

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

Place: Ashwaubenon Community Center
900 Anderson Dr.
Ashwaubenon, WI 54304

Date: Friday, October 26, 2018

Time: 1:15 p.m.

The meeting was called to order by Chair Farrell at 1:24 p.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
Rick Jaeckels.....	Calumet County
Hope Karth.....	Calumet County
Merlin Gentz	Calumet County
James Lowey.....	Menominee County
Jeremy Johnson (Alt. for Beth Moses).....	Menominee County
Ruth Winter.....	Menominee County
Thomas Nelson	Outagamie County
Jeff Nooyen.....	Outagamie County
Michael Thomas.....	Outagamie County
Jerry Erdmann	Shawano County
Tom Kautza.....	Shawano County
Chuck Dallas	Shawano County
Dick Koeppen	Waupaca County
Brian Smith	Waupaca County
James Nygaard	Waupaca County
DuWayne Federwitz	Waupaca County
Donna Kalata	Waushara County
Larry Timm.....	Waushara County
Neal Strehlow.....	Waushara County
Mark Harris.....	Winnebago County

Mark Lyons (Alt. for Steve Cummings)	Winnebago County
Ernie Bellin	Winnebago County
Robert Schmeichel	Winnebago County
Martin Farrell	Fond du Lac County
Brenda Schneider	Fond du Lac County
Chuck Hornung	Fond du Lac County
Allen Buechel.....	Fond du Lac County
Jill Michaelson	Ex-Officio Member
Ronald McDonald	Ex-Officio Member

Commission Members Excused

Daniel Rettler	Outagamie County
Ken Robl	Winnebago County
Joseph Moore (Alt. for Karyn Merkel)	Fond du Lac County

Commission Members Absent (Unexcused)

David Albrecht (Alt. for Shiloh Ramos)	Winnebago County
Kevin Sturn	Outagamie County
Tim Hanna	Outagamie County

Staff Members Present

Eric Fowle.....	Executive Director
Walt Raith	Assistant Director
Pam Scheibe-Johnson	Controller
Erin Bonnin.....	Administrative Coordinator
Melissa Kraemer Badtke	Principal Planner - Safe Routes to School
Kathy Thunes	Principal Planner – Community Development
Todd Verboomen	Associate Planner
Tom Baron	Principal Economic Development Planner
Kim Biedermann	Associate Planner – Regional Bicycle & Pedestrian Coordinator

A. Introduction of Alternates, and Guests

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 & GUEST COMMENT

There was no public comment. Mr. Fowle introduced Ms. Skendandore, Northeast Region Director, Division of Intergovernmental Relations from Governor Walker’s staff.

VI. APPROVAL OF AGENDA / MOTION TO DEVIATE

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

VII. APPROVAL OF MINUTES OF THE JULY 27, 2018 QUARTERLY MEETING

Mr. Schmeichel motioned to approve the minutes, Mr. Nygaard seconded the motion. The motion passed unanimously.

VIII. ANNOUNCEMENTS AND REPORTS

A. Commissioner / Commission Announcements

Mr. Fowle provided an overview of Commissioner and Commission announcements and Mr. Gentz provided a brief summation of the mini-conference. Mr. Fowle also briefly highlighted proposed next steps for the Commission and the region regarding the mini-conference subject matter.

B. Staff Announcements

Mr. Fowle provided an overview of staff anniversaries and other staff announcements.

C. Media Reports / Upcoming Events

Mr. Fowle briefly referenced that media reports and correspondence provided in the meeting packet and highlighted upcoming events.

D. 3rd Quarter Accomplishments Report

Mr. Fowle briefly mentioned the collection of items listed in the Weekly Reports.

E. 3rd Quarter 2018 Work Program Progress Report

Mr. Fowle provided an overview of the provided quarterly accomplishments report and highlighted projects and items listed and the project completion process.

Mr. Gentz motioned to receive and place on file, Ms. Kalata seconded the motion. The motion passed unanimously.

F. Other Announcements

Mr. Fowle provided an overview of Commission involvement, regional partnerships, and grant funding.

