

SUMMARY OF PROCEEDINGS

**Steering Committee**

East Central Wisconsin Regional Planning Commission  
New London City Hall  
July 31, 2009

The meeting was called to order at 8:45 A.M. by Dick Koeppen, Chair.

Committee Members Present:

Dick Koeppen, Chair ..... Waupaca County  
Bill Barribeau ..... Calumet County  
Bob Hermes ..... Menominee County  
Clifford Sanderfoot ..... Outagamie County  
Marshal Giese ..... Shawano County  
Norm Weiss ..... Waushara County  
David Albrecht ..... Winnebago County

Staff / Guests Present

Eric Fowle, Exec. Dir. .... ECWRPC Staff  
Walt Raith, Assist. Dir ..... ECWRPC Staff  
Angie Cottrell, Controller ..... ECWRPC Staff

1. Welcome / Introductions of Members and Guest

Mr. Koeppen welcomed everyone.

2. Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirements

Mr. Fowle stated that the agenda was mailed and properly posted in accordance with State statutes.

3. Public Comment

No public comment was provided.

4. Approval of the June 17, 2009 Steering Committee Summary of Proceedings

Mr. Weiss motioned to approve the Summary of Proceedings for the June 17, 2009 meeting, seconded by Mr. Giese. Motion passed unanimously.

5. Informational Reports/Updates

a. Darboy Sanitary District SSA Appeal

Mr. Fowle said that he was notified that the Heart of the Valley Metro Sewerage District (HOV) will have a public hearing on the Darboy appeal on August 11 and when this date is confirmed, he will notify the Committee members. He distributed a letter, for the Committee member's information, that was received recently from the Town of Harrison to HOV.

b. Status of Commission Governor's Appointments

Mr. Fowle said that he has received two confirmations from the Governor's office, Ernie Bellin, Winnebago County and Clarence Wolf, Calumet County. He is still waiting on the appointment for Shawano County. Mr. Weiss noted that Mr. Strehlow from Waushara County received his confirmation yesterday.

c. County Board Annual Reports

Mr. Fowle noted that he has the presentation of the ECWRPC Annual Report to all the County Boards scheduled. He also will be meeting with the Planning and Zoning Committees to present the Annual Report and to discuss support of the EPA Brownfields grant resolution.

d. 2009 Financial Report

Mr. Fowle referred to Attachment 2, the Income Statement, which illustrates the year to date income figures as compared to the budget that was approved the end of January. He noted that there are no cash flow problems and does not expect any through the end of the year.

Ms. Cottrell explained that the Income Statement shows that the revenues are at 63 percent because a portion of the Commission revenues are received in the first and second quarters of the year.

Mr. Barribeau motioned to accept the Financial Report, seconded by Mr. Hermes. Motion passed unanimously.

e. Accumulated Retirement Debt Payoff Options

Mr. Fowle explained that for several years the Commission has had an outstanding debt with the Wisconsin Retirement System. Theoretically, this is to be paid off through the normal process of contributions the Commission makes, but it changes over time because of the interest rate and the dollar amount has not gone down.

Ms. Cottrell said that after discussions with the other RPCs, the Commission is among a few that have a remaining balance. She explained the options. An option is to make additional payments each year to lower the principal. Another option is to go to a local lending institution although she has not received positive responses back from them. Ms. Cottrell noted that one financial institution, who would like to get the Commission business, seemed positive and would provide a loan in the low six percent range, but would only guarantee that rate for five years. She asked for the Committee input on this issue.

Discussion followed regarding bonding possibilities for the Commission. It was concluded that Mr. Fowle would speak to the Finance Directors from Outagamie, Shawano, and Winnebago counties regarding potential bonding arrangements.

6. Acceptance of the Town of Taycheedah (Fond du Lac County) Request for Withdrawal from Membership Beginning in 2010

Mr. Fowle referred to the letter from the Town of Taycheedah requesting withdrawal from the Commission. He said that he and Mr. Raith did attend a town board meeting to discuss the withdrawal but their decision did not change.

Mr. Fowle noted that he received a call from a Town of Taycheedah sanitary district commissioner expressing concerns with the Town's withdrawal and the cost implications to the sanitary districts for sewer service amendments. The commissioner was going to approach the board regarding these additional costs.

Mr. Fowle stated that another issue with the Town of Taycheedah withdrawal is the fact that the town is part of the Fond du Lac MPO and that WisDOT matching funds are provided by their tax levy. This item will be addressed at the next Fond du Lac County Transportation Policy Board meeting.

Mr. Albrecht motioned to accept the withdrawal of the Town of Taycheedah, seconded by Mr. Sanderfoot. Motion passed unanimously.

7. **Proposed Resolution No. 13-09: Adoption of the Preliminary Year 2010 Budget and Final Tax Levy for the East Central Wisconsin Regional Planning Commission**

Mr. Fowle referred to Table 3 which indicates a -4.81 percent or \$38,710 decrease in Commission revenues but no tax levy increase to the counties. He noted that with the portion of growth, some counties benefited significantly.

Mr. Fowle discussed the Preliminary 2010 Budget. He indicated that an increase in intergovernmental revenues particularly from federal and state grants are anticipated which include the SRTS program and the EPA brownfield grant monies. Mr. Fowle noted that of the \$128,000 needed in local contracts, \$104,000 is not secured.

