

SUMMARY OF PROCEEDINGS

Steering Committee

East Central Wisconsin Regional Planning Commission
ECWRPC Offices
October 30, 2009

The meeting was called to order at 9:15 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 the Committee members

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 October 12, 2009 Steering Committee Summary of Proceedings

Mr. Fowle requested the approval of the Summary of Proceedings from the October 12 meeting be tabled until the next meeting. A motion was made by Mr. Giese to table this item, seconded by Mr. Weiss. Motion passed unanimously.

5. Informational Reports/Updates

a. 3rd Quarter, 2009 Financial Report

Mr. Fowle said that the Commission at the end of 2010 should be in the black.

Ms. Cottrell explained the financial statement that was handed out. She reminded the Committee that the Commission receives a large portion of their revenue in January. The budget is at 80 percent, total operating expenses are at 72 percent, and contract expenses are at 65 percent. She noted that while \$38,000 was budget for a new car and a new server, only the server will be purchased this year.

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

6. Approval of Request to Winnebago County for Accumulated Retirement Debt Bonding

Ms. Cottrell referred to a letter included in the packet that was sent to Winnebago County requesting them to issue a bond to the Commission to pay off the Commission's unfunded pension liability with the State of Wisconsin. She noted that the interest rate paid by the Commission will be equal to the rate incurred by the County and will be determined by the terms of the actual bond issue.

Mr. Albrecht motioned to approve the terms of the request, seconded by Mr. Hermes. Motion passed unanimously.

7. Review and Consideration of Bank Proposals for Commission Banking Activities

Ms. Cottrell stated that after comparison of banking facilities, she recommended Associated Bank because they are able to provide the various banking activities that the Commission requires.

Mr. Sanderfoot motioned to approve the Commission's banking activities to Associated Bank, seconded by Mr. Giese. Motion passed unanimously.

8. Approval of Memorandum of Understanding for Planning Services to the City of Waupaca for 2009.

Mr. Fowle said the Commission will continue to assist the City of Waupaca with planning services for November and December of 2009 and will be entering into a formal contract for these professional services for 2010. He stated that the City agreed to compensate the Commission for the balance of 2009 at half the billing rate of the 2010 contract. The City requested that the services for the balance of 2009 be in a Memorandum of Understanding format.

Mr. Barribeau motioned to approve the Memorandum of Understanding, seconded by Mr. Hermes. Motion passed unanimously.

9. Proposed Resolution No. 28-09: **Authorizing the Commission to Enter into a Contract for Professional Services between the East Central Wisconsin Regional Planning Commission and the City of Waupaca Planning Services**

Mr. Fowle noted that a copy of the contract for professional services for 2010 for the City of Waupaca is included in the packet. The service is for one day a week for eight hours at the standard billing rate, resulting in a cost to the City of \$24,153. The Commission will cover the cost of mileage. A non-compete agreement will be signed by Kara Homan, who will be assisting the City with the planning services.

Mr. Weiss motioned to approve Proposed Resolution 28-09, seconded by Mr. Barribeau. Motion passed unanimously.

10. Proposed Resolution No. 16-09: **Authorizing the Commission to Enter into an Agreement with the U.S. Geological Survey to Administer Funding for the Acquisition of 2009/2010 Aerial Photography to Use in the National Geospatial Intelligence Agency (NGA).**

Ms. Nau said the Proposed Resolution would authorize the Commission to enter into an agreement with the U.S. Geological Survey to administer funding for the acquisition 2010 Aerial Photography to be used in the National Geospatial Intelligence Program. She explained that NGA is a Department of Defense combat support agency and a member of the national Intelligence Community (IC).

NGA develops imagery and map-based intelligence solutions for U.S. national defense, homeland security and safety of navigation. NGA is looking for imagery in the Fox Valley urbanized areas - Calumet, Outagamie, Winnebago and Fond du Lac counties. Ms. Nau said that USGS informed her that the Commission was eligible for funds totaling \$57,750 that would be distributed to these four counties. Calumet County would receive \$7,965, Fond du Lac \$18,359, Outagamie \$18,505, and Winnebago \$12,919. She stated the Commission would act as a pass through for these funds. The Commission would apply for the funds and then distribute the money.

Ms. Nau explained the benefits of the counties being a member of the Commission and having the Commission apply for funds versus individual entities applying.

A brief discussion followed regarding various county aerial photography that has been completed, the different scales, and how additionally photography is necessary to fill in the gaps in the State coverage.

Mr. Sanderfoot motioned to approve proposed resolution 16-09, seconded by Mr. Hermes. Motion passed unanimously.

11. Next Meeting & Agenda

Mr. Fowle said that the next meeting would focus on strategic planning and address two TIP amendments.

The next meeting will be Monday, November 30 at 9:30 A.M.

12. Adjourn

Mr. Weiss motioned for adjournment, seconded by Mr. Giese. Motion passed unanimously. Meeting was adjourned at 10:45 A.M.