

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

Place: Outagamie County Board Room
410 S. Walnut St.
Appleton, WI 54911

Date: Friday, April 27, 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:

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
Daniel Rettler	Outagamie County
Jeff Nooyen.....	Outagamie County
Jerry Erdmann	Shawano County
Tom Kautza.....	Shawano County
Chuck Dallas	Shawano County
Dick Koeppen	Waupaca County
James Nygaard	Waupaca County
DuWayne Federwitz	Waupaca County
Bob Sivic (Alt. for Donna Kalata)	Waushara County
Larry Timm.....	Waushara County
Neal Strehlow.....	Waushara County
Mark Harris.....	Winnebago County
Steve Cummings	Winnebago County

Ken Robl Winnebago County
 Ernie Bellin Winnebago County
 Robert Schmeichel Winnebago County
 Martin Farrell Fond du Lac County
 Chuck Hornung Fond du Lac County
 Jill Michaelson Ex-Officio Member
 Ronald McDonald Ex-Officio Member

Commission Members Excused

Alice Connors Calumet County
 Paul Mayou (Alt. for Brian Smith) Waupaca County
 Allen Buechel Fond du Lac County
 Joseph Moore (Alt. for Karyn Merkel) Fond du Lac County

Commission Members Absent

Michael Thomas Outagamie County
 Brenda Schneider Fond du Lac County
 David Albrecht Winnebago County

Staff Members Present

Eric Fowle Executive Director
 Walt Raith Assistant 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
 Joe Huffman Planner
 Nick Musson Associate Planner
 Dave Moesch Associate Planner

A. Introduction of Alternates and Guests

Mr. Erdmann introduced Mr. Nygaard as the new Commissioner from Waupaca County.

B. Welcoming of New Commissioners

Mr. Erdmann introduced Mr. Nygaard as the new Commissioner from Waupaca County.

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

A. Welcome – Jeff Nooyen, County Board Chair

Mr. Nooyen welcomed the Commission to Outagamie County.

B. Special Guest Comment

Mr. Fowle introduced Senator Ron Johnson to the Commission. Senator Johnson briefly addressed the Commission on the following: background, mission statements to live by, federal government involvement and functionality, current and developing efforts in the Fox Valley region and State of Wisconsin, value of local government and involvement, and the top priorities and responsibilities of government.

Brief discussion took place regarding these topics.

C. Other Public Comment

There was no public comment.

VI. APPROVAL OF AGENDA

Mr. Koeppen motioned to approve the agenda, Mr. Schmeichel seconded the motion. The motion passed unanimously.

VII. MINUTES OF THE JANUARY 26, 2018 QUARTERLY MEETING

Mr. Federwitz motioned to approve the summary of proceedings, Mr. Cummings seconded the motion. The motion passed unanimously.

VIII. ANNOUNCEMENTS AND REPORTS

A. Commissioner News / Status of Commissioner Appointments

Mr. Fowle noted that Mr. Strehlow's appointment was still pending. Mr. Fowle also mentioned that as part of the Annual Meeting, new Commissioners would be inducted at that time, and since Calumet County has passed the 50,000 population threshold, a new seat has been created for an additional new Commissioner. Mr. Fowle welcomed Mayor Jaeckels who will be filling that seat.

B. Conflict of Interest / Emergency Contact Forms

Mr. Fowle noted to please complete the form and return it to Ms. Scheibe-Johnson.

C. Staff News

Mr. Fowle noted staff anniversaries Ms. Bonnin (5 years), Mr. Erickson (5 years), Mr. Badtke (18 years), Mr. Moesch (20 years), and Mr. Raith (27 years). Mr. Fowle also announced that Mr. Huffman will be retiring in the late summer. Mr. Huffman briefly addressed the Commission regarding his transition.

D. Media Reports

Mr. Fowle noted that all media reports were included in the packet materials.

E. AWRPC Regional Planning Summit – Thursday, June 14th, 2018 in Wisconsin Rapids

Mr. Fowle noted that the June Association of Wisconsin Regional Planning Commissions would be held in Wisconsin Rapids. This is an opportunity to discuss regional planning. The focus will be internal and on regional planning commission staff and commissioners. An invitation will be issued formally to the Steering Committee members, who are the county board chairs. If the meeting goes well, it is hoped to expand that in future years and invite additional Commissioners. There will be training sessions for Commissioners as well as staff engagements. Attendees will report out on the event. In the event that one of the county board chairs cannot attend, an invitation will be extended to Commissioners in that county to find an attendee in their stead.

