MEETING NOTICE
REGIONAL COMPREHENSIVE PLANNING COMMITTEE

COMMITTEE MEMBERS: Joe Moore – Fond du Lac Co. (Chairperson), Merlin Gentz - Calumet Co. (Vice-Chairperson), Rick Jaeckels – Calumet County, Jim Lowey – Menominee County, Kevin Sturn – Outagamie Co., Michael Thomas – Outagamie Co., Steve Cummings – Winnebago Co.,

Please contact our offices at least 48 hours in advance if you are unable to attend or arrange for an alternate as a quorum is needed to conduct Committee business.

DATE: Wednesday, April 17, 2019
TIME: 10:00 a.m.
PLACE: East Central Wisconsin Regional Planning Commission, 400 Ahnaip Street, Suite 100, Menasha, WI 54952

AGENDA

1) Welcome & Introduction

2) Statement of Compliance with Wis. Stats. Ch. 19, Subchapter V, Sec. 19.84 Open Meetings

3) Pledge of Allegiance

4) Approval of Agenda / Motion to Deviate

5) Approval of January 16, 2019 Committee Meeting Summary of Proceedings (Attachment #1)

6) Public/Guest Comment

7) Announcements & Events
   a) Joint Meeting, Regional Comprehensive Planning Committee and Economic Development Committee – April 23, 2019 – 1:30 p.m.
   b) ECWRPC Mini-Conference - Autonomous & Connected Vehicles – April 26, 2019
   c) April Quarterly / Annual Commission Meetings – April 26, 2019
   d) “Nature’s Riches” article (Attachment #2)
   e) Other

East Central builds relationships and cooperative, visionary growth strategies that keep our region beautiful, healthy, and prosperous.
400 Ahnaip Street, Suite 100 • Menasha, Wisconsin 54952 • Phone 920.751.4770 • www.ecwrpc.org
8) Action Items
   a) Proposed Resolution 11-19: AUTHORIZING THE COMMISSION TO ENTER INTO AN AGREEMENT WITH THE TOWN OF ALTO, FOND DU LAC COUNTY, FOR THE PREPARATION OF A COMPREHENSIVE PLAN UPDATE (Attachment #3) (Kathy T.)
   b) ECWRPC Support for Accessory Dwelling Unit (ADU) (Attachment #4 – Kathy T.)

9) Informational Items
   a) GIS & Technology Updates (Mike Z.)
   b) New Statutory Housing Affordability and Housing Fee Reports (Attachment #5 - Kathy T.)
   c) Update on Health & Planning Program Activities (Melissa K.B.)
      i) Wisconsin Public Health Association (WPHA) Board
      ii) Wisconsin State Health Assessment Steering Committee Update
      iii) ECWRPC discussions with UW Madison MATCH staff and City of Oshkosh
   d) Neighborhood Partners / Gappers Network (Kathy T.)
      i) May 2, 2019 Lunch N Learn Event
   e) Comprehensive Plan Updates (Attachment #6 - Kathy T.)
      i) C. Clintonville
      ii) V. Winneconne
      iii) C. New Holstein
      iv) T. Greenville
      v) T. Algoma
      vi) T. Oakfield
      vii) T. Eldorado
      viii) V. North Fond du Lac
      ix) T. Alto
      x) Other Pending

10) ECWRPC Steering Committee Report (Attachment #7)

11) County Roundtable Discussion / Updates

12) Next Meeting
   a) Wednesday, July 17, 2019

13) 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.
SUMMARY OF PROCEEDINGS

Regional Comprehensive Planning Committee
City-County Government Center
10:00 a.m. – 160 S. Macy Street, Fond du Lac, WI 54935

January 16, 2019

Committee Members Present
Joe Moore, Chair (Alternate for Karyn Merkel) ............................................. Fond du Lac County
Merlin Gentz, Vice-Chair ..................................................................................... Calumet County
Darryn Burich (Alternate for Steve Cummings) .............................................. Winnebago County
Rick Jaeckels ..................................................................................................... Calumet County
Jim Lowey ..................................................................................................... Menominee County
Mike Thomas ................................................................................................   Outagamie County

Committee Members Excused
Kevin Sturn ................................................................................................... Outagamie County

Staff Present
Eric Fowle ............................................................................................................ ECWRPC Staff
Kathy Thunes ...................................................................................................... ECWRPC Staff
Tom Baron .......................................................................................................... ECWRPC Staff
Mike Zuege ..................................................................................................................................

