

# MEETING NOTICE

## STEERING COMMITTEE

COMMITTEE MEMBERS: *Jerry Erdmann (Committee Chair/Commission Chair), Dick Koepfen (Committee Vice-Chair), David Albrecht (Commission Vice-Chair), Donna Kalata, Jeff Nooyen, Alice Connors, Martin Farrell, Jeremy Johnson*

**Date:** Friday, January 26, 2018 (**immediately preceding the 10 a.m. Quarterly Meeting**)  
**Time:** 9:15 a.m.  
**Place:** UW-Oshkosh Alumni Welcome and Conference Center  
Room #213  
625 Pearl Avenue  
Oshkosh, WI 54901

**Agenda (unless otherwise noted, all materials will be contained in the 1/26/18 Quarterly Commission Meeting Packet to be sent under separate cover)**

- 1) Welcome & Introductions
- 2) Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement
- 3) Pledge of Allegiance
- 4) Approval of Agenda / Motion to Deviate
- 5) Public Comment
- 6) Approval of December 11, 2017 Meeting Summary of Proceedings (*Attachment #1*)
- 7) Announcements
  - a) Commissioner Appointment Status
  - b) Other
- 8) Informational/Discussion Items:
  - a) 2017 Fourth Quarter Financial Report – Pam Scheibe-Johnson, Controller
  - b) 2017 Work Program Performance Report (*to be distributed at meeting*)
  - c) County Issue Sharing / Roundtable Discussion (as time permits)

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9) New Business/Action Items:

- a) **Proposed Resolution No. 01-18: Adopting the Final 2018 Work Program and Budget for the East Central Wisconsin Regional Planning Commission**
- b) **Proposed Resolution No. 02-18: Adoption of the Annual Affirmative Action Program for Equal Employment Opportunities**

10) Next Meeting Date & Agenda

11) Adjourn

*Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.*

## DRAFT - SUMMARY OF PROCEEDINGS

### STEERING COMMITTEE

**Date:** Monday, December 11, 2017  
**Time:** 1:30 P.M.  
**Place:** ECWRPC Offices, Conference Room, 400 Ahnaip Street, Menasha, WI

**Committee Members Present:**

Jerry Erdmann (Chair).....Shawano County  
 Donna Kalata..... Waushara County  
 Jeff Nooyen .....Outagamie County  
 Dick Koeppen..... Waupaca County  
 Jeremy Johnson (Perm. Alt. for Beth Moses)) ..... Menominee County  
 Alice Connors.....Calumet County  
 Martin Farrell ..... Fond du Lac County  
 Dave Albrecht (V. Chair)..... Winnebago County

**Committee Members Absent/Excused/Unexcused:**

None

**Staff /Others Present:**

Eric Fowle .....Executive Director  
 Melissa Kraemer-Badtke ..... Principal Transportation Planner  
 Pam Scheibe-Johnson.....Controller

**1) Welcome & Introductions**

The meeting was called to order at 1:32 p.m. by Chair Erdmann and introductions were made.

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

Mr. Fowle stated that the Committee should be working off of the Second Amended Agenda and that it was posted and distributed properly. A quorum was also present, making it a legal meeting.

**3) Pledge of Allegiance**

**4) Approval of Agenda / Motion to Deviate**

Motion made by Ms. Connors and seconded by Ms. Kalata to approve the agenda. Motion passed unanimously.

**5) Public Comment**

No public comment was offered.

**6) Approval of October 3, 2017 Meeting Summary of Proceedings**

Motion made by Ms. Kalata and seconded by Mr. Nooyen to approve the October 3<sup>rd</sup>, 2017 Summary of

Proceedings. Motion carried with 7 ayes and 1 abstention (Mr. Johnson).

## **7) Announcements**

### **a) New GIS Staff – Tanner Russell**

Mr. Fowle introduced Tanner Russell to the Committee who was hired as the new entry level GIS Assistant replacing Tyler DeBruin' s position (Tyler was moved into the SRTS Planner position earlier in the year). Mr. Russell introduced himself to the Committee and provided some background on his previous experience.

### **b) Commissioner Appointment Status**

Mr. Fowle noted the only appointment still outstanding is the Governor's Appointment for Waushara County held by Neal Strehlow. Ms. Kalata assured the Committee that a second name for consideration was provided to the Governor's office. Mr. Fowle stated that he will follow up with the Governor's office after the holidays to check on the status of this appointment.

