

SUMMARY OF PROCEEDINGS

Steering Committee

East Central Wisconsin Regional Planning Commission
ECWRPC Offices
January 18, 2008

The meeting was called to order at 1:00 P.M. by Merlin Gentz, Chair.

Committee Members Present

Merlin Gentz, Chair..... Calumet County
Dick Koeppen Waupaca County
Norm Weiss Waushara County
Clifford Sanderfoot..... Outagamie County
Marshal Giese Shawano County

Committee Members Excused

Brian Kowalkowski Menominee County
David Albrecht..... Winnebago County

Staff Present

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

- 1. Welcome / Introductions
- 2. Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirements.

Mr. Fowle noted that with the cancellation of the January 17, 2007 meeting, today’s meeting was posted immediately to meet the 24 hour provision for the notice.

- 3. Public Comment
- 4. Approval of September 27, 2007 and December 14, 2007 Summary of Proceedings

Mr. Fowle said that the summaries of proceeding were attached to the agenda. Mr. Gentz asked if there were any comments or questions regarding the summaries of proceedings. Hearing none Mr. Weiss moved to approve the summaries. The motion was seconded by Mr. Giese and passed unanimously.

- 5. Announcements

Mr. Fowle noted that most of the announcements are sad news. He said that after the passing of Ms. Feavel staff has been discussing some sort of memorial at the new building, perhaps a rain garden that would exemplify her commitment to the Wisconsin Lakes Association and water quality. Another idea would be planting a tree in her memory. After some discussion the Committee agreed that some sort of memorial would be appropriate.

Mr. Weiss made a motion to pursue some type of memorial for Ms. Feavel with the landlord. The motion was seconded by Mr. Koeppen and passed unanimously.

Mr. Fowle added that past Commissioner Ken Hurlbut also passed away, but he had no additional information at this time. Mr. Koeppen added that his passing had been unexpected, but he had been

sick over the passed few months. He was a long time Waupaca County Supervisor and very involved in County activities. He noted that his wife had previously passed away and that was particularly hard on him. Mr. Koeppen said that the funeral was scheduled for Monday Trinity Lutheran Church in Waupaca. Visitation will be from 11:00 until time of service.

Mr. Fowle noted that Lester Van loon's wife had passed away. Mr. Weiss noted that Mr. Van Loon had a heart attack a few days ago. Some discussion followed regarding Mr. Van Loon and his public service. Mr. Fowle said that on another sad note, Outagamie County Planning Director Mike Hendrick's wife recently passed away. Mr. Fowle said that Mr. Hendrick was a past employee of the Commission and is a valued counterpart in the planning field. Mr. Fowle said staff would be sending out cards on behalf of the Commission.

6. Election of interim Vice Chair for Steering Committee

Mr. Fowle reminded the Committee that Menominee County Commissioner Brian Kowalkowski would no longer be on the Commission and thus would not be serving as Vice Chair. In the event additional meetings are held before April, another Vice Chair should be elected. Mr. Sanderfoot nominated Mr. Koeppen for Vice Chair. The motion was seconded Gentz and he asked three times for any other nominations. Mr. Sanderfoot moved to cast a unanimous ballot. The motion was seconded by Mr. Weiss and the nomination of Mr. Koeppen to Vice Chair passed unanimously.

7. Updates and Discussion Items

a. Vacant Commissioner Seat(s)

Since the retirement of Commissioner Wollangk, the position from Oshkosh has been filled by Mr. Fitzpatrick who is the City's Finance Director. Mr. Fowle noted that he would be taking Mr. Wollangk's position on the Community Facilities Committee. In Waushara County the Board took action to appoint Wally Peterson to the Commission. Mr. Peterson is currently Chairman of the Town of Saxeville. Mr. Weiss noted that Mr. Peterson also serves on the Board of Adjustment and is involved in the Comprehensive Planning Committee. Mr. Fowl said he would be sending out letters shortly to both of them welcoming them to the Commission.

Mr. Fowle said that Menominee County is currently considering who would be appointed to the Commission. The position that Mr. Kowalkowski held at extension may not be refilled so that aspect is also in the air at this point. The County is currently working with the Tribe and may make some arrangement to cost-share that position. The County Board Chair said that if that position is filled, that person would likely serve on the Commission. Mr. Fowle made the distinction between the Tribe and the County and made it clear the Commission would work closely with the County as part of any activities. He said he would keep the Committee apprised of any further developments.

b. 2007 Budget Status / Financial Report

Mr. Fowle referred to the handouts that show original budget as amended last year and the current assessment at the end of 2007. The original budget anticipated break-even or a small surplus at the end of the year. The actual year-end shows nearly \$60,000 and reflects increased revenues in the transportation program, in conjunction with a reduction in staff. Mr. Fowle said that overall the budget looks a lot better than previous discussions.

