

SUMMARY OF PROCEEDINGS

Steering Committee
East Central Wisconsin Regional Planning Commission
ECWRPC Offices
September 27, 2007

The meeting was called to order at 2:31 p.m. by Merlin Gentz, Chair.

Committee Members Present

Merlin Gentz, Chair..... Calumet County
Brian Kowalkowski Menominee County
Dick Koeppen Waupaca County
Norm Weiss Waushara County
David Albrecht Winnebago County

Committee Members Excused

Clifford Sanderfoot..... Outagamie County
Marshal Giese Shawano County

Others Present

Eric Fowle..... Executive Director
Scott Konkle NR-135 Reclamation Specialist

- 1. Welcome / Introductions
- 2. Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirements.
- 3. Public Comment
- 4. Announcements / Information

2007 Wisconsin Good Government Award

Mr. Fowle introduced Scott Konkle, NR-135 Reclamation Planning Specialist, and noted that he was responsible for the Commission receiving the Foth, Inc. 2007 Wisconsin Good Government Award and the \$1,000 Community Enhancement Grant. The award will be presented at the WCA Annual Conference. Mr. Fowle stated that he felt any Commissioner that is present at the Conference, along with Walt Raith should accept the award. Mr. Fowle noted that the \$1,000 that accompanies the award should be reinvested into the NR-135 Program or a project related to the program. He suggested two options (1) hold a workshop/conference geared toward the operators or (2) assist the Town of Harrison rectify the Village of Sherwood wastewater treatment plant and Michaels Quarry flooding issues on Kessler Road by removing the road and restore the wetland area. An additional grant possibly could be obtained to assist with the cost of that project. Mr. Albrecht suggested that the money could be used in the new office for something for the employees. Chair Gentz stated that he supported the idea of a workshop to assist the operators understand the NR-135 Program.

Mr. Konkle briefly explained the NR-135 Program, problems that face the operators and changes that have taken place over the years with the program.

a. Commissioner Changes (R. Wollangk/Y. Feavel positions)

Mr. Fowle stated that Mr. Wollangk has resigned from his position as City Manager of Oshkosh effective mid October. Mr. Wollangk stated that after discussions with the Mayor, he will be attending his last Commission meeting representing the City of Oshkosh on October 26th. Mr. Fowle noted that Ms. Feavel has been ill, but recently attended the Waushara County Board Meeting. Mr. Weiss stated that Ms. Feavel is doing as well as can be expected, although due to her health, may not run again for county supervisor in April.

b. Staffing Changes – EDA Program

Mr. Fowle informed the Committee that Ms. Kaup had an opportunity to take a position with New North Inc. as a research and marketing assistant. Ms. Kaup's last day was September 24, 2007. Mr. Fowle noted that Kara Homan will move into Ms. Kaup's position and take over the economic development responsibilities of the EDA Program and rural development, and continue with the demographics responsibilities of her present position. He stated that Ms. Homan's position will not be filled until 2008 and at that time it will be filled with an entry level planner.

c. Sick Leave Policy Information

Mr. Fowle indicated that Mr. Walter, Director of Bay-Lake RPC, had obtained personnel information regarding sick leave policies from other RPCs for his Executive Committee and passed it on to the Commission for reference.

d. Membership Issues/Opportunities

Mr. Fowle indicated that the Calumet County Planning and Zoning Committee brought forth an item to the County Board agenda regarding whether or not to send a letter to the Commission stating their potential intent to withdraw as a member. After significant discussion at the County Board meeting, the vote to send a letter was defeated 10-9.

Chair Gentz explained to the Committee one of the issues concerning the county is what East Central does for the towns and another is East Central's role in the sewer service issues that have been taking place between the Town of Harrison and City of Kaukauna.

Mr. Fowle stated that the Commission's job is to meet the needs of the county and the region as a whole. A discussion followed on the needs of the counties and the communities and the advantages of regional programs like the NR-135 Reclamation Program being administered by the Commission.

Mr. Fowle noted that he received a phone call from the Village of Rosendale in Fond du Lac County regarding the procedure for withdrawal from the Commission, but at this date nothing else has occurred. He stated that the Town of Princeton in Green Lake County has requested information regarding membership which he has provided them.

