

SUMMARY OF PROCEEDINGS QUARTERLY COMMISSION MEETING East Central Wisconsin Regional Planning Commission

Place: UW-Oshkosh Alumni Welcome and Conference Center
Room #213
625 Pearl Avenue
Oshkosh, WI 54901

Date: Friday, January 26, 2018

Time: 10:00 a.m.

The meeting was called to order by Chair Erdmann at 10:00 a.m.

- I. PLEDGE OF ALLEGIANCE**
- II. MOMENT OF SILENT MEDITATION**
- III. ROLL CALL**

Roll call was taken showing the following attendance:

Commission Members Present:

Alice Connors	Calumet County
Ed Kleckner	Calumet County
Merlin Gentz	Calumet County
James Lowey	Menominee County
Jeremy Johnson (Alt. for Beth Moses).....	Menominee County
Ruth Winter.....	Menominee County
Kevin Sturn	Outagamie County
Thomas Nelson	Outagamie County
Tim Hanna	Outagamie County
Jeff Nooyen.....	Outagamie County
Michael Thomas.....	Outagamie County
Jerry Erdmann	Shawano County
Tom Kautza.....	Shawano County
Dick Koeppen	Waupaca County
Paul Mayou (Alt. for Brian Smith)	Waupaca County
Donna Kalata	Waushara County
Larry Timm.....	Waushara County
Neal Strehlow.....	Waushara County
David Albrecht.....	Winnebago County
Mark Harris.....	Winnebago County

Steve Cummings Winnebago County
 Ken Robl Winnebago County
 Ernie Bellin Winnebago County
 Martin Farrell Fond du Lac County
 Allen Buechel Fond du Lac County
 Jill Michaelson Ex-Officio Member
 Ronald McDonald (alt. Dave Vickman) Ex-Officio Member

Commission Members Excused

Daniel Rettler Outagamie County
 Chuck Dallas Shawano County
 DuWayne Federwitz Waupaca County
 Robert Schmeichel Winnebago County
 Joseph Moore (Alt. for Lee Ann Lorrigan) Fond du Lac County
 Chuck Hornung Fond du Lac County

Commission Members Absent

Brenda Schneider Fond du Lac County

Staff Members Present

Eric Fowle Executive Director
 Pam Scheibe-Johnson Controller
 Erin Bonnin Administrative Coordinator
 Kim Biedermann Associate Planner, Regional Bicycle and Pedestrian Coordinator
 Melissa Kraemer Badtke Principal Planner, Safe Routes to School
 Tom Baron Associate Planner
 Mike Zuege Geographic Information Systems Coordinator

A. Introduction of New Commissioners, Alternates and Guests

Mr. Fowle introduced Paul Chamberlain, Northeast Region Director, from Senator Ron Johnson’s office; Alex Hummel, Special Assistant to the Chancellor for Strategic Partnerships; and, Dean Martin Rudd, Executive Officer and Dean of the UW-Colleges Northeast Region.

B. Welcome – UW-Oshkosh

Dr. Rudd welcomed the Commission to the UW-Oshkosh campus and provided an overview presentation of the UW-System 4 year/2 year school mergers. Discussion on the topic also took place.

Mr. Chamberlain briefly addressed the Commission and provided an update from Senator Johnson’s office.

IV. STATEMENT OF COMPLIANCE WITH WIS. STATS. SEC. 19.84 REGARDING OPEN MEETING REQUIREMENTS

Compliance with Wisconsin's open meeting requirements was acknowledged.

V. PUBLIC COMMENT

There was no public comment.

VI. APPROVAL OF AGENDA / MOTION TO DEVIATE

Mr. Kautza motioned to approve the agenda/deviate, Mr. Bellin seconded the motion. The motion passed unanimously.

VII. MINUTES OF THE OCTOBER 27, 2017 QUARTERLY MEETING

Mr. Koeppen motioned to approve the minutes, Ms. Connors seconded the motion. The motion passed unanimously.

