

SUMMARY OF PROCEEDINGS

Steering Committee  
East Central Wisconsin Regional Planning Commission  
ECWRPC Offices  
December 14, 2007

The meeting was called to order at 10:00 A.M. by Merlin Gentz, Chair.

Committee Members Present

Merlin Gentz, Chair..... Calumet County  
Dick Koeppen ..... Waupaca County  
Norm Weiss ..... Waushara County  
David Albrecht.....Winnebago County  
Clifford Sanderfoot..... Outagamie County  
Marshal Giese ..... Shawano County

Committee Members Excused

Brian Kowalkowski ..... Menominee County

Staff Present

Eric Fowle ..... Executive Director  
Walt Raith .....Assistant Director

Others Present

Ernie Bellin ..... Citizen, Winnebago County

- 1. Welcome / Introductions
- 2. Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirements.
- 3. Public Comment
- 4. Announcements / Information
  - a. Commissioner Changes/Updates (City of Oshkosh/Menominee County)

Mr. Fowle lamented that Commissioner Yvonne Feavel had recently passed away and provided information regarding funeral and visitation arrangements. He provided a sympathy card to the Steering Committee to sign that could be sent to the family on behalf of the Commission, if the Committee would desire. The Committee agreed it would be appropriate and discussed other activities as a tribute to Commissioner Feavel. Mr. Fowle noted that he and Mr. Raith planned to attend the visitation in Appleton on Saturday. Something would be on the January Commission meeting agenda regarding Commissioner Feavel.

Mr. Fowle noted that Menominee County Commissioner Brian Kowalkowski has taken another position and will not be able to continue service with the Commission. Mr. Fowle took the liberty to draft a letter thanking him for his service to the Commission, under the Chair's signature. Mr. Fowle read the letter for the Committee's review, thanking Mr. Kowalkowski for various tasks he had been involved with as Commissioner. He stated that with the Committee's approval, a plaque would be prepared for and sent to Mr. Kowalkowski for his service.

Mr. Fowle also drafted a letter to Menominee County explaining membership in the Commission and responsibilities of Counties to attend or appoint someone to attend. Some discussion

followed regarding the membership within Menominee County. Mr. Fowle said that after he sends the letter that he would follow-up to the extent possible to encourage the County to appoint someone.

Mr. Gentz suggested that the Committee take formal action on the letter and accept the resignation. Mr. Giese moved to accept the resignation of Mr. Kowalkowski and approve the follow-up procedure to Menominee County. The motion was seconded by Mr. Weiss and passed unanimously.

Some discussion followed regarding Ms. Feavel's position and Mr. Fowle concluded that he will be drafting a similar letter to Mr. Weiss and Waushara County to fill that vacancy. Some discussion followed regarding reducing the County Board size and potential impacts to Commission membership. The group decided that this could be further resolved after elections.

Another item related to Mr. Kowalkowski is that he had been nominated as Vice Chair, and with the retirement of Mr. Gentz from the Commission, both vacancies will need to be filled. Mr. Fowle said that at the January Commission meeting the Chair should select a nominating Committee that would meet prior to the April meeting to appoint a Chair and Vice Chair. The appointment would be effective at the annual meeting, just after the Quarterly meeting.

The last item is the retirement of Commissioner Wollangk, who had been the permanent alternate for the Mayor of Oshkosh. Mr. Fowle noted that he had sent a letter to Mayor Tower, explaining the situation and requesting that he contact the Commission. Mr. Fowle expected to know more about this at the January Commission meeting. Some discussion followed regarding the up-coming election and who might be elected to the various county boards.

b. WDNR Grant Award to Commission of behalf of NEWSC

Mr. Fowle referred to the packet and explained that the Commission had been awarded a grant under DNR's non-point program for the NEWSC Phosphorus Education Project. The Commission's role will largely be administration of the grant and technical assistance with revenues expected to be about \$6,000 over the two year grant period. Mr. Fowle noted that he is waiting for some paper work, but have a meeting set up with WDNR staff in week or two that will better define the program and tasks.

5. Updates

a. Commission Bylaw Changes

Mr. Fowle reminded the Committee that last October minor modifications to the Bylaws were discussed, including the issue of a quorum so that the need for a special meeting to approve the budget will not be required again. Some discussion followed on other adjustments to the bylaws based on discussions with the Commission's attorney, who stated that the basic intent of what we were doing drew no concern. Mr. Fowle said he would like to put the Bylaws on a future Committee agenda for discussion and action at a future Commission meeting.

b. Town of Eden Past Due Membership Dues

Mr. Fowle said that last year a letter was sent to the Town of Eden requesting payment of membership dues. Subsequent second, third, and final notices were also sent. So far we have not heard anything from them and our next step would be to involve our attorney. Mr. Fowle noted that they were members and are under the same rules as the Counties.