Mr. Fowle informed the Committee that he and Trish Nau, GIS Coordinator, met with Tom Onofrey, Zoning Administrator and Jerry Smart, Land Information Officer in Marquette County. Mr. Fowle noted that Marquette County has not been a member for approximately five years and explained some of the reasons that lead to their withdrawal. Marquette County will be included in the Fox River Heritage Corridor planning as well as the Ice Age Trail planning as these are regional projects using non-levy funds. He stated that because

Marquette County is not a member, he will make sure that those projects are not subsidized by Commission dollars.

Mr. Fowle noted that non-member entities such as Marquette and Green Lake County officials are on the Commission's mailing list for the newsletter and mini-conferences. Mr. Fowle asked the Committee if non-members should remain on the mailing list. The consensus of the Committee was to leave the non-members on the mailing list.

e. Wisconsin Realtor's Association Meeting re: Smart Growth

Mr. Fowle stated that he was requested by Shawano County to set up a meeting with them and Tom Larsen from the Wisconsin's Realtor's Association, and his regional staff person, Jennifer Sunstrom to discuss the County's Smart Growth Plan. He is trying to schedule a meeting for the end of October with Shawano County's administrator, possibly Catherine Neiswender for Winnebago County, Mike Hendrick, Planning Director of Outagamie County, the Wisconsin Realtor's Association and two of their other realtor clients to discuss how to work better together on smart growth planning.

A brief discussed followed concerning the smart growth planning issues that have come up at the County level regarding the realtors.

5. Updates

a. New Office Space / Groundbreaking Ceremony

Mr. Fowle stated that the lease is completed and the attorneys have signed off on it and copies have been executed. The present landlord, Mr. Laeyendecker has been notified that the lease on the present office space will be terminated and a request for the security deposit of \$3,851 be returned upon departure.

Mr. Fowle will be meeting with Randy Stadtmueller, his staff and the architects to discuss details of the interior. The groundbreaking is scheduled for 5:00 today after this meeting.

b. 2007/2008 Local Contracts / Opportunities

Mr. Fowle referred to attachment #2 in the packet which is a summary of the completed, ongoing, and potential contracts. He updated the Committee on some of the potential contracts. In 1997, the Commission prepared and adopted a Fox River Heritage Corridor Plan and with the resurgence of the interest in the locks an update is needed. Mr. Fowle referred to the summary showing the commitments of \$73,500 to fund this project. A balance of \$35,500 remains, and potential sources are still being sought. The project will begin this October and by June 2008 an update of the plan should be completed. The second year and half to two years of the program would essentially fund Mr. Kleckner's position half-time to work with local units of government concerning projects related to the Fox River. Mr. Fowle stated that a formal memorandum of understanding with Bay-Lake RPC would be signed to allow staff to work in their region on this project. He also will work with Southwestern RPC to encourage them do a parallel planning effort to include the Wisconsin River.

Mr. Fowle stated that the Town of Lamartine has requested an updated scope of services to prepare a smart growth plan. He is also working with the Town of Greenville to prepare a scope of services for Community Capacity Management project that relates to their land use, planning activities and looks at staffing and functional issues of town government.

c. Town of Eden Past Due Membership Fees

Mr. Fowle reminded the Committee that the past due dues for the Town of Eden were discussed at a previous meeting, and by the direction of the Committee he sent a letter to the Town Clerk requesting payment. He has not received a response from the Town even after repeated phone calls to the Clerk.

A discussion followed regarding options to obtain the past due amount. The consensus of the Committee was to continue pursuing the amount due and continuing billing the Town monthly.

In discussing the above matter, Mr. Albrecht mentioned a related issue on local governments owing money to other governments. Mr. Albrecht stated that a change will be taking place within the Winnebago County's Economic Development Committee. The Committee loans money to municipalities and the loan is guaranteed. New legislation is occurring stating that the municipalities will not have to guarantee the loans; therefore, the Committee will not be borrowing money out anymore. He questioned whether this legislation will affect the Commission's economic development activities? Mr. Fowle stated it should not at this point. A discussion followed concerning how this legislation will affect outstanding loans and regarding the Revolving Loan Fund project. Mr. Albrecht stated he would try to find more information on the legislation and forward it to Mr. Fowle and the Committee.

d. Salary Study

Mr. Fowle stated that he has discussed with Professor Karen King from the UW-Oshkosh the possibility of have a student or a couple of students do a salary study for the Commission as a school project. He has received responses from two graduate students who would be interested in undertaking the project and is anticipating that the project will begin in late October or early November. There is no cost to the Commission by having the students undertake the project.

e. 2008 Technical Assistance Program Request Procedures

Mr. Fowle indicated that he will be distributing a letter and a project request form to the chief elected official of each member county and community in the region soliciting technical assistance local level projects for the upcoming year. The projects would be selected and ranked in order to be scheduled in a reasonable timeframe and in accordance with the staff's expertise and availability. Mr. Fowle explained the request form and the ranking system.

