

SUMMARY OF PROCEEDINGS

Regional Comprehensive Planning Committee
East Central Wisconsin Regional Planning Commission
10:00 a.m. – 440 Ahnaip Street, Suite 100, Menasha, WI
October 17, 2018

Committee Members Present

Joe Moore, Chair (Alternate for Karyn Merkel) Fond du Lac County
Merlin Gentz, Vice-Chair Calumet County
Steve Cummings Winnebago County
Rick Jaeckels Calumet County
Kevin Sturn Outagamie County
Mike Thomas Outagamie County

Committee Members Absent

Jim Lowey Menominee County

Staff Present

Kathy Thunes ECWRPC Staff
Tom Baron ECWRPC Staff
Mike Zuege ECWRPC Staff
Melissa Kraemer Badtke ECWRPC Staff

1. Welcome & Introductions

The meeting was called to order at 10:00 a.m. by Mr. Moore. Introductions were made.

2. Statement of Compliance with Open Meetings Law

Mr. Fowle affirmed that the meeting notice was posted in accordance with requirements and that a quorum of members is present.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval of Agenda / Motion to Deviate

A motion was made by Mr. Gentz and seconded by Mr. Jaeckels to approve the agenda. Motion passed unanimously.

5. Approval of July 24, 2018 Summary of Proceedings

A motion was made by Mr. Sturn and seconded by Mr. Cummings to approve the July 24, 2018 summary of proceedings as presented. Motion passed.

6. Public/Guest Comment

None

7. Announcements/Informational Items

a) 2018 APA-WI Conference Report

Mr. Baron provided a brief update on the APA-Wisconsin Annual Conference. The theme of this year's conference was *Growing Inclusive Communities*. Ms. Nelson and Mayor Hanna from the City of Appleton provided a lunch plenary on *Communitywide Equity: A Proactive Approach to Diversity and Inclusion*. Five staff members attended the conference and two staff presented at two sessions *Wayfinding for Active Transportation* and *Incorporating a Health Lens in Planning*. Ms. Thunes stated that she had attended a Law & Legislative Update and had hoped to share information from this session with Commissioners. Unfortunately the power points from the sessions have not been posted yet. When they are posted she promised to share this information with Commissioners.

b) October is National Planning Month!

Mr. Fowle directed the Commissioners attention to Planning Month Key Messages from the American Planning Association. He encouraged Commissioners to promote planning and the planning profession this month.

c) October Quarterly Commission Meeting / Mini Conference – October 26, 2018

Mr. Fowle mentioned that the October Quarterly Commission meeting is scheduled for next week Friday, October 26th in Ashwaubenon. A mini-conference *It all Flows Downhill* will be held in the morning. This conference will discuss toxic levels of PAHs (polycyclic aromatic hydrocarbons), which is found in blacktop. Green infrastructure code audits will also be highlighted. Commissioners should respond to the survey that will be emailed regarding Commissioners attendance at the mini-conference, lunch and the commission meeting.

A question was asked as to if Brown County officials had been invited to the mini-conference. Mr. Fowle said that he would email key elected officials of this opportunity.

d) UniverCity Year Program, UW-Madison

Mr. Fowle mentioned that he wanted to make Commissioners aware of the UniverCity Year Program that is run through UW-Madison. This is a three-year program which is currently accepting proposals from Wisconsin communities for 2018-2021. How this program works is that a community partners with UW-faculty who incorporates identified projects into their courses with graduate students and upper-level undergraduate students.

e) Other

None

8. Informational Items

a) Initiative 41 Update

Mr. Fowle mentioned that Ms. Van Buren is working part-time for the City of Waupun, but is still on the Commission's payroll until February. This will allow her the ability to complete the

DOD grant administration. The project is on track for completion by the end of year. Since some partners did not spend all the dollars that were allocated to them, remaining unused funding was moved to others including ECWRPC for administrative services. The November 15th event will focus on partner education on technology and the I-41 corridor. This will include information on Broadband and 5G, autonomous vehicles and smart cities, smart corridors.