VIII. ANNOUNCEMENTS AND REPORTS

A. Commission/Commissioner News

Mr. Fowle noted that confirmation of Mr. Strehlow's reappointment was still pending from Waushara County. Mr. Barrington, Waupaca County, retired and the County Board will work to refill that position. Mr. Fowle acknowledged Mr. Barrington's contributions to the Commission. Later this summer, Mr. Hornung, Fond du Lac County, is planning on retirement. It is likely that he will remain part of the Commission if the County Board agrees to that. Mr. Fowle wished Mr. Hornung well in his retirement.

a. Senator Baldwin Correspondence

Mr. Fowle highlighted the correspondence received from Senator Baldwin regarding the CDBG program.

b. Dept. of Defense Audit Acceptance

Mr. Fowle also highlighted the approval of the audit, which the Department of Defense accepted.

B. Staff News

Mr. Fowle noted that at times the state will look at the RPCs for expertise and advice and as such, Ms. Kraemer Badtke was recently asked to be part of the WisDOT's new Statewide Bicycle and Pedestrian Safety Committee.

Mr. Fowle also announced the staff anniversaries that will be occurring during the first quarter of the year.

a. Promotion of Tom Baron to Principal Planner

Mr. Fowle announced that Mr. Baron was promoted to Principal Planner in recognition for the work he is doing at the agency. Mr. Baron briefly addressed and thanked the Commission.

C. Media Reports

Mr. Fowle noted briefly the articles in the Commission packet.

D. Other Announcements

Mr. Fowle announced that at the last Commission meeting Ms. Kraemer Badtke was not present as she was in Madison accepting an award from the Wisconsin Chapter of the American Planning Association for the Winnebago County the bicycle and pedestrian plan. Mr. Fowle presented the award to the Commission.

Ms. Biedermann provided a brief update of the Regional Complete Streets Policy. Items included in the overview were: background of the policy; overview of the draft policy and framework including: how the policy was formulated, background, vision, definition of complete streets, policy statement, contact sensitivities, network, how does the policy apply, flexibility of the policy, exceptions, implementation, and performance measures. It is hoped that the final policy will be brought to the Commission for the April quarterly meeting for formal approval. Input is being sought for this policy.

Mr. Thomas asked if a list of projects and their project completion status would be made available as per the request of the Regional Comprehensive Plan Committee. Mr. Fowle responded that the technical assistance selection was integrated into the work program, there were 47 technical assistance requests submitted and 43 were approved. Some were taken care of immediately that were simple information requests. There were only two projects that were not accommodated but those communities had other projects accepted. The Commission is right at capacity in regard to technical assistance, but it is something that the Steering Committee will continue to monitor.

IX. BUSINESS

A. Steering Committee

1. Acceptance of the Summaries of Proceedings for the October 3, 2017 Meeting

Mr. Farrell motioned to accept the summaries of proceedings, Mr. Nooyen seconded the motion. The motion passed unanimously.

2. Acceptance of the Summaries of Proceedings for the December 11, 2017 Meeting

Ms. Connors motioned to accept the summaries of proceedings, Mr. Johnson seconded the motion. The motion passed unanimously.

3. 2017 Fourth Quarter Financial Report – Pam Scheibe-Johnson, Controller

Ms. Scheibe-Johnson provided an overview of the financial report and noted that this is before the audit and GASB 68. There are no adjustments expected as a result of the audit. The projected GASB 68 entries are paper entries and do not represent the actual financial position of the Commission, which is why it is preferred to present the actual financial statements to the Commission pre-GASB 68 entries. Items included in the overview were as follows: cash position, accounts receivable, accounts payable, capital lease, reflected liability, total assets, net position, statement of revenue and expenses, comparing to budget, direct expenses, grant revenue, carryover in federal and state transportation, significant savings, salaries and benefits, overhead expenses, expected surplus, performance improvements, health insurance savings, and overhead expenses.

Mr. Thomas asked how much was left on the principal payment to Winnebago County. Ms. Scheibe-Johnson replied that there is just under \$50,000. Mr. Thomas asked if the Steering Committee would entertain increasing the payments as interest is paid on that. Mr. Fowle responded that was discussed in prior years, but with some unknowns in the coming years it is felt that the payment should not be increased at this time. Just in the interest savings alone, the agency is saving approximately \$100,000 in interest alone that would have been paid by not addressing that. That is something that will be monitored in future. Mr. Thomas asked what interest is paid. Ms. Scheibe-Johnson answered that the interest rate is 5 percent. Mr. Fowle noted that it is better than the 8-9 percent that the agency was paying through the state. Ms. Scheibe-Johnson did not recommend increasing the payments at present, but noted that may be subject to change in the future.

