

SUMMARY OF PROCEEDINGS

**Steering Committee**

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

The meeting was called to order at 9:30 A.M. by Dick Koeppen, Chair.

Committee Members Present:

Dick Koeppen, Chair ..... Waupaca County  
Bill Barribeau ..... Calumet County  
Clifford Sanderfoot ..... Outagamie County  
Marshal Giese ..... Shawano County  
Norm Weiss ..... Waushara County

Committee Members Excused:

David Albrecht ..... Winnebago County  
Bob Hermes ..... Menominee County

Staff / Guests Present

Eric Fowle, Executive Director ..... ECWRPC Staff  
Walt Raith, Assistant Director ..... ECWRPC Staff  
Angela Cottrell, Controller ..... ECWRPC Staff

1. Welcome / Introductions of Members & Guests.

Mr. Koeppen welcomed the Committee members.

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

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

3. Public Comment

No public comment was provided, however; Mr. Fowle noted a few announcements as follows:

A newspaper article regarding the Commission's rain garden project was shared from this morning's Appleton Post-Crescent.

Mr. Fowle stated that he was made aware that the HOVMSD had acted favorable on the Darboy Sanitary District's annexation request, thereby potentially ending the long-standing SSA amendment issue. Mr. Fowle noted that this meeting was held in closed session due to the potential for litigation and that the HOVMSD will be following up with written decision to all affected parties. More information will be shared with Commissioners as it is known.

4. Approval of the October 12, 2009 and October 30, 2009 Steering Committee Summary of Proceedings

A motion was made by Mr. Weiss and seconded by Mr. Barribeau to approve the Summary of Proceedings from both the October 12 and October 30, 2009 Steering Committee Meetings. Motion passed unanimously.

5. Commission "Visioning" Exercise

Mr. Fowle led the attendees at the meeting through a 'Strengths, Weaknesses, Opportunities, and Threats' (SWOT) exercise and recorded all of the statements which were generated for further analysis by the Committee and the full Commission. Mr. Fowle stated that two staff-level sessions will be held and that information will be incorporated into a short report for all Commissioners to review. This information will be used as part of the basis for forming a strategic plan for the agency.

6. **Proposed Resolution 30-09: Amending the Transportation Improvement Program for the Fox Cities and Oshkosh Urbanized Area – 2009** (potential ARRA transit projects)

Mr. Moesch noted that funding was available from rural transit agencies being unable to use the American Recovery and Reinvestment Act of 2009 (ARRA) funding. WisDOT was soliciting projects from the Tier B (mid-level) transit agencies to possibly secure funding for projects which did not receive funding from Stage 1 of ARRA.

Valley Transit and Oshkosh transit submitted projects to WisDOT and the MPO would need to amend these projects into the 2009 TIP as illustrative projects and WisDOT would determine which projects would receive funding by early December of 2009. The MPO filed a 30-day public review period and received no public comment pertaining to the amendment. Staff will determine if the steering committee will need further action in 2009 to approve a final project listing for Valley Transit and Oshkosh Area Transit.

Mr. Sanderfoot motioned to approve Proposed Resolution 30-09, seconded by Mr. Giese. Motion passed unanimously.

7. **Proposed Resolution 31-09: Amending the Transportation Improvement Program for the Fox Cities and Oshkosh Urbanized Area – 2010** (WETAP and JARC grants)

Mr. Moesch explained that not long after the Transportation Improvement Program for the Fox Cities and Oshkosh Urbanized Areas – 2010 was adopted on October 30, 2009, WisDOT approved WETAP and JARC grants for 2010. Wisconsin Employment Transportation Assistance Program grants are federally funded, Job Access and Reverse Commute grants are state funded and administered through WisDOT. Any transportation project that uses federal or state funds need to be included in the TIP.

Winnebago Interfaith Needs Response Inc. received a WETAP grant in the amount of \$179,546 in federal funding. Advocap received a WETAP/JARC grant in the amount of \$119,578 in federal funding and \$59,712 in state funding. The City of Appleton / Valley Transit received a WETAP grant in the amount of \$172,871. These projects need to be approved in December in order to receive the funding in early 2010.

Mr. Weiss motioned to approve Proposed Resolution 31-09, seconded by Mr. Barribeau. Motion passed unanimously.

8. 2009 & 2010 Budget Report

Mr. Fowle handed out a single sheet illustrating the projected end-of-year budget for 2009 stating that the Commission should be relatively 'break-even' by year's end. A few modifications to certain programs and the amounts being carried over into 2010 may alter this to some degree, however; the Commission has some cash reserves which can be applied to any shortfalls for 2009. These carryovers will make the 2010 final budget look much better also.

Ms. Cottrell reported on the status of new banking activities with Associated Bank. New accounts are scheduled to take effect January 4, 2010. Current bank accounts, future bank accounts, credit cards, line of credit, minimum balances, and account signer information was summarized in a one page flow chart.

Ms. Cottrell reported on the status of the unfunded pension liability loan with Winnebago County. The loan was awarded preliminary approval by the Personnel and Finance Committee on November 19, 2009. The next step will be approval by the County board, scheduled for December 15, 2009.

Ms. Cottrell also reminded Commissioners that direct deposit forms are due. Reminders will be mailed in December.

9. Report on AWRPC Annual Meeting and "Day at the Capitol"

Mr. Fowle summarized the events which occurred at AWRPC's first "RPC Day at the Capitol" and shared his thoughts with Commissioners. Mr. Giese stated that the event went well and that it should become an annual activity by AWRPC. As a follow up, AWRPC will be working with the Wisconsin Counties Association to pursue an exemption of the RPC charges to counties from the current State Levy Limits.

10. Review and Selection of 2010 Technical Assistance Projects

Mr. Fowle referred to the handout which lists all past and current requests for technical assistance. Mr. Fowle summarized past efforts and projects selected for 2009 which will carry over into 2010. Given certain constraints on staffing availability and skill sets present after one staff retirement, Mr. Fowle recommended that those projects which were highlighted should be given consideration for approval by the Committee for 2010.

A motion was made by Mr. Giese and seconded by Mr. Sanderfoot to approve the recommended list of projects for 2010. Motion passed unanimously.

11. Next Meeting and Agenda

The next meeting of the Steering Committee was tentatively scheduled for 9:30 a.m. on Friday, December 18,, 2009. It is expected that additional TIP amendments for ARRA projects will need to be addressed and that the final 2010 Budget/Work Program will be addressed at a separate meeting in January, 2010.

12. Adjourn

Motion made by Mr. Weiss and seconded by Mr. Sanderfoot to adjourn. Motion passed unanimously.