1. Welcome & Introductions

   The meeting was called to order at 10:10 a.m. by Mr. Moore. Mr. Moore welcomed everyone to the City-County Government Center. 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. Jaeckels and seconded by Mr. Lowey to approve the agenda as presented. Motion passed unanimously.

5. Approval of October 17, 2018 Summary of Proceedings

   A motion was made by Mr. Gentz and seconded by Mr. Thomas to approve the October 17, 2018 summary of proceedings which one correction. It was pointed out that Mr. Moore was an alternate for Ms. Karyn Merkel not Ms. Leanne Lorrigan. Motion passed. Mr. Lowey abstained.
6. Public/Guest Comment

None

7. Announcements/Informational Items

a) January Quarterly Commission Meeting – January 25, 2019

Mr. Fowle mentioned that the January Quarterly Commission meeting is scheduled for next week Friday, January 25th at the Marriott Hotel, Appleton Riverfront in Appleton.

b) Other

Mr. Fowle stated that the full Commission would be going to Fond du Lac in April. The April commission meeting will be on April 26th at the Retlaw Hotel in Fond du Lac. The commission will be held in the afternoon and will be preceded by a mini-conference in the morning. The topic for the mini-conference will be connected and autonomous vehicles.

Mr. Fowle announced that the American Planning Association (APA) has announced their legislative agenda for 2019. The objective is to advance federal policies and programs that create just, healthy and prosperous communities that expand opportunity for all. The legislative priorities are: (1) Housing Choice and Affordability; (2) Inclusive Growth and Development; (3) Infrastructure; and (4) Healthy and Safe Communities.

In addition Mr. Fowle provided committee members with two changes to the Wisconsin State Statutes: 66.10013 Housing affordability report and 66.10014 New housing fee report. Both requirements are for a city or village with a population of 10,000 or more. A discussion ensued as to why this was only being imposed for cities and village with population of 10,000 or more, and not less; the lack of guidance of what the report should look like; and what role ECWRPC might play. It was decided that an agenda item be added to the next meeting so that this topic can be discussed further as to ECWRPC’s role.

8. Informational Items

a) Initiative 41 Update

Mr. Fowle stated the Initiative 41 DOD grant ended at the end of December 2018. Ms. Van Buren is still on the Commission’s payroll until February while she works one day per week from home completing the DOD grant administration. Since some partners did not spend all the dollars that were allocated to them, for a variety of explainable reasons, not all monies were spent. Mr. Fowle has allocated time and included money in the budget to finish the conversation with partners, to update and maintain the virtual asset map, and to initiate some work on “smart communities” as directed by the I-41 Strategic Plan. A lengthy discussion ensued as to the importance of working regionally on the top issues that the consultant identified and the role of the Commission in this process. One commissioner expressed concern that the strategies will not move forward without the Commission’s leadership. He felt that the Regional Comprehensive Planning (RCP) Committee should define a policy for moving forward. It was suggested that the RCP and the Economic Development (ED) committee’s meet jointly in April to discuss ECWRPC’s role moving forward.
9) Action Items

a) Approval of the draft 2019 Work Program & Budget: 1100, 1700, 1800, 2000 & 3000 Elements

Mr. Fowle presented a brief overview of the draft 1100, 1700, 1800, 2000 and 3000 work program and budget. He said that while the budget looked good and it is projected that we will have a surplus for 2019, that this is not projected to be the case during the four years following (2020, 2021, 2022, and 2023). However, future budgets are based on assumptions and the Commission will have time to react and accommodate on certain variables. Due to future budget estimates, we will not be able to replace Mr. Hoffman’s or Mr. Baron’s positions at this time. One committee member suggested that county’s consider ECWRPC instead of others for some of the county’s planning services that are contracted out to private consultants.