Mr. Fowle provided an overview of the project status report for the end of 2017 and noted that 90 percent of the planned projects were completed. Projects noted as not completed did not come to fruition or became carryover items and are factored into the 2018 work program. The carryover is less than in previous years, but the agency is working to address that. Part of the reason for the carryover is that there were 53 additional items that came up during the course of the year that were unplanned.

Ms. Kalata motioned to approve the financial report, Mr. Buechel seconded the motion. The motion passed unanimously.

4. REAFFIRMATION of Resolution 24-17: Amending the 2017 Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility Period to Complete Work From Calendar Year 2017

Ms. Kraemer Badtke provided an overview of the resolution. Not all items in the 2017 work program were able to be completed, so to ensure timeliness with working with DOT and Federal Highway, the Steering Committee acted on this in December 2017 to approve moving the \$20,000 for 2017 work program activities into the 2018 work program.

Mr. Bellin motioned to reaffirm the resolution, Mr. Kleckner seconded the motion. The motion passed unanimously.

5. REAFFIRMATION of Resolution 25-17: Amending the 2018 Transportation Work Program and Budget to Include Work Activities from the Period of Availability Extension of the 2017 Work Program

Ms. Kraemer-Badtke noted that the reaffirmation of this resolution is to approve and amend the 2018 work program. The Commission had approved the 2018 transportation work program in October. With those work program activities being carried over into 2018 we needed to amend the work program. The Steering Committee took action on this item because this item needed to be approved by the end of December. The work program has been amended and all of the documentation has been sent to Federal Highway and WisDOT.

Mr. Kautza motioned to reaffirm the resolution, Mr. Strehlow seconded the motion. The motion passed unanimously.

6. REAFFIRMATION of Resolution 26-17: Authorizing the Executive Director to Serve as the Authorized Representative for the Purposes of Applying and Accepting Funding from the Economic Development Administration 2018-2020 Planning Partnership Grant

Mr. Fowle explained that action was taken by the Steering Committee on behalf of the full Commission in December when the 3 year application for the EDA grant was done, EDA and their attorneys did not like some of East Central's bylaws and were not comfortable with the authorization, so in trying to make it easiest for the Chair and the Commission as a whole, they addressed a resolution that gives Mr. Fowle the authorization to sign and accept the grant when it is awarded.

Mr. Koeppen motioned to reaffirm the resolution, Mr. Gentz seconded the motion. The motion passed unanimously.

7. Proposed Resolution No. 01-18: Adopting the Final 2018 Work Program and Budget for the East Central Wisconsin Regional Planning Commission

Mr. Fowle provided a brief overview of the resolution. The individual committees reviewed their respective sections of the work program budget and their elements. The Steering Committee approved the entire program. With any budget there are some struggles and items to be dealt with. For 2018, the budget is fairly stable. The staffing plan was reviewed and approved late last year. The net increase in terms of salaries was held back about 1.5 percent given some of the staffing changes the

agency had. The levy was set in July 2017 and the problem with that is that not all of the numbers are known regarding expenses. After the levy was set and the rest of the revenue assumptions were made, the agency is confident on the numbers. From the programmatic end all of the commitments have been received from the entities listed. There is a list of estimated contract revenues – many of which are already in place or will be solid. The final budget, even though it shows a balanced budget breaking even, there is an assumption that East Central needs about another \$90,000-\$95,000 worth of revenue and at this point there is no reason to be concerned. The reason for that is, after the levy is approved, the health insurance information is received and the standard cost increases are known. More staff have elected the agency's health insurance program this year. The other contributor was some confusion regarding some of the transit projects coming in and projects that will be pass-through, this will be a little more than originally estimated. The budget summary listed depicts a break even budget. The agency is comfortable with this and feels that the targets will be met. There is discussion with a number of entities on additional contract work to help fill the revenue gap. There is also likely to be a staff change this year that may be able to alleviate some of the pressure. An additional programmatic revenue source for about \$100,000 annually would be preferred instead of trying to increase the levy by that amount. East Central will continue to work with the expenses, in particular the overhead items in looking at how the agency can be more efficient, reduce costs, and so forth. Mr. Fowle thanked the East Central staff for their involvement in the process.