A discussion followed regarding the request form and the ranking system with the Committee agreeing that this new procedure would definitely aid both the municipalities and the Commission.

Mr. Koeppen asked if the Commission has the ability to provide expertise on obtaining grants for various departments or just economic development. Mr. Fowle answered that historically the Commission has not been involved in writing grants, but does assist with demographics, etc. for the grant application. He noted the pros and cons of a regional planning commission being involved in writing grants.

6. Proposed Resolution No. 22-07: Proclaiming October as Community Planning Month within the East Central Region

Mr. Fowle explained that Proposed Resolution No. 22-07 is a result of the American Planning Association and the local chapter of the American Planning Association efforts to encourage Governor

Doyle to designate the month of October as Community Planning Month in Wisconsin. The designation encourages local units of government and others to adopt a resolution proclaiming the month as such.

Mr. Koeppen moved to adopt Proposed Resolution No. 22-07, seconded by Mr. Kowalkowski. Motion passed with 5 ayes, 0 nays.

7. Approval of a Contract between ECWRPC and Menominee County/Town to Prepare a Smart Growth Plan

Mr. Fowle referred to the contract that has been signed by Menominee County/Town to prepare a smart growth plan. The Commission assisted the County in re-submittal of a smart growth application and the County received funding in the amount of \$36,000. Mr. Fowle noted that the mapping for this contract which is typically prepared by the Commission staff will be prepared by the County.

Mr. Weiss moved to approve the contract between the Commission and Menominee County/Town, seconded by Mr. Koeppen. Motion passed with 4 ayes, and 1 abstaining vote (Mr. Kowalkowski)

8. Approval of a Contract between ECWRPC and the Villages of Kimberly & Combined Locks to Prepare a Smart Growth Plan.

Mr. Fowle stated that Villages of Kimberly and Combined Locks have signed a contract requesting the Commission to prepare a smart growth plan for them to meet State requirements. He noted that most of the meetings would be held jointly between the communities, the contract is not to exceed \$31,500, and that Mr. Kleckner will be the lead on the contract.

Mr. Albrecht moved to approve the contract between the Commission and the Villages of Kimberly and Combined Locks, seconded by Mr. Weiss. Motion passed with 5 ayes, 0 nays.

9. Approval of a Contract between ECWRPC and the Fox Cities Economic Development Partnership (FCEDP) to Perform Updates of Industrial Park Mapping.

Mr. Fowle explained that the Fox Cities Economic Development Partnership is a consortium of entities within the Fox Cities region. He stated that this contract is to perform a GIS map update to the industrial parks for the entities in the FCEP and have the mapping placed on a website. This project was originally completed at no charge under technical assistance, but due to the time allocation necessary to complete the work, the update is not feasible on a 'no charge' basis. The Partnership has signed a contract for \$1,500 for the Commission to do the work.

Mr. Kowalkowski motioned for approval of the contract, seconded by Mr. Koeppen. Motion passed with 5 ayes, 0 nays.

10. Review and Possible Action on Office Moving Estimates & Selection of Contractor

Mr. Fowle stated that he included estimates from three contractors for the office move in the packet for review by the Committee, although a selection is not imperative at this time.

A brief discussion followed regarding the estimates, the references and the possibility of checking into one additional local moving company.

11. Discuss SSA Amendment Appeal Procedures for 10/26/07 Commission Meeting Agenda

Mr. Fowle stated that a letter was received from the Town of Harrison formally requesting an appeal to the Community Facilities Committee's decision. He provided the Committee with copies of the appeal procedures that are published in the Commission's sewer service polices. Mr. Fowle updated the Committee on the circumstances of the situation and his discussions with both the City of Kaukauna and the Town of Harrison.