IX. BUSINESS

A. Steering Committee

1. Acceptance of the Summaries of Proceedings for the July 16, 2018 Meeting

Mr. Nooyen motioned to accept the summary of proceedings, Mr. Johnson seconded the motion. The motion passed unanimously.

2. Acceptance of the Summaries of Proceedings for the September 13, 2018 Meeting

Ms. Kalata motioned to accept the summary of proceedings, Mr. Erdmann seconded the motion. The motion passed unanimously.

3. 2018 3rd Quarter Financial Report

Ms. Scheibe-Johnson provided an overview of the financial report. Items included in the overview were as follows: balance sheet, cash position, accounts receivable, accounts payable, total assets, statement of revenue and expenses, pass through expenses, contracts, total operating revenues, operating expenses, overall deficit, and budget comparison to 2017.

Mr. Federwitz motioned to receive and place on file, Mr. Dallas seconded the motion. The motion passed unanimously.

4. Update on 2019 Work Program & Budget Development / Summary of 2019 Technical Assistance Project Requests

Mr. Fowle provided an overview of the work program, budget, and technical assistance project requests. Items included in the overview were as follows: adoption of fee schedule, overall feedback, number of projects submitted, timeframe of work to be completed, expected project revenue, Wisconsin Economic Development Corporation (WEDC) disaster recovery program plan, yearend transportation carryover, and anticipated budget layout.

Mr. Thomas asked for an explanation of the Marquette County request listed. Mr. Fowle explained that Marquette County submitted a couple of requests. The county was notified that as they are not members, the services requested could not be provided. The staff member who submitted the requests was not aware that the county was not an RPC member.

Mr. Farrell noted that 19 of the 20 projects submitted will be generating revenue.

5. REAFFIRMATION of Proposed Resolution No. 23-18: Amending the Transportation Improvement Program for the Fox Cities (Appleton) Transportation Management Area – 2018

Mr. Fowle noted that resolutions 23-18 and 24-18 were both for action by the Commission to reaffirm the actions taken by the Steering Committee on behalf of

the full Commission at a previous meeting. A motion is needed to approve each one of the resolutions individually.

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

6. REAFFIRMATION of Proposed Resolution No. 24-18: Amending the Transportation Improvement Program for the Oshkosh Urbanized Area – 2018

Ms. Kalata motioned to reaffirm the resolution, Mr. Buechel seconded the motion. The motion passed unanimously.

7. REAFFIRMATION of Proposed Resolution 27-18: Adopting the 2019 Unified Transportation Work Program and the Annual MPO Self Certification and Regional Transportation Program Self Certification for the East Central Wisconsin Regional Planning Commission

Ms. Kraemer Badtke noted that the Steering Committee acted on behalf of the full Commission on this resolution due to a timing issue with the Wisconsin Department of Transportation. Ms. Kraemer Badtke provided some highlights regarding the resolution which included: Fall meeting with Federal Highway and the Department of Transportation to review work program and make suggested adjustments, increase of \$20,000 in Appleton (Fox Cities)/Oshkosh Metropolitan Planning Organization (MPO) area, items needing completion in 2019, inclusion of a performance measures report with targets for each MPO, no further funding received for the regional transportation program, continuing work with rural counties to address transportation issues and continuing work with specialized transportation committees on any rural transportation corridors at this time.

Mr. McDonald motioned to reaffirm the resolution, Ms. Connors seconded the motion. The motion passed unanimously.

8. Proposed Resolution 35-18: Amending the 2018 Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility Period to Complete Work from Calendar Year 2018

Ms. Kraemer Badtke provided an overview of the resolution. This resolution was acted upon by the Steering Committee on behalf of the full Commission a letter needs to be sent to WisDOT by Nov. 1st regarding if East Central had any funding to exceed this year. This resolution is amending the 2018 work program to move the work program activities into 2019. The activities include: updating the Northeast Region Travel Demand Model and working on updating the long range land use transportation plan. There is a carryover fund of approximately \$100,000 +/- 10 percent based on third quarter numbers and anticipated spending in the fourth quarter of this year.

