

SUMMARY OF PROCEEDINGS

Steering Committee

East Central Wisconsin Regional Planning Commission
ECWRPC Offices
August 24, 2009

The meeting was called to order at 1:30 P.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
John Forster Fox River Parkway

1. Welcome / Introductions of Members and Guest

Mr. Koeppen welcomed John Forster representing the Fox River Parkway.

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 July 31, 2009 Steering Committee Summary of Proceedings

Mr. Sanderfoot motioned to approve the Summary of Proceedings for the July 31, 2009 meeting, seconded by Mr. Hermes . Motion passed unanimously.

5. Informational Reports/Updates

a. Darboy Sanitary District SSA Appeal

Mr. Fowle said the Heart of the Valley Metro Sewerage District will hold a public hearing on the annexation request by Darboy Sanitary District on September 9. He informed the Committee that he had discussed what the Commission's position on the issue is with the Commission's attorney. He presented draft comments to the Committee.

b. Status of Commission Governor's Appointments

Mr. Fowle said he was still waiting on two Governor appointments, Shawano and Menominee Counties.

c. Update on Community/County Membership Issues

Mr. Fowle noted that he has not received any correspondence as to whether the Town of Taycheedah has reversed their decision to dissolve their membership with the Commission. The main concern with the Town not being a member is how to handle their participation in the Fond du Lac MPO. Mr. Fowle presented possible scenarios.

d. 2009/ 2010 Budget Updates

Mr. Fowle stated that the Commission's budget for 2009 was on track. Work has begun on the 2010 Work Program and draft sections will be presented to the Committee in October.

6. Review and Possible Action on Accumulated Retirement Debt Payoff Options

Ms. Cottrell presented options for action on the Accumulated Retirement Debt payoff. She noted that the balance is \$123,000 with payments through the year 2029. Ms. Cottrell explained how the interest is calculated by the State and that the Commission is paying more in interest than on the principal.

A discussion on the options followed. A motion was made that Mr. Fowle would bring a proposal with a monetary amount for an additional 2009 payment on the retirement debt back to the Committee at the end of the year with the probability that an additional payment will be added to 2010 budget.

Mr. Albrecht moved to approve the motion, seconded by Mr. Giese. Motion passed unanimously.

7. Review and Possible Action on Annual Audit Services RFP Responses

Ms. Cottrell said that by the next Committee meeting she should have the responses back to present to the Committee.

8. Proposed Resolution No. 18-09: **Amending the By-Laws of the East Central Wisconsin Regional Planning Commission**

Mr. Fowle explained that Proposed Resolution No. 18-09 amends the By-Laws to clarify procedures for accepting outside funds and committing local levy funds in an expedient manner and to clarify the role and responsibilities of the Nominating Committee with respect to the Planning Committee assignments. He highlighted the language changes in the By-Laws: Article V, Section 5, Chairman; Article VI, Section 2-A – Steering Committee; Article VI, Section 2-A, Item 2; Article VI, Section 2-B, Item 1, and 2; and Article VI, Section 5 – Nominating Committee.

Mr. Giese motioned for approval of Proposed Resolution No. 18-09, seconded by Mr. Hermes. Motion passed unanimously.

9. Proposed Resolution No. 20-09: **Updating Costs Pertaining to Sewer Service Area Activity Charges for Non-Member Communities within the East Central Region**

Mr. Fowle noted that Resolution 11-90, adopted in April, 1990, that specified sewer service related costs for non-member communities/counties needed to be updated to reflect current costs. He explained the cost analysis that was done and the suggested fees that would be charge for the various sewer service activities.

A question was asked whether these charges would encourage nonmembers to become members. Mr. Fowle replied that initially that was the intent, but there is no evidence that has occurred.

