

SUMMARY OF PROCEEDINGS

Steering Committee  
East Central Wisconsin Regional Planning Commission  
ECWRPC Offices  
January 18, 2007

The meeting was called to order at 1:30 p.m. by Merlin Gentz, Chair.

Committee Members Present

Merlin Gentz, Chair..... Calumet County  
Ruth Winter ..... Menominee County  
Clifford Sanderfoot..... Outagamie County  
Norm Weiss ..... Waushara County

Committee Members Absent

Marshal Giese ..... Shawano County  
Duane Brown..... Waupaca County  
David Albrecht..... Winnebago County

Others Present

Eric Fowle ..... Executive Director  
Walt Raith ..... Assistant Director  
Angie Cottrell ..... Financial Specialist

1. Welcome/Introductions

The Steering Committee members introduced themselves to the new Financial Specialist, Angie Cottrell.

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

Mr. Raith informed the Steering Committee 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.

Discussion followed concerning the wording of Proposed Resolution No. 02-07, under the third "Whereas". The consensus of the Committee members was to amend Proposed Resolution No. 02-07 by striking the phrase "except with respect to sexual orientation".

A Motioned was made by Mr. Sanderfoot to approve Proposed Resolution No. 02-07 as amended. The motion was seconded by Mr. Weiss and passed unanimously.

3. Reports

a. 2006 Year End Financials and Upcoming Audits

Ms. Cottrell explained Table 1 – Financial Summary. She stated that the figure \$118,116.02 is representative of receivable funds at year end. Ms. Cottrell explained that the local levy has an outstanding amount of \$2,375, which reflects a balance due from the Town of Eden and the Village of Marquette. This figure also included the 2006 pro-rated levy from the Town of Lamartine, which has since been received.

Mr. Fowle stated that the Town of Eden did not pay dues for 2006, but the Commission has not received a letter of withdrawal and the Village of Marquette has been a member for quite some time and there is no record from them withdrawing. Mr. Fowle noted that recently Ms. Cottrell made him aware of the bookkeeping system's ability to print out aged invoices which showed a total of at least \$10,000 invoices that were not collected over the past three years.

A discussion followed regarding the situation and options to rectify it. Mr. Fowle stated that he would contact the Town of Eden and the Village of Marquette to clarify their intent.

Ms. Cottrell continued by explaining the remaining categories on Table 1 – Financial Summary.

Mr. Fowle explained that the cash reserve that is needed to operate the agency without year end borrowing should at a minimum be at least \$200,000, due to the fact that the fourth quarter billing to WisDOT for the remainder of the year is approximately \$150-200,000 which is not received until February. Therefore, a cash flow problem arises in December and January.

Ms. Cottrell answered questions from Steering Committee members and explained the changes that will be occurring in the financial procedures and reports.

b. New Office Space

Mr. Fowle referred to an e-mail from Greg Kiel stating that the agreement between Randy Stadtmueller and the City of Menasha was to go to the Redevelopment Authority and Council in early January. The agreement did not go before the Redevelopment Authority because the City's attorney reviewed it again and had some concerns. Mr. Fowle stated that after conversations with Greg Kiel, the agreement should be brought before the City in early February. Mr. Fowle noted that he has expressed the Steering Committee's concerns about the delay to Mr. Stadtmueller, Greg Kiel and the City of Menasha.

c. Major 2007 Administrative Activities and Efforts

Mr. Fowle stated that there are areas that he will be focusing on in 2007, such as project management, more efficiency in the financial area, report production and preparing for the office move. The Communications Plan also is going to be reviewed along with the Commission's Mission.

Mr. Raith noted that one of the requirements of SAFETEA-LU is a Public Participation Plan and that he and the transportation staff will be working on this plan. As part of the Participation Plan, Mr. Raith emphasized the importance of citizen input and involvement.

4. Closed Session to Discuss Personnel Matters and Executive Director Compensation

Mr. Sanderfoot motioned to convene in closed session, seconded by Ms. Winter. Motion passed unanimously.

Mr. Weiss motioned to reconvene, seconded by Mr. Sanderfoot. Motion 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 there has been some increase in projected revenue, while the tax levy is remaining the same, and that local contracts have been reduced to a manageable level as a result. On the expense end, all items discussed previously in closed session and out have been factored in, with the exception of his compensation. The increase in the overall overhead budget is the \$40,000

for the moving costs. Mr. Fowle noted that previously accrued vacation dollars were not accounted for, the time accrued in a calendar year was accounted for but nothing beyond that, this will be changed and workman's compensation costs are now calculated in fringe benefits instead of overhead.

Mr. Fowle explained that the Work Program would be mailed to the Committee members in the next few days. One of the changes in the Work Program will be the reduction of allotted time on technical assistance and a greater focus on regional planning commitments.

Discussion followed regarding the Commission's visibility when focusing on regional planning versus local contracts and assistance.

Motion to accept Proposed Resolution No. 03-07 was made by Mr. Weiss, seconded by Ms. Winter, and passed unanimously.

#### 6. Other Business

Mr. Fowle stated that the next Quarterly Meeting will be combined with the Annual Meeting as a cost saving effort and will be at La Sure's in Oshkosh on April 27th. The Annual Meeting will begin at approximately 2:30 P.M. Mr. Fowle noted that he has scheduled Jerry Murphy from New North to speak at one of the meetings and also is attempting to arrange a site visit to the Picnic Point area. He noted that he also has invited Senator Carol Roessler to participate in this tour.

Mr. Fowle informed the Committee that has prepared a grant application for the Niagara Escarpment Resource Network Group. Monies from the Lake Shore Natural Resources Partnership will be used to reprint the Niagara Escarpment brochure and to pay an individual to provide eight educational presentations to schools along the escarpment corridor. The Commission will know in early Spring if the project was selected.

Mr. Fowle stated that the Commission has an opportunity to be a pass through for a WDNR grant for the Northeast Stormwater Consortium for education on water quality and phosphorus issues.

Mr. Fowle noted that he has been looking at the possibility of a regional revolving loan fund. He has been reviewing which counties/communities already have a fund and the possibility of pooling the funds in an effort to better utilize the funds throughout the region.

Mr. Fowle updated the Committee on the competitiveness policy with the City of Fond du Lac. He said that he contacted Wayne Rollin from the City and sent a letter to the City stating that the Commission would not be attending the proposal meeting with the consultants. Mr. Rollin has since responded by asking the Commission to present the proposed comprehensive plan contract at a separate meeting, which Mr. Fowle stated he would be willing to do.

Mr. Fowle stated that he received a request from the Fox Wolf Watershed Alliance that they are looking for free office space to house one part time employee. With the approval of the Committee, he would like to offer them the space through the end of the year with reimbursement for copying or phone calls. The Committee supported the proposed arrangement for the remainder of 2007..

#### 7. Next Meeting and Agenda

No meeting was scheduled.

#### 8. Adjourn

Mr. Sanderfoot motioned to adjourn, seconded by Mr. Weiss Motion passed unanimously. Meeting adjourned at 2:45 P.M.