Ms. Connors motioned to approve the resolution, Ms. Kalata seconded the motion. The motion passed unanimously.

8. Proposed Resolution No. 02-18: Adoption of the Annual Affirmative Action Program for Equal Employment Opportunities

Mr. Fowle provided an overview of the resolution. This is a requirement that East Central has to look at and monitor the agency's hiring practices and the staffing composition. Historically, the agency has been where it needs to be in terms of staff diversity. This year, with the retirement of the administrative assistant position and the hiring of three males, there is now a disparity in the staff diversity level. This does not mean the agency is at fault, and the staff is always cognizant of this. The bottom line is, with all things being equal in regard to candidates, the one that would help fill the gap in regard to female or minority should be picked. No changes in staffing are expected this year.

Mr. Nooyen motioned to approve the resolution, Mr. Strehlow seconded the motion. The motion passed unanimously.

B. Economic Development Committee

- 1. Acceptance of the Summary of Proceedings for the October 4, 2017 Meeting**
- 2. Acceptance of the Summary of Proceedings for the October 27, 2017 Meeting**

Mr. Buechel motioned to approve the summary of proceedings, Ms. Connors seconded the motion. The motion passed unanimously.

3. Update on Initiative 41

Mr. Fowle provided an update on Initiative 41. There is a lot of money to move through the agency this year due to the late start with the project and our partners. Discussions will be taking place with WEDC and partners to make some potential amendments to the grant which would not ask for more money or an extension of time, but some changes in approaches that may give more value to the project. All of the partners, City of Oshkosh and their consultants, UW-Oshkosh and others such as Envision Fond du Lac, are all moving forward very well on the projects. In regard to East Central, the main responsibility is the I-41 Corridor Strategy and which is nearing the end of its process. Consultants, TIP Strategies, will be visiting again in February. The agenda has been released for the public rollout program meeting on February 21st and formal invitations will be issued as well. It is hoped that 150-200 attendees will be present. The strategy will be unveiled to the advisory committee and Economic Development Committee ahead of the public release date.

C. Open Space and Environmental Management Committee

1. Acceptance of the Summary of Proceedings for the October 11, 2017 Meeting

Mr. Kleckner motioned to approve the summary of proceedings, Mr. Timm seconded the motion. The motion passed unanimously.

2. Update on Winnebago Waterways

Mr. Fowle provided an update on the Winnebago Waterways. The process is fully underway and the Fox Wolf Watershed Alliance is overseeing that. In 2017, East Central committed a fair amount of resources and staff time, which was an approximate \$35,000 investment. For 2018, the same level of commitment was not able to be made, \$10,000 of staff time is projected to be invested and mainly will be designated for staff to be involved on subcommittees. The group is in the process of forming an overarching steering committee. At this point based on discussions, Mr. Fowle has elected not to apply to be on the committee as an at large member. Through discussions at the Open Space Committee, Mr. Schmeichel was entertaining the thought of applying to be on that steering committee, perhaps as a commissioner and making the connection with the Open Space Committee. Mr. Fowle also announced that the three county agreement was approved in late October 2017.

Mr. Buechel also added that the agreement was not going to be limited to the three counties that signed the agreement and invited other counties that may be interested in becoming involved. The three counties (Outagamie, Winnebago, and Fond du Lac) have a \$20,000 annual commitment. Anyone who attends as a non-

paying attendee will not get to vote, it is a choice as to whether or not to become a part of the agreement, other attendees are welcome to the meetings.

D. Community Facilities Committee

- 1. Acceptance of the Summary of Proceedings for the June 14, 2017 Meeting**
- 2. Acceptance of the Summary of Proceedings for the September 13, 2017 Meeting**

Mr. Bellin motioned to approve the summary of proceedings, Mr. Lowey seconded the motion. The motion passed unanimously.