This could change a bit depending on the auditors, but he did not expect significant differences. Mr. Sanderfoot inquired about the significant reduction in meeting costs. Mr. Fowle noted that staff development was included in that element and those expenses have been reduced. Another contributing factor is the elimination of the Mini-Conferences in 2007. Mr. Sanderfoot wondered if

the 2008 budget for this item is about the same. Mr. Fowle stated that the 2008 budget for meeting expenses is less than 2007. Ms Cottrell noted that work is still being done to tweak the various cost and where appropriate allocate them to specific programs rather than overhead or operating. Some discussion followed regarding the reduction in annual meeting cost by combining the quarterly meeting and decreasing the expenses. Another example is postage that once was an overhead is now being charged to the appropriate program. The Committee agreed that the budget looked a lot better than anticipated a year ago.

Mr. Giese moved to except the year-end financial report. The motion was seconded by Mr. Sanderfoot and passed unanimously.

c. Town of Eden Past Due Membership Fees

Mr. Fowle said that he was directed at the last meeting to draft a letter to the Town of Eden relative to legal action for non-payment. He said that with the holidays he had not had time to follow up on this action. He said that a letter to Eden would be going out in the next few days and the Committee will be copied on the letter. Mr. Fowle said that in a similar issue the Commission received a letter from the Town of Eden requesting to withdraw membership. He thought that the request was purely financial and did not reflect any disapproval of the Commission. In this case of the Town of Empire the issue is a bit more complex. The Town of Empire is part of the Fond du Lac MPO and as such receives federal planning funds that are matched by member dues. If the Town withdraws from the Commission other arrangements will need to be made to share in the cost of the MPO. It also may require they withdraw their membership of the MPO, which might influence their decision when the situation is explained. Mr. Fowle said he would keep the Committee apprised of the situation.

d. Darboy Sanitary District SSA Issue/Appeal

Mr. Fowle said he received a phone call from WDNR stating that a public informational hearing had been set for February 20, 2008 at the Outagamie County Highway Department. They will be publishing a notice in the Post Crescent and will be sending notices to all the impacted parties. Staff may meet with WDNR prior to the hearing to discuss hearing protocol for staff as an arm of the WDNR. Mr. Sanderfoot will likely be there to speak on behalf of the Committee. The WDNR indicated that in most cases these are decided on cost effectiveness. Mr. Fowle said that if anyone has questions going forward to contact him.

e. New Office Space Construction

Mr. Fowle said that things are going well at the new office building. The building is enclosed and the dormers are installed. Next week staff will be coordinating with the contractors to install the wiring for our computers. We have been having regular meeting with the contractors and everything is going as planned. Next week they will be pouring the floors that includes radiant heat. The move should be conducted in the last week of March, with some of the move being conducted on the afternoon of Wednesday through Friday, with the final being completed on Saturday so the elevator can be used all day. Some discussion followed regarding the layout of the building and the April Commission being held there. After the Commission meeting we would hold the annual meeting on site with a catered lunch and tour of the facility.

f. Copy Machine Assessment

Mr. Fowle reminded the Committee that staff considered a new color copier as part of the move. After further examination staff decided to move the current copier and reevaluate a new copier after the current contract expires.

g. Old Records Destruction

Mr. Fowle had hoped to have a draft resolution prepared for this, but did not have the time. The Commission has financial and A95 records from 1972 and a lot of other old plans and documents that would not need to be moved to the new building.

After discussion with our attorney he advised us that a formal resolution and notification would be required, with prior review and approval of the resolution by the State Records Board. The Board does not meet again until March so the timing requires us to work out an arrangement with our landlord to leave them here for a while or temporarily move them to the new offices. He said it was likely that a shredding company would be hired to destroy the material once the appropriate procedure has been completed. We would also send notices to the various historical groups and libraries that may be interested in obtaining the material.

Mr. Fowle said that any important historical documents will be retained as well as audit reports back to the Commission's inception. Some discussion followed regarding the various documents and types of records that should be retained. Mr. Fowle said staff would provide more information as it becomes available.

h. Regional Comprehensive Plan

Mr. Fowle noted the Committee had discussed the comprehensive plan earlier, but wanted to provide an update on the status and activities. He said a Regional Comprehensive Plan Committee has been scheduled for January 25, prior to the Commission meeting to update the group on scheduled activities. Staff intends to prepare a draft of the plan for review in mid February and provide the document to the Committee and Commissioners for review and comment.