After some discussion Mr. Weiss moved that the Commission send another letter prescribing legal action against the Town, and pursue the issue within small claims court. Mr. Koeppen seconded the motion that passed unanimously.

c. Darboy Sanitary District SSA Issue/Appeal

Mr. Fowle said that he would not go into great detail about the issue, but noted as expected the Sanitary District has filed an appeal with the WDNR. They wanted two items from WDNR including a declaratory ruling and a contested case hearing. WDNR stated that the declaratory ruling would not be appropriate, and that they would stay any contested case hearing pending the outcome of an informational hearing. Mr. Fowle said that WDNR has been in contact with the parties and is currently considering the possible approaches to resolve the issue. Staff will keep the Committee apprised of the situation as it develops. No further action would be required at this time. Mr. Albrecht asked if the Commission was prepared if named in the suit. Mr. Fowle noted that any legal action would be against the WDNR and not the Commission as an advisory agency. Some discussion followed regarding potential outcomes and other appeals in the past and the historic communications between the agencies.

d. New Office Space Construction Update

Mr. Fowle handed out a floor plan for the space and noted he had been meeting with the builders on a regular basis and making modifications on the layout as required. He noted that another space had been added to accommodate a future employee if that position is filled. Another thing is the reutilization of cubical furniture as it turns out the company discontinued that line, so the drawings will be changing a bit as we reconsider that aspect. He explained that staff would reuse the cubicles in the back now and pick up different furniture for the reception area.

Some discussion followed regarding the layout of the new facility. He invited the members to visit the site and noted that the trusses are going up now and one can get an idea of the space. Some discussion followed regarding the move and the amenities going into the building including telephone, computer and security system wiring. He explained that it would likely have code card that could be changed rather than a key. He discussed lighting and windows and doors that would be considered and said he would have a better cost on these items by the end of the year. At present the costs are a bit higher than originally estimated, but within reason. Mr. Fowle indicated that a number of groups are already asking about using the new conference room space and it should be good for the Commission's visibility.

e. 2007 Budget Status / Financial Report

Mr. Fowle referred to hand outs and table 1 that show the original budget and an estimate of current revenues and expenditures. Some of the revenue will be passed over to next year so that the dollar amount will be a bit less. We did not fill one of the positions so that helped. Bottom line on the overhead looks very good as a result of not spending as much as budgeted on many items. Based on these figure it looks as though we will be in the black this year instead of in the red. It may fluctuate a bit depending on the Comprehensive Plan billing. Mr. Fowle said he now has some concerns about the ability to complete the plan this year, although significant progress had been made. Mr. Fowle asked for the Committee's permission to reschedule the plan completion until next year so that a better product could be completed. He indicated that a draft plan would come before the Commission in January, with action on the document slated for April.

Some discussion followed regarding workload and cash flow that would allow postponing the document until next year. Mr. Sanderfoot made the motion to accept the 2007 Budget report,

with the modification that the Comprehensive Plan payment would be postponed until 2008, with the motion seconded by Mr. Weiss.

Some discussion followed regarding the schedule including the Comprehensive plan review period for the Standing Committees, the Commission and the public. With no further discussion the motion passed unanimously.

Mr. Fowle described an opportunity for a potential WDNR competitive bid contract to prepare Fire Zone mapping within Marquette County. He explained that a similar project had already been completed in Waushara County. Mr. Fowle noted some concern that the Commission would be doing work which benefits a non-member County even though the actual work would be done for the WDNR. After some discussion with North Central Wisconsin Regional Planning Commission it turns out that they have done fire zone mapping for the WDNR and would be interested in combining this as part of a larger project. It is possible that we could subcontract some of the work that might provide an additional revenue source. Mr. Fowle explained that it is fairly common for the RPCs to partner on projects across regional boundaries and would be completed with a specific memorandum of agreement. He described a project done with Brown County that benefited the whole region and beyond. Mr. Raith provided some examples of corridor studies being conducted beyond RPC boundaries.

After some discussion about staffing and time commitments, Mr. Sanderfoot made a motion that Mr. Fowle further investigate the cooperative project with NCWRPC and provide additional information at a future Committee meeting. Mr. Koeppen seconded the motion that passed unanimously.