Commissioners expressed concern that strategies are not being moved forward by the Commission. Mr. Fowle said that the Commission is currently working to keep compliant and to complete all the requirements for the current grant. The Commission does not have revenue in the budget to create a new economic development position. A comment was made that the Commission should be looking at increasing the levy. Mr. Fowle stated that he and the Steering Committee are already looking at the 2020 budget. Mr. Gentz asked to be kept informed about the budget discussion. Mr. Fowle offered to put an agenda item on all the standing committee agendas for a Steering Committee Report.

Discussion then focused on safety along the I-41 corridor. Ms. Kraemer-Badtke said that the Commission is leading the charge in terms of addressing safety concerns along the I-41 corridor. We are working with Outagamie County, the City of Appleton and other partners on this issue. We are producing the data that is being distributed regarding safety on the corridor. Short-term recommendations need to be identified to make the corridor safer until a long term solution can be implemented.

b) Update on 2019 Technical Assistance

Mr. Fowle directed the Commissioners attention to a detailed list of technical assistance requests and contract opportunities that was distributed at the meeting. Mr. Fowle mentioned that we should be able to replace Mr. Baron's position, but it is unknown at this time if we will be able to replace Mr. Huffman's position with an economic development planner. Commissioners expressed concern regarding not replacing Mr. Huffman's position with an economic development planner. Mr. Fowle assured Commissioners that he is looking for opportunities for additional revenue to do so, as the 2019 budget will not have sufficient sustaining revenues to do so. Mr. Fowle mentioned a potential opportunity through the WEDC, in which the Commission would administer a loan program following a natural disaster. Money repaid through the loan program could be used for economic development activities by the Commission. Mr. Fowle also mentioned a potential opportunity for the Commission to assist Waushara, Green Lake and Marquette counties with economic development given that their Tri-County Economic Development Corporation is under scrutiny.

c) Review and Updates on Draft 2019 Work Program & Budget

Mr. Fowle directed Commissioners attention to a handout distributed at the meeting. A discussion ensued regarding the lower than normal number of technical assistance requests, what to do if a community has not initiate a project during this calendar year, and cost overages on some projects. Comments were again made that Commissioners would like to see an economic development position added.

Mr. Fowle said that the largest change to the work program falling under this committee was the addition of Work Program 1800 Health and Planning. A handout was distributed summarizing this program. Mr. Baron provided a brief summary to the group.

Mr. Cummings left for another meeting at 11:20 a.m.

9) Action Items

- a) 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 stated that to keep costs down, the scope of services was reduced for this contract and that no public visioning/survey work would be completed as part of the contract. The onus is on the Plan Commission to provide updates.

A motion was made by Mr. Thomas and seconded by Mr. Gentz to approve the Resolution 33-18. Motion passed unanimously.

10. Program/Project Updates & Discussion

a) Health & Planning Activities

i) Healthy WI Leadership Institute

Mr. Baron reminded Commissioners that the Commission is completing the third and final year of a three year program in which the Commission is working with the Healthy WI Leadership Institute. This effort has been very beneficial to our work. The Commission has built new relationships, advanced skills training, and has worked collaboratively with public health professionals at the local and the state level. Mr. Baron spoke about the skills that staff developed going through this program including enhanced communication skills, media relations, and understanding the public health perspective. Over the last year, East Central staff has worked on finalizing a Health in Planning Charter document, which lays the groundwork for the deliverables that will continue to be worked on with staff and partner organizations throughout the upcoming years. Mr. Baron also talked that staff will be developing a sustainability program. During the last site visit, there was a discussion about future funding to continue this work effort and staff will continue to pursue funding opportunities to help support this work. The Healthy WI Leadership Institute will be formulating a cost of the services of this program. Ms. Kraemer Badtke stated that East Central decided to pursue this program because it presented an opportunity for innovation with the organization. East Central is one of the only regional planning commissions and planning agencies that has gone through this program. This allowed our staff and their staff learn more about each of our professions.

ii) Wisconsin Healthy Communities designation

Mr. Baron mentioned that East Central WI Regional Planning Commission received the Wisconsin Healthy Communities Silver Designation this summer. This designation is through the UW Population Health Institute and is a three year recognition. Staff applied on behalf of the East Central Region and the programs we have worked on. Mr. Baron stated that as staff went through the application it was pretty eye opening of all of the accomplishments that the agency and staff have with the health in planning program.