Mr. Fowle mentioned one change to the budget that the Commission was not successful on securing a contract from Calumet County for the development of an All-Hazard Mitigation Plan Update and that this contract had been given to a consultant. Therefore, the person days and budget dollars would be transferred to 2500: To be determined contracts.

A motion was made by Mr. Jaeckels and seconded by Mr. Thomas to approve the draft 2019 work program and budget for work program elements 1100, 1700, 1800, 2000 and 3000, with the change noted under the 2000 work program. Motion passed unanimously.

b) Proposed Resolution 01-19: Authorizing the Commission to enter into an agreement with the Town of Eldorado, Fond du Lac County, for the preparation of a Comprehensive Plan Update

Mr. Fowle directed committee members to the scope of work and contract services for the Town of Eldorado in Fond du Lac County. He stated that Ms. Thunes would be working with the Town on the development of this plan, which would occur over the next 1-1/2 years.

A motion was made by Mr. Thomas and seconded by Mr. Jaeckels to approve Resolution 01-19. Motion passed unanimously.

c) Proposed Resolution 02-19: Authorizing the Commission to enter into an agreement with the Village of North Fond du Lac, Fond du Lac County, for the preparation of a Comprehensive Plan Update

Mr. Fowle directed committee members to the scope of work and contract services for the Village of North Fond du Lac in Fond du Lac County. He stated that Mr. Baron would be working with the Village on the development of this plan, which would occur over the next 1-1/2 years.

A motion was made by Mr. Jaeckels and seconded by Mr. Thomas to approve Resolution 02-19. Motion passed unanimously.

10. Program/Project Updates & Discussion

a) Health & Planning Activities
i) Healthy WI Leadership Institute Coach

Mr. Baron stated that the Commission graduated from the Healthy WI Leadership Institute in December of last year. Now we are working on implementation.

ii) WPHA Board Involvement

Mr. Baron said that he had been elected to the Wisconsin Public Health Association Board of directors. This is 3 year term.

iii) Transportation Research Board (TRB) Conference

(1) Workshop with Federal Highway Administration – Facilitating Equity in Transportation

(2) Hot Topic – Panel Presentation – Advancing Public Health in Transportation is Critical for a Smart, Sustainable, and Equitable Future

Mr. Baron said that Ms. Kraemer-Badtke was currently attending the conference. Unfortunately due to the government shutdown, Federal Highway Administration staff will not be in attendance.

iv) Federal Highway Administration Virtual Peer to Peer Exchange

Mr. Baron provided a brief overview of the program and that Ms. Kramer-Badtke can provide additional details as needed.

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

Mr. Baron provided a brief overview of the program and that Ms. Kramer-Badtke can provide additional details as needed.

b) Neighborhood Partners / Gappers Network

Ms. Thunes mentioned that Neighborhood Partners 2 and its partners will be holding the next series of neighborhood leadership training sessions this spring. The first session is scheduled for February 9, 2019 at the Coughlin Center in Oshkosh. The purpose of these sessions is to empower and provide neighborhood leaders with the tools necessary to build relationships and affect change in their neighborhoods. Mr. Burich talked about the positive neighborhood efforts and results occurring in Oshkosh.

Mr. Fowle mentioned that last week, the Gappers Network held a Lunch N Learn in Green Bay on approaches that the City is considering for use in 2019 to develop a set of comprehensive Neighborhood Plans from the bottom up. The program was sold out in about two week and roughly 37 people attended the program which received a number of positive comments. He said that the intent of the network is to develop a website, and post resources such as fact sheets and best practice. Mr. Burich said that Oshkosh has developed a number of guidance documents that the network might want to consider.
c) GIS & Technology Updates

Mr. Fowle said that Mr. McNair, one of our GIS assistants, departed last year for a job elsewhere. Ms. Anna Hogan, who started in January, has replaced him. Ms. Hogan will be introduced to the full commission at the January Commission meeting. He said that it’s his intent to have a GIS staff person sit in on all standing committee meetings. A few additional tablets have been purchased for staff use on various projects.

d) Comprehensive Plan Updates


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 City of Waupun project. Mr. Fowle said that he is talking with the towns of Alto and Waupun and the Village of Campbellsport on potential contracts.