Mr. Fowle also recognized the GIS staff for their mapping achievements at the Wisconsin Land Information Association (WLIA) Conference and East Central staff have received awards for maps they produced.

F. County Issues Roundtable Discussion

There was no roundtable discussion.

G. Other Announcements

There were no other announcements.

IX. BUSINESS

A. Steering Committee

1. Acceptance of the Summaries of Proceedings for the April 17, 2017 Meeting

Mr. Farrell motioned to approve the summary of proceedings, Mr. Johnson seconded the motion. The motion passed unanimously.

2. Acceptance of the Summaries of Proceedings for the January 26, 2018 Meeting

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

3. Review and Acceptance of the CY 2017 Audit Report

Ms. Scheibe-Johnson presented the audit report to the Commission. Ms. Scheibe-Johnson explained that as a result of the request for proposals (RFP) process, the Steering Committee chose a new auditor for this year, Schenck and Associates, which accounts for the new look and format of the audit itself. The change went well overall. The reason for the change is that it is good to have a different auditor looking at the financial statements, and also because it was a cost-effective move. Ms. Scheibe-Johnson provided a brief overview of the audit, items included in the overview were as follows: auditor's opinion of the financial statements, single audit opinion, concerns, findings, material weaknesses, significant deficiencies, suggestions and implementation thereof, statement of net position, cash investments, restricted cash, accounts receivable, accounts payable, net pension liability, net position, unrestricted net position, statement of revenue and expenses and changes, change in net position, statement of cash flows, change in cash and cash equivalents, capital lease footnote, shift from GASB 68 to GASB 87, federal and state awards, and single audit results.

Mr. Dallas motioned to approve the audit report, Mr. Gentz seconded the motion. The motion passed unanimously.

4. Proposed Resolution No. 16-18: Adopting the 2018 Cost-Allocation Plan and Certificate of Indirect Rate for the East Central Wisconsin Regional Planning Commission

Ms. Scheibe-Johnson provided an overview of the resolution and noted that the cost-allocation plan is done annually. The plan gives the agency the ability to allocate indirect costs and overhead expenses among all of the grants being worked on in a given one-year time period. The most important portion of this is the actual certificate of indirect cost rate, this gets submitted to the Department of Commerce and Economic Development Association. The indirect cost rate that will be applied in the year 2018 is based on the audit from the year 2017 and the rate will go down considerably to 131.32 percent, which is down from last year when it was 140.88 percent. There is about an 8.5 percent decrease in the indirect cost rate which means the agency has the ability to do more work while charging less to those federal and state awards. The significant savings is a result of the decrease in 2017 in health insurance; a couple of employees opted not to participate in the group health insurance plan of the Commission and went on their spouses' plans. That helped decrease the fringe benefit percentage from 88 percent to 80 percent, which is one of the components of the 131 percent. Those two employees came back on the agency's plan in 2018, so the 131.32 percent will be a temporary decrease in the indirect cost rate and it will likely increase to about 140 percent next year.

Mr. Bellin motioned to approve the resolution, Mr. Federwitz seconded the motion. The motion passed unanimously.

5. 2018 First Quarter Financial Report

Ms. Scheibe-Johnson provided an overview of the first quarter financial report. Items included in the overview were as follows: cash position, accounts receivable, accounts payable, statement of revenue and expenses, direct grant expenses, expected contracts, main expenses, and first quarter surplus.

Mr. Farrell motioned to approve the financial report, Mr. Lowey seconded the motion. The motion passed unanimously.

6. 2018 Work Program Performance Report

Mr. Fowle provided an overview of the work program performance report. Items included in the overview were: staff hours budgeted and invested, timing of projects, contractual works, project review and future planning, GIS datasets at the regional level, efficiencies, and extensive activity list.

B. Economic Development Committee

1. Acceptance of the Summary of Proceedings for the January 3, 2018 Meeting

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

2. Initiative 41 Update

Mr. Fowle provided an update on the I-41 initiative. Items included in the update were as follows: partners and subrecipients, timeline of work to be completed, activities to help with coordination of the ecosystem of economic development, ESRI story map, asset map for New North area related to economic development entities and programs, February 2018 event with consultants, and I-41 corridor strategy document. The strategy report will be brought forward to the Commission for formal adoption in July. Also, at the last Regional Comprehensive Planning Committee Meeting, there was lively discussion on the generalization that many times a plan is done and then never revisited and whether economic development organizations can accomplish the work and that timing is of importance. Counter conversations occurred regarding East Central's responsibility and capacity as a Commission, the fact that there was no funding in the grant to do the recommendations, and as such the committee suggested having a joint meeting with the Economic Development Committee in late May/early June. A focused conversation on those discussion items organized in a manner that would be informational about the priorities of the Commission as to leadership abilities will factor in to the upcoming budget and levy discussions for next year. Those items will be addressed in the very near future to see what the end result is. It will be up to the Commission and Commissioners to determine East Central's priorities in that arena.