A similar but different project under the umbrella of economic development and tourism is being considered for Waushara, Green Lake and Marquette counties. UW-Extension is looking at web site development that might promote the area as a destination. Again non-member Counties, but activities that are expected to benefit the larger area. Should staff pursue this? Mr. Fowle asked for the thoughts of the Committee. Mr. Weiss noted that Waushara County works with Green Lake and Marquette on a regular basis. Mr. Raith suggested that it may be something we could do that might convince the Counties to join the Commission again. Mr. Sanderfoot moved that staff pursue the three county web site project and report back to the Committee. The motion was seconded by Mr. Albrecht and passed unanimously.

f. 2008 Work Program/Budget Status

Mr. Fowle provided a preliminary 2008 budget summary. The comprehensive plan monies are not included but would be added based on the previous action. Some discussion followed regarding the assumptions use to formulate the budget. It appears at this point that the Commission should be in the black at the end of 2008, with potentially some level of cash reserved.

The Committee discussed some of the larger projects slated for 2008 including work with WisDOT to develop the Northeast Region Model. Some additional funds are expected from WDNR. He noted that the assumptions are based on proposed salaries and operating details. He referred the Committee to the tables and noted that some additional contract work was still needed, but far less than in years past. A major factor is charging more realistic costs for projects and being more realistic about how long things take. He noted that a number of the projects are already committed and that a few more are very likely. He stated that we should not need to seek many more additional projects. Perhaps a few smaller technical assistance projects, but we should be able to cover the work program with the funds.

The insurance changes saved about \$30,000. This version of the budget does not include the additional upgrade discussed for the new offices.

Mr. Koeppen said we should be thinking about 2009 and trying to hold the line on this. Mr. Fowle noted that he would develop a budget at or under the 2 percent cap. Some discussion followed regarding the importance of Mr. Fowle appearing at the County Boards to encourage the counties to use the Commission.

g. Salary Study

Mr. Fowle stated that it was his intent to have some sort of study in the works by now, but it has not worked out. We have conducted a detailed evaluation with staff and responsibilities that went well. We need to conduct the study next year that includes going through job descriptions and work activities. He said he ran across a study done by Ken Theine, which appears to be a good format to use as a guide for the study. He said that he and Mr. Raith will be working on the study and will report back to the Committee.

h. Regional Comprehensive Plan Status

Mr. Fowle noted the Committee had discussed the comprehensive plan earlier, but wanted to provide further information on the status and activities. He provided a fact sheet on the housing element being prepared and noted the detail that is given to the various issues. Another example is a number of sheets on wind energy and siting recommendations that should prove to be valuable when made available. Some discussion followed regarding the dozen or so fact sheets with another 10 or so to complete.

Mr. Fowle noted that he wanted the counties to know what is in the plan without having to read the whole document. Mr. Fowle provided a conceptual land use map so that Counties and individuals can understand the main points in the comprehensive plan. The map should frame the major issues that the Commission deals with.

Some discussion followed about over development or saturation of some land use types. Mr. Fowle said that should be a consideration and stated he would follow-up on the issue. On a related item some legislative attempts have been and are being made to derail the Comprehensive planning requirements or at least push the deadline back. Other options include making municipalities under a certain population be exempt from the law. After some discussion Mr. Fowle said he would keep the Committee apprised on the issue.

i. 2008 Mini-conference Planning Update

The group discussed recent meetings with the Valley Home Builder's Association and UW-Extension that identified a number of areas of agreement that would be useful to present in the form of workshops or longer sessions. The workshops would be more hands on and provide more information for local officials and staff. Additional discussion included content like conservation subdivisions, purchase of development rights and other open space and preservation strategies; Mr. Fowle stated that the Commissioners would be updated on progress.

j. Association of Wisconsin Regional Planning Commissions (AWRPC)

Mr. Fowle gave an update on AWRPC activities including working out an agreement with the Counties Association to receive the Wheeler Report and the WisPolitics newsletter. He explained that the cost of the publications had been prohibitive in the past, but now would be provided to the Regional Planning Commissions at no cost.

Some discussion followed regarding the valuable information in the publications to assist local government and decision makers with regard to economic development and other important issues.

k. RTA Legislation Status

Mr. Fowle said he did not have much to report other than a slightly modified version of the proposed legislation is being circulated around now. He noted that a number of people are interested including the Fox Cities Chamber of Commerce that offered an opportunity to conference call with the Wisconsin Manufacturing and Commerce Association to discuss support for the concept. He explained that due to a glitch the conference call did not work so he instructed Mr. Kakatsch to draft a letter to WMCA explaining that the RTA legislation is being supported by a long list of entities including the Alliance of Cities and others.

Mr. Fowle said staff would continue to monitor and stay involved in the RTA discussions and will report back with any additional information. Mr. Fowle anticipated that the legislation would be debated in the near future by State law makers.