E. Transportation Committee

- 1. Acceptance of the Summary of Proceedings for the October 10, 2017 Meeting**

Mr. Strehlow motioned to approve the summary of proceedings, Mr. Robl seconded the motion. The motion passed unanimously.

- 2. Proposed Resolution No. 04-18: Authorizing the Commission to Submit and Support an Application for the 2018-2022 Transportation Alternatives Program (TAP) Funding to Continue the Regional SRTS Program**

Ms. Kraemer Badtke provided an overview of the resolution. The resolution supports the application for the regional Safe Routes to School Program, Transportation Alternative Program (TAP) funds will be applied for again. The deadline is today. A few items to note are that staff will be continuing work with local coalitions so this funds most of the staff time regarding Safe Routes to School planning, but staff also continue to work with local communities, coalitions, law enforcement officers, and school districts on enhancing the ability for students to walk and bike to school. Events such as Walk to School Day will be continued, but some of the sustainable programs will be enhanced such as the Walking School Bus Programs, as staff are also collaborating on a new program Walk with a Doc – which is a doctor walking with students to school. This gives doctors an opportunity to meet with some of their potential patients and/or their patients from their clinic, and also to have some community support. Books for Bikes is another program where students would have to read books, get raffle tickets, and then work with some non-profit organizations to help raise money for bicycles. Staff will be continuing to do some education workshops and hoping to reinvigorate the Wisconsin Safe Routes to School Network. That network was developed in 2009 and there are a number of people that are in communication on a regular basis. On this particular resolution in Section 1, the amount has been revised and the reason being is that in going through the final application, the federal amount needed to be rounded to the nearest thousand. It is a slight increase from what was had initially, but it needed to be done for the grant requirements. It is asked to amend the resolution for that and approve the resolution with the amendment.

Mr. Nooyen motioned to amend the resolution, Mr. Robl seconded the motion. The motion passed unanimously.

Mr. Strehlow motioned to approve the amended resolution, Mr. Robl seconded the motion. The motion passed unanimously.

3. Proposed Resolution No. 05-18: Adopting the Wisconsin Department of Transportation Highway Safety Improvement Program (HSIP) 2018 Performance Measure Targets

Ms. Kraemer Badtke explained that with the Fast Act transportation bill it is now required that performance metrics are looked at within Wisconsin Department of Transportation (WisDOT) and Metropolitan Planning Organizations (MPO) programming. Staff have been working closely with Federal Highway Administration and WisDOT to start establishing some of the performance metrics. Mr. Raith had provided a draft copy of the resolution in October. The MPOs in the Appleton (Fox Cities) and Oshkosh must adopt the state's performance measure targets. That means the activities within the MPO would be working towards the same state targets that the state will be adopting as well. Adopting these performance measures is a federal requirement, the state adopted theirs in November/December and East Central has 180 days as the MPO to adopt those. Additional resolutions will be coming through as there are at least two other performance metrics that need to be done. One is on infrastructure, and ensuring how well the infrastructure is in the state on the national highway system. There will also be another resolution containing additional performance metrics. For the safety performance measure targets, fatalities, serious injuries, non-motorized fatalities and non-motorized serious injuries will be examined. These targets are what the state initially had and what they have adopted. East Central staff are looking to approve those and any activities that will be supporting those metrics.

Mr. Strehlow commented on behalf of the Transportation Committee and thanked the transportation team for the fine work that they have done and that they are not only going statewide but at the national level. People are asking for their leadership and their help. Mr. Erdmann noted that it speaks highly of the staff at East Central.

Mr. Albrecht motioned to approve the resolution, Ms. Connors seconded the motion. The motion passed unanimously.

F. Regional Comprehensive Planning Committee

1. Acceptance of the Summary of Proceedings for the October 11, 2017 Meeting

Mr. Gentz motioned to approve the summary of proceedings, Mr. Thomas seconded the motion. The motion passed unanimously.

2. Proposed Resolution 06-18: Support the American Planning Association’s “Promote Healthy Communities, Joint Call to Action.”