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

9. Proposed Resolution 36-18: Amending the 2019 Transportation Work Program and Budget to Include the Extension of the Funding Eligibility Period to Complete Work from Calendar Year 2018

Ms. Kraemer Badtke provided an overview of the resolution. The 2019 transportation work program needs to be amended to show the extension of program funding from 2018 into the 2019 work program along with the anticipated activities and deliverables for the program. If finalized and approved by the Commission, new materials will be sent to Wisconsin Department of Transportation and Federal Highway Administration for approval as well. Approval from Wisconsin Department of Transportation was received regarding this funding extension.

Mr. Koeppen 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 July 18, 2018 Meeting

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

2. Proposed Resolution 25-18: Adopting The 2018 Comprehensive Economic Development Strategy (CEDS) 5-Year Update

Mr. Baron provided an overview of the resolution. Mr. Baron noted that the resolution was for the adoption of the 5-year update of the CEDS document. As an Economic Development District (EDD) for the Economic Development Administration, it is required to do a 5-year update. In between those updates, annual updates to the report are done as well to ensure that data is current as goals are reviewed. The work for the 5-year update was overseen by the CEDS Committee, comprised of public and private representation and the committee did meet 3 times to help develop and draft the plan. There was a public comment period that started on September 24th and continued through October 24th. The Economic Development Committee did approve it. A new update to the document is that there is no longer a project list included at the end, the Economic Development Administration (EDA) does not require that anymore and the CEDS Committee was in concurrence with that.

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

3. Initiative 41 Update

Mr. Fowle provided brief update of the I-41 initiative. Items included in the update were as follows: project improvements, grant amendments, funding changes, partnerships, deliverables, activity sustainability, and regional collaborative economic development.

C. Open Space and Environmental Management Committee

1. Acceptance of the Summary of Proceedings for the July 27, 2018 Meeting

Ms. Karth noted a name spelling correction in item #4: John Son being corrected to Johnson. Ms. Karth motioned to correct the summary of proceedings, Mr. Schmeichel seconded the motion to accept the correction.

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

Mr. Thomas asked if there was any update on the Winnebago Water Quality Project. Mr. Buechel provided an update for the Commission. Items included in the update were as follows: background history, Fox Wolf Watershed contracted partnership, lake management plan development, group meetings, work plan, goals, funding, overall plan outcome goals, and projections into 2020. Mr. Fowle also added that he is planning to schedule time to have a more focused report on the initiative at a 2019 Quarterly Commission Meeting and have some of the other partners involved in that effort come and give a more in-depth report. Mr. Buechel also commented that progress reports on this project can be issued to the Commission members. The Commission members voiced approval of the suggestion to receive the progress reports.

D. Community Facilities Committee

1. Acceptance of the Summary of Proceedings for the June 13, 2018 Meeting

Mr. Bellin motioned to approve the summary of proceedings, Mr. Kautza second the motion. The motion passed unanimously.

2. Proposed Resolution 34-18: Updating the Fond du Lac Sewer Service Area Plan

Mr. Bellin noted that the resolution had been postponed until the December 12th Community Facilities Meeting. Mr. Fowle added that no action is required at this time. The resolution will be moved to the January 2019 Quarterly Commission Meeting agenda.

E. Transportation Committee

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

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

2. Proposed Resolution 31-18: Adoption of Highway Safety Improvement Program, Second Performance Rule (PM 2), and Third Performance Rule (PM 3) for the Fox Cities Transportation Management Area (TMA) 2019

Ms. Kraemer Badtke provided an overview of the resolution. In the federal transportation bill, FAST ACT, there was an item included which was that all MPOs have to adopt performance measures and targets for a variety of different areas. In August, staff attended a workshop provided by Federal Highway Administration and the Wisconsin Department of Transportation on performance measures. East Central staff will continue to work with MPOs across the state and WisDOT and Federal Highway on working to develop performance measures. This resolution is taking a look at identifying the performance measures. Ms. Kraemer Badtke briefly explained the following performance measures: PM2: assessing pavement and bridge conditions for the national highway system and non-national highway system for functional classification, PM3: travel and freight reliability metrics. Valley Transit's assessment management plan also must be included in the performance measures and work closely with Valley Transit to meet the performance measures together. MPOs across the state are working on this with WisDOT and Federal Highway, all MPOs across the country are working on this currently. This information was also incorporated into the (Transportation Improvement Program) TIP and will be included in the long range transportation land use plan the following year.