Under operating expenses, salaries will remain the same, with no funds for merit or cost of living increases, but does include one vacant position which would be an entry level position. A nine percent increase has been included for the health insurance.

A brief discussion on health care costs followed.

Mr. Albrecht motioned for approval of Proposed Resolution No. 13-09, seconded by Mr. Barribeau. Motioned passed unanimously.

8. **Proposed Resolution No. 14-09: Amending the 2009 Work Program to Include the Acceptance of Supplemental Water Quality Funds from the Wisconsin Department of Natural Resources and Committing the Corresponding Match of Commission Levy Funds**

Mr. Fowle explained that additional dollars were available through DNR to be awarded to sewer service area entities. The Commission was allocated \$12,760 with a 50 percent Commission match. These funds would be allocated over two years, the remainder of 2009 and 2010. He said that the Work Program needs to be amended to accept the DNR dollars and commit the match for 2009 and 2010. These funds will be used for water quality/sewer service area related services.

Mr. Fowle noted that he met with the Wisconsin Geological National History Survey (WGNHS) staff and discussed the possibility of future recharge mapping for the East Central region utilizing their new Soil/Water Balance Model, a GIS-based process which incorporates soils, slope and land use as the primary inputs. This WGNHS has provided options, on the high side the cost would be \$30,000 for seven counties. The DNR funds would be used in house to pay the Commission's GIS staff to prepare data to provide to the WGNHS and contract with them to facilitate the balance of the work. Additional funds to complete the project would be sought from the Commission's NR-135 Non-Metallic Mining Reclamation Program. Approval from the DNR and the program counties will be needed to go forward with the project. A brief a discussion followed regarding the NR-135 Program.

Mr. Sanderfoot motioned for approval of Proposed Resolution No. 14-09, seconded by Mr. Albrecht. Motioned passed unanimously.

9. Proposed Resolution No. 15-09: **Amending the 2009 Work Program to Include a Regional Safe Routes to School Coordinator Program Funded by the Wisconsin Department of Transportation**

Melissa Kraemer-Badtke explained that she prepared a proposal for the Safe Routes to School (SRTS) Program and submitted it to WisDOT. WisDOT is interested in and agreed to establish a safe routes to school coordinator that could assist a number of communities and school districts with a consistent regional program. She explained that staff would be preparing a Regional Safe Routes to School Plan that would include information about all of the schools in the region, with more detail about those with active SRTS programs.

The plan would help to priorities technical assistance needs in the region and the various levels of service that would be required. Some schools already have an active SRTS program and would not require a lot of assistance. Other schools need to organize an SRTS program, identify safety issues and concerns and prepare plans that could be used to justify funding for infrastructure projects or education as part of the SRTS program.

Mr. Giese motioned for approval of Proposed Resolution No. 15-09, seconded by Mr. Barribeau. Motioned passed unanimously.

10. Proposed Resolution No. 17-09: **Approving a Contract for Services Between the East Central Wisconsin Regional Planning Commission and the Wisconsin Department of Natural Resources for the Development of the Waupaca County Fire Zone Map Atlas**

Mr. Fowle said the fire zone map atlas is an 11 x 17 book using air photos showing all the structures within the county and designates different zones for wild fire responses. The atlas is a tool used by emergency management responders and the DNR. The DNR had money available and through an RFP process, the Commission was selected. The contract will be for \$19,800. Mr. Fowle requested the Committee's approval to enter into this contract.

Mr. Albrecht motioned for approval of Proposed Resolution No. 17-09, seconded by Mr. Weiss. Motioned passed unanimously.

11. ~~Proposed Resolution No. 19-09: **Amendment to the Transportation Improvement Program for the Fox Cities and Oshkosh Urbanized Areas — 2009 (Removed as this action is not required)**~~

12. Review and Discussion on Updating of Resolution No. 11-90 Pertaining to SSA Charges for Non-Member Communities

Mr. Fowle noted that a copy of Resolution 11-90 regarding sewer service activities was attached to the Committee member's packet for informational purposes. He stated that since this resolution is almost 20 years old, the dollar amounts should be updated and additional language/charges should be added to compensate for sewer service amendment appeals.

13. Potential for Formation of Non-Profit Entity/Associated with the Fox Wisconsin Heritage Parkway

Mr. Fowle said that as the Fox-Wisconsin Heritage Parkway project moves forward, there may be another role the Commission could get involved with, the ability to raise funds for the management of the Parkway.

A separate non-profit entity could be tied to the Commission in order to facilitate some of the activities in the Parkway. He noted that other RPCs have formed non-profit attachments and would like to further explore this possibility with the Friends of the Fox. After some discussion Mr. Fowle said he would investigate the potential further and report back to the Committee.

14. Next Meeting & Agenda

- a. Fox Wisconsin Heritage Parkway Funding Work Program Amendment
- b. Outagamie County 85.21 Contract for 2010
- c. Update of Resolution 11-90
- d. Update on Non-Profit Entity Discussion
- e. Commission Strategic Planning Activities
- f. Audit Services RFP

The next meeting will be August 28 at 9:00 A.M. at ECWRPC offices.

15. Adjourn

Mr. Albrecht motioned for adjournment, seconded by Mr. Weiss. Motion passed unanimously.