Mr. Baron provided an overview of the resolution. The Planner’s for Health project was recently completed on behalf of the Wisconsin Chapter of the American Planning Association. Part of this project was spent working with partners throughout the nation to learn about health in planning and how that is being done throughout the country. Staff became aware of the Promote Healthy Communities, Joint Call to Action that had been developed by 8 different national professional associations. The language in the project fits the work that East Central is already doing and wants to continue to do. There are a lot of benefits in supporting a venture like this. This builds credibility for the work already being done and perhaps it would be more advantageous for future funding opportunities.

Mr. Bellin motioned to approve the summary of proceedings, Ms. Connors seconded the motion. The motion passed unanimously.

3. Proposed Resolution 07-18: Approving a Contract between the ECWRPC and the City of New Holstein for the Preparation of a Comprehensive Plan Update

Mr. Fowle briefly explained that this is a standard contract for a comprehensive plan update. Mr. Baron will be working on this item. The total contract amount is \$15,500.

Mr. Gentz motioned to approve the resolution, Mr. Thomas seconded the motion. The motion passed unanimously.

4. Proposed Resolution 08-18: Approving a Contract between the ECWRPC and the Village of Winneconne for the Preparation of a Comprehensive Plan Update

Mr. Fowle explained that this is a comprehensive plan update for the Village of Winneconne and the total cost is \$15,500. Mr. Baron will be working on this plan.

Ms. Kalata motioned to approve the resolution, Mr. Cummings seconded the motion. The motion passed unanimously.

5. Proposed Resolution 09-18: Approving a Contract Between the ECWRPC and the Town of Greenville for the Preparation of a Comprehensive Plan Update

Mr. Fowle announced that in working on the Town of Greenville’s comprehensive plan, the town elected to incorporate a separate bicycle and pedestrian plan component. Since the time the contract was approved by

Greenville's Town Board, there was a change in staffing as Community Economic Development Director Dave Tebo was no longer serving the Town.

Discussions with the new Administrator noted concerns over what to do because Mr. Tebo was so involved with this contract. Given the changes, East Central is now going to do most of the updates regarding the comprehensive plan and the town will do more on the bicycle and pedestrian plan. Mr. Fowle asked the Commission to approve the resolution with the understanding that the price will remain the same and the workload descriptions are going to be changed to alter each party's responsibilities. This was discussed at the Regional Comprehensive Planning Committee and the committee was comfortable with that caveat although they did want to see the final scope of services.

Mr. Sturn motioned to approve the resolution, Mr. Albrecht seconded the motion. The motion passed unanimously.

6. GIS Technology Services – V. Hortonville Web Mapping

Mr. Zuege provided a project update for the Village of Hortonville Web Mapping project. Items included in the update were as follows: background of the project, project description, software use and functions, village needs and budget, technical assistance contract details, website overview, map functions and uses, and future projections for the technology use.

Mr. Thomas spoke to the value and benefit of the project to fill the need for this technology in the Village of Hortonville and other entities.

Mr. Fowle added that this is a service where a service fee can be charged to cover minimum costs. Mr. Fowle also explained the level of interactivity on the website and a variety of capabilities that communities have when using this technology service.

X. OTHER BUSINESS

A. Appointment of Nominating Committee

Mr. Erdmann announced the appointments to the Nominating Committee: Ed Kleckner (Calumet County), Charles Hornung (Fond du Lac County), James Lowey (Menominee County), Kevin Sturn (Outagamie County), Chuck Dallas (Shawano County), Neal Strehlow (Waushara County), DuWayne Federwitz (Waupaca County), and Bob Schmeichel (Winnebago County).

Mr. Fowle provided a brief synopsis of the procedures for the Nominating Committee meeting.

XII. ESTABLISH TIME AND PLACE FOR NEXT COMMISSION MEETING

ECWRPC Mini-Conference, 9:00 a.m., Friday, April 27, 2018 (location TBD).

Quarterly Commission Meeting, 1:15 p.m., Friday, April 27, 2018 (location TBD).

*Annual Commission Meeting, immediately following the Quarterly Meeting (~2:15 p.m.)
Friday, April 27, 2018 (location TBD).*

XIII. ADJOURNMENT

Ms. Kalata motioned to adjourn, Ms. Connors seconded the motion. The motion passed unanimously.