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

3. Proposed Resolution 32-18: Adoption of Highway Safety Improvement Program, Second Performance Rule (PM 2), and Third Performance Rule (PM 3) for the Oshkosh Urbanized Area (TMA) 2019

Ms. Kraemer Badtke provided an overview of the resolution. This resolution is the same as Resolution 31-18, it is just for the Oshkosh MPO. The performance measures had to be incorporated into the TIP and adopted. Then East Central worked with GO Transit to ensure that the asset management plan was included as well.

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

4. Proposed Resolution 28-18: Approval of the Transportation Improvement Program for the Fox Cities Transportation Management Area (TMA) 2019

Ms. Kraemer Badtke provided an overview of the resolution. This is the Appleton (Fox Cities) TMA Transportation Improvement Program (TIP), all of the projects in this area that receive federal funding need to be incorporated into the TIP. The

performance measures and targets also had to be incorporated into the TIP. This is new and moving forward with awarding federal funds for the STP-Surface Transportation Block Grant Program, staff will be looking to award projects that help to meet performance measures and those targets. This is an annual update.

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

5. Proposed Resolution 29-18: Approval of the Transportation Improvement Program for the Oshkosh Urbanized Area (TMA) 2019

Ms. Kraemer Badtke provided an overview of the resolution. This lists all of the projects that receive federal funding. East Central works closely with WisDOT and the local communities to ensure all of the projects are in there including Go Transit. Performance measures and targets were incorporated into the 2019 TIP.

Mr. Nygaard motioned to approve the resolution, Ms. Karth seconded the motion. The motion passed unanimously.

6. Proposed Resolution 26-18: Adoption of the Public Participation Plan for the Appleton (Fox Cities) Transportation Management Area and the Oshkosh Metropolitan Planning Organization (MPO)

Ms. Kraemer Badtke provided an overview of the resolution. This is the public participation plan for the Appleton TMA and Oshkosh MPO. Whenever a long range transportation land use plan is updated, staff must first develop a public participation plan that discusses how to engage the community members in the process. Outlined in the plan are a number of strategies including social media strategies, meeting with partner organizations, going out to the public to discuss their transportation concerns/issues/opportunities. This was available for public comment/review, no input from the public has been received at this time. The public comment/review period ended October 23rd.

Ms. Karth motioned to approve the resolution, Mr. McDonald seconded the motion. The motion passed unanimously.

7. Proposed Resolution 30-18: Adoption of the Appleton (Fox Cities) Transportation Management Area and Oshkosh Metropolitan Planning Organization Complete Streets Policy

Ms. Biedermann provided an overview of the resolution. The MPO and TMA Complete Streets Policy which is similar to the regional policy that was adopted in April. The difference in the policy is that it is more specific to the urbanized area, there are some connections to the transportation improvement program and also list more specific recommendations. The reason being to ensure that with the regional policy that rural communities felt included which is why a separate policy was created for the MPO and TMA areas which are more urbanized areas. Two webinars were hosted and there was an online public comment period also

regarding the complete streets policy. No comment was received during the public comment period, however comment was received during the webinars related to the policy.

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

F. Regional Comprehensive Planning Committee

1. Acceptance of the Summary of Proceedings for the July 24, 2018 Meeting

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

2. Proposed Resolution 33-18: Authorizing the Commission to Enter into an Agreement with the Town of Oakfield, Fond du Lac County, for the Preparation of a Comprehensive Plan Update

Mr. Fowle provided an overview of the resolution. This is a standard contract to do a comprehensive plan update for the Town of Oakfield. The price is lower than what is typical but is with the understanding with the town that this will be a quick update, not much has changed in the community however they still have to go through the process to update the plan and data. The Town Board approved the contract as shown.

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

X. ESTABLISH TIME AND PLACE FOR NEXT COMMISSION MEETING

The next meeting will be 10:00 a.m. on Friday, January 25, 2019, at a location TBD in the Fox Cities/Oshkosh area.

XI. ADJOURNMENT

Mr. Koeppen motioned to adjourn, Ms. Schneider seconded the motion. The motion passed unanimously.