C. Open Space and Environmental Management Committee

1. Acceptance of the Summary of Proceedings for the January 10, 2018 Meeting

Mr. Federwitz motioned to accept he summary of proceedings, Mr. Schmeichel seconded the motion. The motion passed unanimously.

2. Great Lakes Restoration Initiative Tree Planting Grant Awards

Mr. Fowle provided a brief update on the tree planting grant awards. Last year, East Central participated with Bay Lake Planning Commission and took the lead along with two other RPCs on submitting an application for a restoration initiative on a tree planting program to deal with the ash tree reduction due to the emerald ash borer. East Central was in a similar partnership a year prior and had great success and was able to sub-award monies to communities. Information was put out about the application process, which has now closed, and 40 applicants were received for the grant program. There were 14 applicants from the Bay Lake Region, 13 from the southeast Milwaukee area, 12 from East Central, and 1 from Northwest RPC. There is \$122,000 available to give out to communities and there is \$428,000 in requests. Mr. Verboomen will be on the review committee to view those applications and to make determinations on awards. Final awards have not yet been chosen, when they are, notifications will be made and media releases will be issued. There will be another \$120,000 to give away on this next year. There will be an announcement early next year about applications as well.

D. Community Facilities Committee

1. Acceptance of the Summary of Proceedings for the January 10, 2018 Meeting

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

E. Transportation Committee

1. Acceptance of the Summary of Proceedings for the January 9, 2018 Meeting

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

2. Proposed Resolution 10-18: Approval of the East Central Wisconsin Regional Complete Streets Policy

Ms. Biedermann provided an overview of the resolution. This is the same resolution that was brought forward at the January 2018 Commission Meeting. There were edits and suggestions made when the document moved forward for public comment and those edits were made, mostly for clarification that the document is contact-sensitive based on the community and if there is a local Complete Streets Policy that the regional policy will still supersede the local policy for federal funding requirements. A few additional performance measures were added. All other content has remained the same.

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

3. REAFFIRMATION of Proposed Resolution 11-18: Approval of the Appleton (Fox Cities) Transportation Management Area (TMA) 2018-2021 Transportation Alternatives Program (TAP) Projects

Ms. Kraemer Badtke provided an overview of the resolution. East Central is the (Metropolitan Planning Organization) MPO for the Appleton (Fox Cities), with that the population is over 200,000 there is an allocation is received for transportation alternative program (TAP) funding. Five applications were received for this particular area. East Central staff worked closely with WisDOT Northeast Region staff and the DOT central office to review the applications. There were two applications that were considered eligible and two that were considered questionable and one deemed ineligible. The questionable applications were due to the pending eminent domain legislation that was passed through the state budget. Official guidance is as yet to be received from the DOT central office or the Office of General Council regarding how that will be in place for the particular projects. Once the guidance is released that information will be taken into account moving forward. There was approximately \$500,000 in projects to be awarded. The two projects that the committee recommended were the Regional Safe Routes to School Program – Appleton Transportation Management Area (TMA) only and the City of Kaukauna Bike Lane Project on Highway 96. The other two communities that have submitted projects were contacted and those communities will move forward to the state competition. The committee ranked the projects on selection criteria provided by WisDOT. Those were the recommendations to move forward to the Technical Advisory MPO and the Transportation Committee and action was taken by the Steering Committee on behalf of the full Commission due to timing. The list of approved projects needed to be submitted to the DOT by April 20th. This is a reaffirmation of the resolution.

Mr. Nooyen motioned to reaffirm the resolution, Mr. Hanna seconded the motion. The motion passed unanimously.