6. Action Items

a. Proposed Resolution 24-07: Amending the Transportation Improvement Program for the Fox Cities and Oshkosh Urbanized Area

Mr. Fowle told the group that he had sent a letter to the entire Commission informing them of the pending action and that the Steering Committee would be acting on behalf of the Commission, under the bylaws definition of an "Emergency". The timing is such that under federal law approved funding for the projects must appear in an adopted Transportation Improvement Program before the end of the year. Mr. Fowle provided a press release from the Governor's Office that included a list of projects statewide.

Mr. Kakatsch explained that 18 projects in the state were funded under the new Freedom Program as part of the SAFETEA-LU transportation legislation, with three of the projects in Winnebago County. The law requires that all projects using federal funds must appear in the TIP and in the rural areas must appear in the County Human Services Transportation Coordination Plans. He provided a brief overview of the projects. Some discussion followed regarding plans that have been prepared and the listing of projects being proposed for future funding.

Mr. Fowle reminded the Committee that while this action meets the definition of an emergency in the bylaws due to the timing of funding, assuming approval by the Committee, it will still go to the full Commission in January for adoption. Mr. Kakatsch explained that due to this process, we would likely have more projects to review and amend into the TIP in early 2008 when the next grant cycle is initiated.

A motion was made by Mr. Albrecht to approve Resolution 24-07 that was seconded by Mr. Weiss.

Some discussion followed regarding the cycle of grant applications and timing for funding awards. The group discussed similarities with the Safe Routes to School Program (SRTS) that must also appear in the TIP, but does not match the schedule well. Some discussion followed regarding activities that are underway with the Oshkosh School District and other areas to prepare SRTS plans.

Mr. Gentz noted that a motion had been made seconded to approve the resolution and asked for any additional discussion. The Committee passed resolution 24-07 unanimously.

b. Review and selection of 2008 Technical Assistance Program Request

Mr. Fowle noted that attachment 5 in the packet is a listing of technical assistance projects solicited by letter. He added that some communities would have liked more time to review and bring it before their respective Boards. The County planning departments were also copied on the information. Mr. Fowle felt that once this process becomes routine communities may have projects that are ready to go each year.

The scoring process is based on "local assistance projects", which by definition would not be regional in nature. However, given a decision has been made to pursue more "regional projects" staff must consider and rank local projects higher that can be duplicated in many locations and benefit the region as a whole. The Committee has the discretion to pick and choose the types of projects staff offers assistance with. Another consideration is spreading the technical assistance around the region as equitably as feasible.

Some discussion followed regarding these types of collaborative projects that East Central should be involved in. Mr. Fowle reiterated that staff would not be able to grant assistance to the entire list but urged local governments to call with any questions or assistance that may not require a great deal of time. This process will be become better refined after a couple years and the communities understand the local assistance program.

After some discussion and concurrence from the Committee, Mr. Gentz asks that staff include the selected project listing in the meeting summary of proceedings.

Mr. Fowle noted that the projects would be listed in the minutes and suggested that they also appear in the work program, the newsletter and the web site. Communities with selected projects will be notified by letter.

Mr. Albrecht moved to accept the selected list of technical assistance projects as presented. The motion was seconded by Mr. Koeppen and passed unanimously.

The group reiterated the projects ranked and selected:

County (ies)	Entity	Project Name / Description
Calumet, Outagamie, Shawano, Waupaca, Waushara, Green Lake, Marquette, Fond du Lac, Menominee, Winnebago	New North, Inc.	NE Region Industrial Park Location Map / Database
Shawano	C. Shawano	Park & Recreation Plan Update
Calumet	T. Harrison	Transportation Planning Assistance
Winnebago	T. Nepeuskun	Smart Growth Plan Development (plan support & review / GIS map updates)
Shawano	T. Belle Plaine	Round Lake park site design - Steig Property
Menominee	Menominee County	GIS Training/Advancement for Staff
Waushara	Waushara County	Scanning of Historical Aerial Photography
Outagamie	Outagamie County	Ortho-Rectification of Scanned Historical Aerial Photography
Winnebago	C. Menasha	Whitewater Park / Gilbert Site Redevelopment
Calumet, Outagamie, Waupaca, Waushara, Winnebago	Fox Valley Technical College	New Public Safety Training Center Siting (Demographic / Mapping Info)
Calumet, Outagamie, Shawano, Waupaca, Waushara, Green Lake, Fond du Lac, Menominee, Winnebago	Glacierland RC&D	Farm Fresh Atlas Map Updates
Winnebago	T. Neenah	Recreation Plan Update (if time permits)
Winnebago	Winnebago County	Comprehensive Zoning Ordinance Revisions (peripheral only)

c. Review and selection of Moving Company

Mr. Fowle stated at the last meeting the Committee requested additional cost estimate from local moving companies. The Committee reviewed the 4 estimates and Mr. Fowle recommended United Van Lines (Schroeder Moving Systems) for the job. Their representative noted that the move could not be made on one Saturday with one elevator. They proposed doing much of the move on half days of Wednesday, Thursday and Friday, with the remainder on a Saturday. Both the cost and the methodology seems to make more sense than the other movers.