### **c) Other**

Mr. Fowle updated the Committee on Walt Raith's health status and informing the committee that Walt will not likely return to the office until January. Mr. Fowle assured the Committee that Walt's projects are being covered by staff for the moment.

Mr. Fowle also noted that he has not received an official response from the City of Green Lake regarding membership and that he will follow up with them again. Ms. Kalata stated that she had a conversation with the Green Lake County Board Chair who indicated that he has no intent to have the County seek membership with East Central any time soon and that the City's membership would be no guarantee that the County would eventually join.

Ms. Scheibe-Johnson announced that the Commission's Property and General Liability Insurance – will have a \$900 decrease in 2018 premiums because of workers compensation rates have gone down considerably.

## **8) Informational/Discussion Items:**

### **a) 2017 Work Program & Budget Update**

Mr. Fowle distributed the standard quarterly report regarding project status and time spent on the variety of work efforts as of the end of November, 2017. Mr. Fowle noted that five additional projects/activities were added during this portion of the 4<sup>th</sup> Quarter and also highlighted a handful of 2017 Technical Assistance Projects that will likely carry over into 2018. According to information as of this date, the 2017 budget should be on track and hopefully will be slightly in the black. However, Walt's absence has reduced the available staff hours for Transportation related projects and a carryover of funds into 2018 is now likely. This has prompted the need for Resolution 24-17, which will be discussed later.

Ms. Connors asked about the Calumet County River Stories project. Mr. Fowle responded that this is a tourism-related project and Tom Baron is working with County staff, as well as Rock Anderson (retired

County Conservationist) on this project. The final deliverable for this project will be a web-based, interactive map which will promote canoeing and kayaking on several of the County's stream and rivers.

Mr. Johnson noted that while some projects are delayed or not completed yet, that it appears about 15-20 percent of the projects are done and came in under budget which helps to offset those that go over budget. Mr. Fowle noted that this is typical and the time/budget usually evens out as a result. Nonetheless, Ms. Connors noted her concern that some projects are not being completed on time.

**b) 2018 Work Plan & Budget Update**

Mr. Fowle referred to the preliminary budget distributed with the packet and noted at this time he's looking at a \$25,000-\$30,000 shortfall in 2018, but noted that it should be relatively easy to find this amount of revenues from contracts during the calendar year. Mr. Fowle further noted that the staff's allocation of time to the various work program elements and activities is nearly completed and the remainder of staff time coincides almost exactly with the projected revenue shortfall. Mr. Fowle hopes that the budget will show a break-even forecast for 2018 once it is finalized in January.

**c) 2018 Health Insurance**

Ms. Scheibe-Johnson referred to the attachment in the packet and noted that an overall 9.7% increase is expected in health insurance mainly as the result of two employees coming back onto our plan. Mr. Fowle noted that even though costs to keep ThedaCare providers were significantly higher this year, a few staff did elect to keep that coverage and pay the increased costs.

**d) County Issue Sharing / Roundtable Discussion**

Due to time constraints, Ms. Kalata requested to move this item to the end of the meeting.

**9) New Business/Action Items:**

**a) 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**

As Mr. Fowle noted previously, with Walt's unexpected absence from work, we will not be able to complete the program deliverables within the Transportation Work Program. Staff has worked with the Wisconsin Department of Transportation (WisDOT) and the Federal Highway Administration (FHWA) to develop the resolution and work with them on approval to carry over these program deliverables into 2018. WisDOT and FHWA certainly felt this is allowable given the circumstances. Motion made by Mr. Nooyen and seconded by Mr. Farrell to approve Resolution 24-17. Motion carried unanimously.

**b) Resolution 25-17: Amending the 2018 Transportation Work Program and Budget to Include the Extension of the Funding Eligibility Period to Complete Work from Calendar Year 2017**

Ms. Kraemer-Badtke explained that this second resolution was required to amend the 2018 Transportation Work Program as that element was previously approved in October but did not contemplate this change at that time. A motion was made by Ms. Connors and seconded by Ms. Kalata to approve Resolution 25-17. Motion carried unanimously.

