

SUMMARY OF PROCEEDINGS

Steering Committee
East Central Wisconsin Regional Planning Commission
ECWRPC Offices
April 26, 2007

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

Committee Members Present

Merlin Gentz, Chair..... Calumet County
Clifford Sanderfoot..... Outagamie County
Marshal Giese Shawano County
Duane Brown..... Waupaca County
Norm Weiss Waushara County
David Albrecht..... Winnebago County

Committee Members Absent

Ruth Winter Menominee County

Others Present

Eric Fowle Executive Director
Angie Cottrell Financial Specialist

- 1. Welcome and Introductions
- 2. Statement of Compliance with Wis. Stats. Ch. 19, Subchapter V, Sec. 19.84 Regarding Open Meetings Requirements.
- 3. Public Comment
- 4. Review and Acceptance of CY 2006 Audit

Mr. Fowle referred to the CY 2006 Audit provided by Schenck & Associates stating that both he and Angela Cottrell were intricately involved in its preparation this year. Several items were found in the draft audit that were incorrect and both he and Ms. Cottrell worked with the audit team to correct major errors, particularly with respect to how carryover funds from the NR-135 program were noted. Mr. Fowle noted that, while the bottom line of having an operational loss and only \$6,000 in total assets was of concern, improved methods of monitoring and tracking financial information will ultimately improve the Commission’s financial situation. After significant discussion on various aspects of the audit, Mr. Sanderfoot stated that the Steering Committee had more confidence in the present management than in years past with respect to this matter and that it is expected that ongoing and planned changes in both revenues and expenditures will improve the Commission’s financial health. A motion was made by Mr. Albrecht and seconded by Mr. Sanderfoot to approve the audit and recommend that it be forwarded to the full Commission. Motion passed unanimously.

- 5. Review and Approval of Letter of Intent for Gilbert Paper Office Space Project

Mr. Fowle referred to the updated Letter of Intent for the Gilbert Paper office space project stating that it is essentially the same as the one approved earlier with the exception of the company name and timeframes. The original terms as negotiated are included in the new letter of intent. Mr. Fowle updated the Committee on recent discussions regarding the project, particularly with respect to

timeframes and the City of Menasha's consideration of the developer's agreement. After minimal discussion Mr. Weiss made a motion to approve the updated letter of intent, seconded by Mr. Giese. Motion passed unanimously.

6. Reports:

a. 1st Quarter Financial Report

Mr. Fowle deferred to Ms. Cottrell to summarize the 1st Quarter financial report. Noting the updated information from the 2006 Audit, Mr. Fowle stated that a Steering Committee meeting should be held in June to review/discuss formal amendments to the 2007 budget. After some minor discussion, Mr. Giese made a motion to accept the 1st Quarter Financial Report, seconded by Mr. Sanderfoot. Motion passed unanimously.

b. Membership Issues

Mr. Fowle explained that with the transition of the Financial Specialist position it came to light that the Village of Marquette and the Town of Eden, Fond du Lac County owed past levy dues for 2006 and 2007. Mr. Fowle stated that he will send a formal letter to the communities requesting that this matter be addressed.

c. Commissioner Changes for 2007

Referring to a handout, Mr. Fowle noted that, due to a change in the Menominee County Board Chair position, Ms. Elizabeth Moses will, by default, be a new Commissioner. Additionally, Mr. Fowle stated that the local government representative for Winnebago County will need to be addressed by the County Board as Commissioner Arden Schroeder will be removed as a Commissioner as a result of losing the local election for Town Chair in the Town of Clayton.

d. Local Contract Status/WDOA Smart Growth Funding

Mr. Fowle reviewed the status of ongoing and potential local contracts stating that, at this time, sufficient prospects exist to hopefully meet the Commission's goal for filling its funding gap. Mr. Fowle also stated that the WDOA had announced its comprehensive planning grant awards for 2007 and that Menominee County was the only entity in the region to be funded this year. Preliminary discussions have already occurred with County staff regarding East Central's involvement in the project.

e. Receipt of Lakeshore Natural Resources Partnership (LNRP) Grant

Mr. Fowle announced that the Commission, on behalf of the Niagara Escarpment Resource Network recently received a \$2,000 grant from the Lakeshore Natural Resources Partnership to use for updating various educational materials used by the Network, and to fund an individual who will make eight separate presentations to each of the school districts which comprise the escarpment corridor. No cash match was required, only in-kind staff time and the grant must be completed by March, 2008. Mr. Fowle noted that a press release will be issued and that more information will be reported as the project is developed.

f. Submittal of NEWS Grant

Mr. Fowle reported that the final NEWS Grant to the WDNR was submitted and that staff will monitor its review and potential award. Mr. Fowle reminded the Committee that the

Commission would receive approximately \$6,000 of the total award for conducting administrative and financial record-keeping activities associated with the project.

7. Closed Session pursuant to Wis. Stat. 19.81 (1) for the Purposes of Discussing Personnel Matters.

A motion was made to go into closed session by Mr. Albrecht, seconded by Mr. Weiss. Motion approved unanimously after a roll-call vote.

A motion was made by Mr. Weiss and seconded by Mr. Albrecht to reconvene the meeting in open session. Motion passed unanimously after a roll-call vote.

A motion was made by Mr. Albrecht and seconded by Mr. Weiss to approve the salary adjustments for the Financial Specialist position as recommended by the Executive Director. Motion passed unanimously.

8. Other Business

No other business was discussed.

9. Adjourn