Mr. Fowle indicated that the procedures to follow in an appeal should include: staff providing the Commissioners will accurate information regarding the situation that lead up to the appeal; be efficient and equitable providing each the Town of Harrison and the City of Kaukauna ample time to express their views and written documents supporting their position on the situation; provide an opportunity for the Community Facilities Committee to express justification for their decision; and allow the Commission as a whole time to debate the issue on the floor. The Commissioners will have to make a decision to uphold, modify or reverse the Community Facilities Committee's decision. If the Town of Harrison is not satisfied with the final decision they can appeal the decision to the Department of Natural Resources.

A discussion followed regarding the timeline of providing documentation for the appeal to the full Commission.

Chair Gentz stated that a time limit of fifteen minutes should be set for each party to present their case with the Town of Harrison and the Darboy S.D. being considered one party. He indicated after that period of time the floor should be opened up to the Commissioners to ask questions and express comments and a motion will be needed to uphold, modify or reverse the decision.

Mr. Fowle asked if a list of the options should be provided to the Commissioners. The consensus of the Committee was that a list of options should be provided in the Commission packet.

12. Discussion on 2007/08 Mini-conference Format & Potential Valley Homebuilders Assoc. Partnership

Mr. Fowle stated that after discussions with Valley Homebuilders Association he concluded that as a business entity and association representing home builders and the Commission as planners have very similar goals and align well with each other. The Association has noticed that the market and the demand are changing and they want to be prepared for it. They have been considered as a potential partner in the next year of mini-conferences because they and the Commission have the same goals and mission and collectively need to work on the issues related to housing affordability in the market.

The UW-Extension has participated in the mini-conferences for the past twenty years, and with some changes internally the Extension, as an agency, has become more concerned about performance measures. The extension agents are not convinced that the information at our mini-conferences is actually going back to the communities and being used effectively.

Mr. Fowle stated that an idea was brought up that the Commission should totally revamp the format of the mini-conference and cut back to a single or possibly two events a year that would be more intense. The new format may involve a morning session with education and an afternoon session of possibly getting out in the field for visuals of the topic being discussed.

Mr. Fowle stated that the mini-conferences in conjunction with the Quarterly Commission Meetings typically cost the Commission \$4,500 per year. That money could be used for a single day or two single day programs. Mr. Fowle asked the Committee if the same format should be continued or should the Commission consider changing the format.

Discussion followed concerning the reasons that county board supervisors and public officials attend the mini-conferences and the distribution of materials provided at the mini-conferences getting back to the county or communities.

The Committee agreed to change the format of the mini-conference, possibly changing the target of the mailing list, and having a longer lead time allowing Commissioners to inform their board members and communities about the upcoming event.

Mr. Fowle noted that he will put an article in the upcoming newsletter stating that there will be no mini-conference in October and that the format will be changing.

Mr. Fowle asked if there was any objection or concern about partnering with Valley Homebuilders for the next or possible the next two events/training sessions with focus on the issues dealing with housing, affordability and the market. This partnership would only be for the next round of conferences, the 2007-08 season. There were no objections or concerns.

13. Discussion and Possible Action on ECWRPC Quarterly Meeting Dates / Meeting Schedule

Mr. Fowle stated that La Sure's in Oshkosh had been reserved for the October mini-conference and the Quarterly Commission Meeting. Given the previous concurrence of not holding the October mini-conference, that reservation will be canceled and a new place will be sought to hold the Quarterly Meeting. He suggested the Winnebago County Courthouse for the October quarterly meeting and changing the meeting to a morning meeting since there will be no mini-conference. The consensus of the Committee was to hold the Quarterly Meetings in the mornings at 10:00 A.M. with the exception of the October meeting which should be scheduled for 9:00 A.M. due to the additional time needed for the SSA appeal request.

A brief discussion followed regarding the July Quarterly Meeting, attendance, time and location.

14. Discussion on Potential ECWRPC By-Law Changes for 2008 Annual Meeting

Mr. Fowle informed the Committee he has reviewed the by-laws and he has drafted some changes to be made at the April Quarterly Meeting. Mr. Fowle discussed the draft changes. It was suggested that Mr. Fowle check with the attorney on whether or not a two-thirds vote is required to adopt the budget.

15. Adjourn

Mr. Albrecht motioned to adjourn, seconded by M. Koeppen. Motion passed unanimously. Meeting adjourned at 4:45 P.M.