4. Proposed Resolution 13-18: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area (TMA) 2018

Mr. Moesch provided an overview of the resolution. This is a two-part amendment for the Fox Cities Transportation MPO area. Regarding the Section 5310 Grants, Valley Transit requested that East Central revise some numbers that were already listed in the TIP. For the last project, the Wisconsin DOT requested that a large resurface project on Wisconsin 55 in Calumet County be advanced. These are large projects, anything over \$1 million requires a 30-day public review period, the projects were properly posted. The second portion of the amendment is in regard to the safety measures adopted in January. As part of the requirements, it is necessary to analyze those performance measures and add them

to the TIP. The requirements, safety measures, and how East Central is investing in the projects to improve safety situations on the roadways are all examined. More safety measures will be adopted moving forward and there will be a lot more involvement regarding East Central. This is the first step.

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

5. Proposed Resolution 14-18: Amending the Transportation Improvement Program for the Oshkosh Urbanized Area – 2018

Mr. Moesch provided a brief overview of the resolution and explained that the resolution is the same basic document and procedure as listed above along with the setting of safety measures. It analyzes the projects being invested in to improve the safety situations for the MPO area of Oshkosh.

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

6. Transit & Specialized Transportation Planning Update

Mr. Musson provided a transportation planning update. Items included in the overview were as follows: City of Oshkosh transit development plan (TDP) progress, components, recommendations, main focuses, fare analysis, marketing, future site planning, information technology; City of Appleton transit development plan progress, March kick-off meeting, evaluation of entire system, design of a more efficient routes, plan goals, importance of the process; update on facilitation meetings in East Central counties; plan deadlines; EasterSeals grant; Greenleaf contract; and commuter service study.

Mayor Hanna commented that it was good to hear mention of the commuter service study, it is important that the study coordinate with the transit development plans that are in process. Also, since SRF Consulting is working both with Go Transit and Valley Transit, it would be encouraged within both those TDPs to look at the interconnection between those two systems, because after the census in 2020, Appleton and Oshkosh will become one (Metropolitan Planning Organization) MPO instead of two. We need to understand the impact on federal funding and also the opportunities that exist in terms of public transit within that unified metropolitan area.

Mr. Musson replied that there will be a component in each transit development plan that examines that. East Central, Valley Transit, and Go Transit met last week to discuss what that might look like, so those discussions are already taking place. The goal of both transit agencies is to work together and with all these different planning activities going on, coordination will be necessary and East Central is going to part of each of those activities. All of the plans will be brought together and coordinated so everything is in line when future recommendations are examined.

Mayor Hanna responded that East Central is a planning agency, and it is important that the planning being engaged in is not done in silence. There was a lot of money and effort spent on the I-41 initiative so now that must be built on, transportation is an essential element. There cannot be standalone TDPs in two different counties, it is important to know and understand that all of these things are being done in that greater context.

Mr. Musson replied that was taken into account. The timing when it comes to transit development plans will be in line with the commuter service feasibility study. The timing to everything was coordinated amongst the plans, they were looked at from a regional perspective and not just as individual plans. One planned item with the commuter service study is that coordination with the I-41 initiative must take place.

Mr. Koeppen asked how the Waupaca County facilitation event went. Mr. Musson replied that the event was well attended with good discussion which went over time.

Mr. Gentz commented regarding Mayor Hanna's points in relation to the comprehensive plans and noted that it is important to see application put in place and regionally planning and coordinating the plans and then getting them moving forward.

F. Regional Comprehensive Planning Committee

1. Acceptance of the Summary of Proceedings for the January 17, 2018 Meeting

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

2. Proposed Resolution 15-18: Authorizing the Commission to Enter into an Agreement with the Town of Algoma, Winnebago County for the Preparation of a Comprehensive Plan Update

Mr. Fowle provided an overview of the resolution. The resolution is a proposal to do a comprehensive plan for the Town of Algoma, two subcomponents are being added: a capacity management study and a town improvement program. The broader aspects of development will be examined and recommendations for future growth and development added as well as figuring out the community's cost that development may entail. The entire contract is \$31,500 and has been approved by the Town Board. The meeting kick-off process took place in early April and was approved by the Regional Comprehensive Planning Committee prior to this meeting.

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

X. OTHER BUSINESS

A. Acknowledgement of Outgoing Commissioners

Mr. Fowle acknowledged the following outgoing commissioners: Mr. Kleckner, Mr. Barrington, and Mr. Albrecht and thanked them for their dedicated service.

XI. ESTABLISH TIME AND PLACE FOR NEXT COMMISSION MEETING

Quarterly Commission Meeting, 10:00 a.m., Friday, July 27, 2018 at City Hall in New London, WI.

XII. ADJOURNMENT

Mr. Bellin motioned to adjourn, Mr. McDonald seconded the motion. The motion passed unanimously.