Mr. Giese moved to approve working with Schroeder Moving to develop a contract for the office move. The motion was seconded by Mr. Weiss and passed unanimously.

d. Review and selection of Phone System Vendor

Mr. Fowle noted that the current phone system is out dated and that this is an opportunity to update the technology. The Committee reviewed the information provided in the packet. Mr. Fowle referred to the pink sheet from Enterprise Systems group and stated that after looking at 5 companies, this proposal seems to be the most appropriate. Mr. Fowle described some of the advantages to using this system including a unified messaging option that shows voice mail messages like e-mail and allows the users to scroll through the messages and play them at your convenience. It also has the capacity to save and play digital audio messages or even e-mail them. He noted that it would be cheaper to install this initially rather than bringing people back to update the system. In general the pros out weigh the cons and added that Enterprise went out of their way to provide information and are a local company. The Committee reviewed the cost estimate from other vendors and concurred with staff's assessment. Mr. Fowle did want to clarify the maintenance agreement that could be a long-term cost. Staff will be looking at this closer and reporting back to the Committee. The recommendation would be to work with this vendor to provide the phone system.

A motion was made by Mr. Weiss and seconded by Mr. Giese to pursue Enterprise Systems as the vendor for the new phone system. Mr. Weiss asked if the software would be owned by us or the vendor. Mr. Fowle noted he would check into this as well and report back as we move forward. The Committee voted unanimously to work with and develop a draft contract with Enterprise Systems.

e. Review and Approval of Copy Machine Vendor

Mr. Fowle said that this item might be a bit premature, but he wanted it on the agenda as a potential issue. Considering the cost to move the copier to the new building staff thought it would be worth while to consider the current lease agreement and a potential upgrade depending on current cost. In addition to the color option staff would be interested in acquiring a machine that will Z fold color copies. As it turns out we were told that Z fold would not be available with our current vendor and we would pay a fee for cutting the lease early. At that point we were ready to abort the idea of a new machine and simply move the old one to the new space. Since then the Xerox vendor called and has a copier that does Z folding and would make arrangement to payoff the remaining lease and cover any additional cost. Mr. Fowle said he would continue to pursue this and report back to the Committee.

7. Closed Session pursuant to Wis. Stat 19.81 (1) for the purpose of Discussing Personnel Matters

- a. 2008 Staffing and Salary Adjustment Recommendations
- b. Executive Director Performance Review

Mr. Weiss made a motion to begin the closed session. The motion was seconded by Mr. Giese and passed unanimously by a roll call vote. Chairman Gentz said that Mr. Weiss made the motion to return to open session, and that it was seconded by Mr. Giese and passed unanimously by roll call vote. Mr. Gentz stated that now back in open session we need three motions, with the first being a motion to have the total increase in salaries not to exceed 3 percent. Mr. Koeppen made the motion to approve the 3 percent increase, seconded by Mr. Giese the motion passed unanimously.

The second motion was with regard to the Financial Specialist position time of service being advanced to four years as additional compensation through vacation and sick time accrual. This adjustment would take effect January 1, 2008. A motion was made by Mr. Giese to approve the time of service advancement. The motion was seconded by Mr. Koeppen and passed unanimously.

The third item is compensation of the Executive Director with a proposed increase as discussed in closed session relative to the current salary. Mr. Koeppen moved to approve the increase. The motion was seconded by Mr. Giese and passed unanimously.

Some discussion followed regarding the salary study and the ranges that are used and concerns that the information should be updated. The Committee observed that the financial Specialist position is now at the top of the pay grade. Mr. Fowle noted that staff will be taking a comprehensive look at salaries and pay ranges for all the positions in 2008.

#### 8. Schedule Next Meeting and Agenda

Mr. Fowle said that the next meeting is tentatively scheduled for January 17, 2008 for the Steering Committee prior to the full Commission meeting slated for January 25, 2008 at the Outagamie County Board Room. Both the Steering and Commission meetings are proposed to start at 10:00 A.M.

#### 9. Adjourn

Mr. Giese moved to adjourn, seconded by Mr. Koeppen. The motion passed unanimously and the meeting adjourned at 1:40 P.M.