**c) Resolution 26-17: Authorizing the Executive Director to Serve at the Authorized Representative for the Purposes of the Applying for and Accepting Funding from the Economic Development Administration 2018-2020 Planning Partnership Grant**

Mr. Fowle noted that in discussions with EDA, the necessary approvals for accepting the 3-year grant were not in place and that this Resolution would address their agency's concerns. Ms. Kalata made a motion, seconded by Mr. Nooyen to approve Resolution 26-17. Motion carried unanimously.

**d) Approval of 2018 Technical Assistance Program Project Requests**

Mr. Fowle distributed and summarized the forty-seven technical assistance applications were submitted for 2018. After a thorough evaluation of staff capabilities, time available, and scope of the project, Mr. Fowle recommended forty-three of the projects for approval with a few caveats as follows:

- The City of Green Lake's project is contingent upon them actually following through with membership on the Commission.
- Mr. Fowle will be contacting and discussing with the City of Weyauwega how we can best help with a comprehensive plan update. Staff can provide demographic information under the technical assistance program, however if the City of Weyauwega wants East Central to update their comprehensive plan then we would need to discuss a contract for this project.
- The City of Weyauwega applied for a downtown master plan. Due to the size of the scope of developing a downtown master plan, this project would not be eligible for technical assistance. Mr. Fowle will be contacting and discussing with staff at the City of Weyauwega if we could par down the scope of the project to convening of a downtown visioning workshop.
- The Complete Streets project for the City of Oshkosh will be folded in to Oshkosh Metropolitan Planning Organization work program activities since several more communities and the commission are working to develop a complete streets policy.
- While Shawano County's Comprehensive Outdoor Recreation Plan is noted for approval, this project would be secondary to the Winnebago County Comprehensive Outdoor Recreation Plan's completion.

A number of questions were asked and Ms. Connors expressed concerns about better prioritization of the projects, including completion dates. Ms. Kalata felt that given the fact that East Central staff are struggling to complete these projects then we need to strike City of Green Lake - until they join - \$3,500 more levy revenue, but for the time that it is going to take to do the project, is it worth it? Mr. Nooyen was surprised it has taken the City this long to get back to us regarding membership.

Mr. Farrell noted that Fond du Lac County wasn't a member of East Central for quite a few years, but during that time some of the local municipalities were members and were offered the same services. Mr. Fowle noted that currently, we have eight counties that are members of the Commission and that local municipalities within the other two counties (Green Lake and Marquette) do not have individual municipal memberships with the commission.

A motion was made by Mr. Koeppen and seconded by Mr. Farrell to approve the forty-three recommended technical assistance projects for the 2018 Work Program. Motion carried unanimously.

- e) **CLOSED SESSION: The Committee will convene into closed session pursuant to section 19.85(1) of the Wisconsin Statutes to: 1) conduct 2017 annual performance evaluation and review of 2018 employment agreement terms for the Executive Director position, and; 2) review staffing promotion proposal.**

Motion made by Mr. Albrecht and seconded by Ms. Kalata to go into closed session. Roll call vote taken with 8 ayes and 0 nays. Motion carried.

- f) **RECONVENE INTO OPEN SESSION: The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters.**

Motion made by Mr. Farrell and seconded by Mr. Nooyen to come out of closed session. Roll call vote taken with 8 ayes and 0 nays. Motion carried.

Motion made by Mr. Nooyen and seconded by Ms. Connors to approve the promotion of one staff person on January 1, 2018 as discussed in closed session. Motion carried unanimously.

Motion made by Mr. Johnson and seconded by Mr. Farrell to renew the Executive Director's contract for 2018 with a two percent increase in salary. Motion carried unanimously.

- g) **Approval of 2018 Staffing Plan**

Mr. Fowle reviewed the 2018 staffing plan noting that the aforementioned promotion was included in the listing and calculations, but the Executive Director's salary increase was not shown. These materials will be updated to reflect the second action. After review and discussion by the Committee, a motion was made by Mr. Nooyen and seconded by Mr. Koeppen to approve the 2018 staffing plan as discussed. Motion carried unanimously.

## **10) Next Meeting Date & Agenda**

A meeting date was not established, however; if no other business arises over December/early January, it may be possible to meet prior to the Quarterly Commission meeting on Friday, January 26<sup>th</sup>, 2018 to address the final work program and budget document.

## **11) Adjourn**

Mr. Albrecht motioned to adjourn, seconded by Mr. Nooyen. Motion carried unanimously. Meeting was adjourned approximately 3:20 p.m.