Mr. Fowle said that if these proposed costs are going to be applied to our member communities/counties, they should be notified to allow feedback. Payments would be made at time of service request. Proposed Resolution No. 20-09 has table of costs attached which applies to members and nonmembers, with members receiving a 50 percent discount. Mr. Fowle requested that the Committee tentatively approve Proposed Resolution No. 20-09. A memo will then be sent out to affected individuals informing them of the changes. The resolution will be brought before the Community Facilities Committee for their approval and then the full Commission at the October Quarterly meeting.

Mr. Giese motioned to tentatively approve of Proposed Resolution No. 20-09, seconded by Mr. Albrecht. Motion passed unanimously.

10. Proposed Resolution No. 21-09: **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. Kakatsch stated that Proposed Resolution 21-09 renews the contract with Outagamie County to assist in the administration of the 85.21 County Elderly and Disabled Transportation Assistance Program. Mr. Kakatsch reminded the Committee that the Commission has been working with Outagamie County on the 85.21 Program for the past three years. The State program is utilizes transit funding that is allocated to the County. The majority of the work required through this contract is to prepare the annual grant and provide it to the State for review.

Mr. Weiss motioned for approval of Proposed Resolution No. 21-09, seconded by Mr. Sanderfoot. Motioned passed unanimously.

Mr. Fowle asked the Committee if the Commission should pursue this type of contract with other member counties. A brief discussion followed.

11. Proposed Resolution No. 22-09: **Amending the 2009 Work Program to Include the Fox Wisconsin Heritage Parkway Program and Acceptance of Funding from the Oshkosh and Fox Valley Community Foundation**

Mr. Fowle stated that Proposed Resolution No. 22-09 accepts the funding from the Oshkosh and Fox Valley Community Foundations (\$19,000 each over three years) and amends the 2009 Work Program to include the funding. This funding will be included in the 2010 and 2011 Work Program.

Mr. Fowle noted that the development of the National Heritage area designation is underway. The designation was received well by the congressional delegation. It is not earmarked for funding, only designation.

Discussion followed clarifying that the Commission's commitment is staff time only and that this project does not affect the Commission Technical Assistance Program.

Mr. Barribeau motioned for approval of Proposed Resolution No. 22-09, seconded by Mr. Hermes. Motioned passed unanimously.

12. Review of Draft Materials for Formation of Non-Profit Entity Associated with the Fox Wisconsin Heritage Parkway.

Mr. Baron and Mr. Forster spoke to the Steering Committee about the creation of a Non-Profit management structure for the Fox Wisconsin Heritage Parkway (FWHP). This structure was identified in the Feasibility Study that was submitted to the National Park Service and congressional

delegation. Further discussion entailed a potential agreement where East Central would provide accounting services on a time and material basis for the FWHP based on a contract that would be renewed annually. These services would be performed by Angie Cottrell from East Central. Mr. Baron and Mr. Forster asked that at a later date a resolution be passed by the Steering Committee to authorize East Central to provide these services.

13. Approval of Interim Staffing Services to City of Waupaca

Mr. Fowle said that due to the departure of a planning staff member from the City of Waupaca, the Commission has offered to provide interim planning services to the City at no cost as a benefit of Waupaca County's membership. Due to budget concerns the City of Waupaca is unable to fill their planning position for the balance of 2009, the Administrator and the Public Works Director have taken on the majority of responsibilities. Mr. Fowle stated that Kara Homan from the Commission staff will assist the City one day a week for nine weeks, commencing September 2, 2009 and ending October, 2009. If assistance is needed for a longer period of time, a contract will be written. The contract will include a non-compete clause.

Mr. Giese motioned for approval to provide interim planning services to the City of Waupaca, seconded by Mr. Weiss. Motion passed unanimously.

14. Commission Strategic Planning Activities

Mr. Fowle distributed a handout to the Committee for their review explaining Strategic Planning.

15. Next Meeting & Agenda

The next meeting will be 9:00 A.M., October 30, 2009 at ECWRPC offices.

16. Adjourn

Mr. Weiss motioned for adjournment, seconded by Mr. Albrecht. Motion passed unanimously. Meeting was adjourned at 3:20 P.M.