Mr. Fowle said that he has been promoting the work effort and will be making a number of presentations regarding the plan in the weeks ahead. Mr. Fowle said he would keep the Committee apprised and urged the group to promote the plan when possible.

i. 2008 Mini-Conference Program

Staff continues to work with the Valley Home Builder's Association and will be scheduling a meeting in early February to discuss the details, topics and schedules. Again we are looking at a full day workshop and training with a specific focus. Maybe the sessions would be repeated in summer and fall at different times to accommodate as many as possible Mr. Fowle stated that the Commissioners would be updated on progress.

8. Action Items

a. Approval of Contract with Schroeder Moving Systems

Mr. Fowle reminded the Committee that at the last meeting he was authorized to pursue a contract with Schroeder Moving Systems. After further discussion with the company all we need to do is draft a letter concurring with the terms in the scope of services. Mr. Fowle referred to the draft letter that was included in the packet and said he also has a clean copy for signature if approved by the Committee. Mr. Weiss said he did not receive a letter in his packet. Mr. Fowle provided a copy of the letter to Mr. Weiss for review. The letter concurs with the scope of services and that the cost of \$7,137 is an estimate. He noted that the cost could vary and is based on time and material. The schedule and dates have also been confirmed.

Mr. Koeppen moved to approve sending the letter agreeing with the terms of the moving contractor. The motion was seconded by Mr. Sanderfoot and passed unanimously.

b. Approval of phone System Contract with Enterprise Systems Group

Mr. Fowle said that similar to the prior item he would be sending a letter to Enterprise Systems Group confirming the proposed services, cost and schedule as well as the expectations from the Commission. The Committee reviewed the proposed service contract. Mr. Fowle noted that the software maintenance portion would not be required in our case, which can be as much as 10 percent of the cost. He added that the agency would likely not need an upgrade every year and staff would probably review the technology every few years. Staff will be installing most of the wiring, but the letter states the vendor would be available for technical questions and advice.

Mr. Sanderfoot asked if the service contract was within the budgeted amount for the phone system. Mr. Fowle said that it is under the estimate and that staff is comfortable with the proposal. Mr. Sanderfoot moved to authorize the letter to Enterprise System Group for phone service. The motion was seconded by Mr. Weiss and passed unanimously.

c. Review and Selection of Building Security Vendor Proposals

The Committee reviewed the material and Mr. Fowle said he would focus on the green sheet and three items. First is the access control system with key fobs that are swiped or waved near a sensor for entry on the front and rear door. The second item is the intrusion or alarm system. Mr. Fowle acknowledged that no system currently exists, but thought this would be a different situation with windows at ground level and a somewhat secluded area. We are currently looking at a motion sensor system. The group reviewed a building plan and discussed the location of the sensors. The third component is fire protection. Mr. Fowle said given the size and use of our building it would not require an elaborate alarm system. Mr. Fowle said that based on the cost we would likely put up smoke detectors after we move in to ensure the safety of staff.

The Committee reviewed the various vendors and Mr. Fowle recommended Lappen Security. The cost differential is not great, about \$700, and includes enhanced access control that allows us to keep track of all entries. The system knows who came in and out and allows us to prohibit access quickly by reprogramming the key fobs. The system can be integrated with the intrusion system. Some discussion followed regarding the off-site monitoring and long term cost. Mr. Fowle noted that the monitoring cost would be about \$200 per year.

Mr. Weiss move to approve the security system proposal from Lappen. The motion was seconded by Mr. Giese and passed unanimously.

d. Proposed Resolution 01-08: **AMENDING THE 2008 WORK PROGRAM AND BUDGET FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

Mr. Fowle described the 2008 Work Program provided in the packet and reminded the Committee that the levy rate portion of the budget was passed in August as per state statutes. The Committee reviewed the document as Mr. Fowle noted some amendments to the document based on final federal and state funding confirmations. He described the background information in the first several pages of the document and noted that some maps and tables still need to be added. The document describes each work element and includes person days and cost for, technically, 21.85 staff. The health insurance and salary adjustments are included. The insurance change saved roughly \$30,000.

Mr. Fowle said the levy rate, local contracts and grants are shown on the tables and described in the text. He referred to page 15 as the budget proposed that is very close to the previously adopted work program assumptions. He described the revenue sources and assumptions including another \$80,000 in contracts that would be needed. Mr. Fowle said that with projects already committed and those very probable, obtaining the funds to fill the gap should not be an issue. He added that as part of this we will also be considering 2009 and trying to line projects up

well in advance. He described the program revenues that must be factored in that include pass through funding for a couple of projects, some public service cost and miscellaneous income from map or photo sales.

On the expense side the Committee reviewed salaries and wages, health insurance, retirement cost, grant expenses for pass through, program expenses, local contract and the regional programs. Mr. Fowle explained that improvements continue to be made to better track projects and make sure they are being charged to the appropriate program and identified in the work program. He said the overall budget looks a lot better with a surplus or cash reserve, even after program and operating carry over has been subtracted.

