Summary of Proceedings from the January 28, 2011 meeting, seconded by Mr. Weiss. Motion passed with 25 ayes and 0 nays.

3. 2011 HUD Sustainability Communities Grant Application.

Ms. Thunes referred to the map in the packet that shows the areas included in the HUD Sustainable Grant. She said that last year, the Commission was not successful in obtaining the HUD Sustainability Grant and is requesting approval to reapply for it this year.

Mr. Weiss motion to approve reapplying for the grant, seconded by Ms. Winter. Motion passed with 25 ayes and 0 nays.

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

Quarterly Commission Meeting, 10:00 A.M., Friday, October 28, 2011 at ECWRPC Offices

XII. **ADJOURNMENT**

Mr. Bellin motioned for adjournment, seconded by Mr. Barribeau. Motion passed with 25 ayes and 0 nays. Meeting adjourned at 12:20 P.M.