iii) APA WI Annual Conference breakout session

Mr. Baron said that he was part of a five panel discussion *Incorporating a Health Lens in Planning* at the APA WI Annual Conference. Panelists shared information on the work that is being done to incorporate health in planning activities.

iv) PlanWorks Website – Draft Federal Highway Administration Case Study – Highlighting East Central’s Transportation and Public Health Work

Ms. Kraemer Badtke directed Commissioners attention to the handout *Draft – PlanWorks Case Study – A Coordinated Approach to Integrating Health in Corridor Planning*. Ms. Kraemer Badtke stated that we were approached by Federal Highway Administration regarding this case study. This case study highlights the work that had been completed with the College Avenue corridor and how community health professionals were engaged in the effort. She mentioned that the Commission had submitted a proposal for workshop with Federal Highway Administration for the Transportation Research Board Annual Conference in January.

v) NCHRP 25-25 – A Guide to Transportation and Public Health Communications Project

Ms. Kraemer Badtke said that a committee comprised of people from around the country was developing guide that should be completed within the next 2 weeks.

Ms. Kraemer Badtke stated that East Central was asked by the Transportation Research Board Committee to work on *A Guide to Transportation and Public Health Communications* document. East Central staff is working with their consultant and a panel of national experts on developing this document. It specifically talks about how to engage public health professionals and areas where transportation professionals may be able to collaborate with public health. The document should be available in early 2019 and East Central will be presenting at the Transportation Research Board Annual Conference in January.

b) Neighborhood Partners / Gappers Network

Mr. Fowle mentioned that last week, the Gappers Network held a Lunch N Learn in Oshkosh on how to initiate a neighborhood program. The City of Oshkosh and the City of Green Bay both talked about how their neighborhood programs started. About 30 people attended the program which received a number of positive comments.

Ms. Thunes said that Neighborhood Partners 2 (NP2) is the other side of the neighborhood effort the Commission is working on. The core team for NP2 is meeting next week to discuss the next series of neighborhood leadership training sessions that should be starting in January, 2019.

c) GIS & Technology Updates

Mr. Zuege said that he recently finished a project for the Village of Campbellsport. The Village wanted assistance on setting up a website in which they would be able to edit their own data. This project is similar to a project that was done for the Village of Hortonville.

Commissioners felt it was important to inform others about this project and the potential cost savings to communities. Cost savings would be realized since communities wouldn't need to pay a consultant for work they could do themselves.

Mr. Zuege also said that International GIS day is November 14th. To celebrate, an open house is being planned at UW-Fox Valley on November 14th from 10 a.m. until 2 p.m. GIS Day provides an international forum for users of geographic information systems (GIS) technology to demonstrate real-world applications.

d) Comprehensive Plan Updates

i – viii) V. Sherwood, C. Oshkosh, C. Waupun, C. Clintonville, V. Winneconne, C. New Holstein, T. Greenville and T. Algoma

Ms. Thunes referred everyone to the handout outlining the status of the comprehensive plan update work being done by the Commission. She, Mr. Baron and Mr. Fowle gave a brief update on contracts they are working on. Notable items include the completion of the Village of Sherwood project and the adoption of the cities of Oshkosh and Waupun comprehensive plan updates on October 9, 2018.

11. County Roundtable Discussion / Updates

a) Dark Stores

Mr. Moore shared that in Fond du Lac Menards sued the City to reduce their assessment from 9.5 million dollars to 5 million dollars. The City was able to negotiate a settlement with Menards that reduced the assessment by 2 million dollars. This settlement also affected Menards assessments for 2016 and 2017. A concern was expressed that this issue is not being taken up by the state legislature and that state representatives should be held accountable. Public awareness of this issue should also be raised.

B) Other

None

13. Next Meeting

The next Regional Comprehensive Planning meeting is tentatively scheduled for Wednesday, January 16, 2019 at 10:00 a.m., location to be determined. Mr. Moore offered to host the meeting in Fond du Lac and will work with Ms. Thunes to coordinate.

14. Adjourn

A motion was made by Mr. Thomas and seconded by Mr. Jaeckels to adjourn. At approximately 12:15 a.m. the meeting ended by consensus.