Mr. Fowle asked if there were any additional questions and noted that the budget does factor in the moving cost and set up as discussed earlier. The total moving cost will be significantly higher than first anticipated, with some unexpected issues like the partition wall in the conference room that will cost over \$6,000. Some discussion followed regarding putting off some of the details until later, but the group agreed it would be more efficient and less troublesome to complete it as part of the project.

With no additional questions he referred to the next page that lists all the person day allocation that is split between expenses and benefits across all program items. The group reviewed the various program items. The most significant difference in the document is the technical assistance 2000 element that now list projects and the associated cost and time. Mr. Fowle said that this format will help when he visits the County Boards to explain what work is being done for them. He noted that this is different than passed contract and technical services elements because it is detailed in describing the work effort and cost. The group went through the appendices that include the overhead cost and other items in table form. He noted that the biggest difference is the cost of the office move. Mr. Fowle said he felt much more comfortable with this budget when compared to the process in previous years.

Mr. Sanderfoot moved to approve resolution 01-08. The motion was seconded by Mr. Weiss and Mr. Gents asked the Committee for any additional discussion. Ms. Cottrell said that with regard to the new building cost it possible that some will be capital expenditures that are treated differently and could help the Commission's bottom line.

After some discussion regarding the various expenditure and depreciation circumstances, Mr. Gents stated that a motion had been made and seconded and called for a vote. The motion to approve resolution 01-08 passed unanimously.

e. **Proposed Resolution 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. The Committee reviewed tables that compare employment composition in the Fox Cities and Oshkosh metropolitan area with the Commission's staff. With a number of females and one minority staff person, the table shows the agency composition is reasonable when compared to the region. Other tables show the goals for hiring in 2008, and with all things being equal in terms of qualifications; the Commission would hire a minority male or female, or a non-minority female.

Mr. Sanderfoot asked if the government specifies employment for certain contracts, where they dictate who must be hired. Mr. Raith said that they do not and that it has more to do with equal opportunity for employment laws that are formalized and posted in specific locations and

publications as defined in the AAP. Some discussion followed regarding AAPs in general and that guidelines are in place for specific requirements depending on the size of the work force.

Mr. Raith noted one change from last year is a specific policy on harassment that was formally included in the appendices. The question came up last year that in the event the Affirmative Action Officer was implicated in a harassment complaint, no formal process was in place to resolve the issue. Mr. Raith reviewed the written policy prescribing that the harassment complaint can be deferred to the Executive Director or the Chair of the Commission and Steering Committee. The policy provides options if the employee has concerns with contacting the Affirmative Action Officer.

Attachment A is the resolution for approval of the AAP that is very similar to last year and years prior. The next page shows the job actions over the course of the year that includes the departure of 3 staff, of which only one position was refilled. Mr. Fowle said job ads would be placed very soon to fill a planner or associate planner position depending on the applicants.

Mr. Raith noted that at the bottom of the table we do have some opportunity for internships and some efforts are underway to obtain a program and funding an intern position or two. The group discussed the benefit of young people gaining experience through the opportunity. Mr. Raith asked for any additional questions or comment regarding the AAP.

Mr. Sanderfoot moved resolution 02-08. The motion was seconded by Mr. Weiss and passed unanimously.

For the record Mr. Sanderfoot noted he would not be voting on the next agenda item (Resolution 03-08) based on his direct affiliation with the County.

- f. Proposed Resolution 03-08: **AUTHORIZING THE COMMISSION TO ENTER INTO A CONTRACT FOR PROFESSIONAL SERVICES 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. Fowle said that resolution 03-08 was essentially renewing a contract with the County to administer the 85.21 program. The contract is nearly the same as approved last year, with the exception of the Transportation Service Provider RFP work activities that are not required this year. The elimination of the RFP, solicitation and contracting process significantly reduced the cost to the County. Some discussion followed regarding the approvals by the County that has already placed the item in their budget.

Mr. Weiss moved to approve resolution 03-08. The motion was seconded by Mr. Koeppen and passed, with Mr. Sanderfoot abstaining from the vote.

9. Schedule Next Meeting and Agenda

Mr. Fowle said that the next meeting is scheduled for just after the Commission meeting on January 25, 2008 at the Outagamie County Board room. Mr. Fowle said the agenda will be primarily to approve the contract for phone service that will be either TDS or AT&T, and should be fairly short.

10. Adjourn

Mr. Giese moved to adjourn, seconded by Mr. Koeppen. The motion passed unanimously and the meeting adjourned at 2:15 P.M.