11. ECWRPC Steering Committee Report

Mr. Fowle provided a staff memo listing issues that the steering committee is currently working on. He said that the steering committee will be working on the 2019 Affirmative Action Plan, which is updated annually. He also said that the steering committee will be working on policies for the WEDC Business Disaster Recovery Loan Program. The Commission recently received the Marquette County allocation from WEDC. He and Mr. Baron will be meeting with businesses in Marquette County, but that policies should be in place as to the payback of the monies being loaned. The steering committee will be continuing the discussion on the 2020/future levy. In addition, the steering committee will be addressing updates to the Commission’s Personnel Policies and Bylaws in the coming months.

12. County Roundtable Discussion / Updates

Mr. Thomas shared that health insurance rates increased significantly in Outagamie County and that this increase affected the County’ budget. He also said that the county has invited local state representatives to this meeting to learn more about concerns regarding specific issues that the county has. Presentations will be made by department heads and that the issue of “dark stores” will be brought up. The meeting is open to the public and is scheduled for Monday, January 21, 2019 at 9:00 a.m.

Mr. Lowey said that health insurance also went up in Menominee County, since the Menominee Indian Tribe of Wisconsin directed its employees to get insurance through the county, if possible, instead of the tribe.

13. Next Meeting

Mr. Fowle inquired as to if the committee would be willing to change the meeting date for the next meeting if the economic development committee is interested in holding a joint meeting. Committee members responded affirmatively. Therefore the date and time of the next meeting will be determined at a later date.
14. Adjourn

A motion was made by Mr. Thomas and seconded by Mr. Gentz to adjourn. At approximately noon the meeting ended by consensus.

KATHLEEN L. WOLF, PH.D.
Did you get enough ‘Vitamin N’ today?

People can make choices to improve personal health, such as going to the gym or eating organic food, but what about just sitting under a tree?

Nearly 40 years of scientific research demonstrates that the experience of nature in cities contributes to our health and wellness. Having nearby nature in the vicinity of one’s everyday life – whether during your commute, taking a walk through the neighborhood, or at your child’s school – is now recognized to have important, yet often overlooked, positive effects on health. You don’t have to travel out beyond the city to gain nature-based benefits; nearby parks, trees, and gardens can improve everyone’s quality of life and wellness.

Experiences of metro nature – meaning the entire sweep of native, cultural and built nature in cities – contribute to healthier birth weight in babies, reduced ADHD symptoms in children, stress and anxiety reduction for adults, reduced neighborhood crime, faster healing in hospitals, and improved mental health for seniors. Do you see the pattern? Having access to small bits of nature is important across the entire life cycle, from cradle to grave.

Public health officials are increasingly interested in preventive and community-based health strategies. Chronic health issues at an early age can set up a person for other diseases or conditions later in life. Older people are more susceptible to secondary illnesses once they experience injury or disease. Nature doesn’t cure all ills, but having nature nearby supports opportunities for better mental and physical health, respite from busy lifestyles, and places that add meaning to life.

NEARBY NATURE INCLUDES A VARIETY OF SPACES AND PLACES

The Green Cities: Good Health web site is hosted by the University of Washington and USDA Forest Service; it provides a summary of the research around nature in cities and human health.
In the United States, health care costs are huge, about 17% of the annual Gross Domestic Product (GDP). A large and growing body of research indicates that access to nature in our cities and towns provides significant health benefits. Trees, parks, and gardens may be thought of as ‘nice to have’ – amenities that are pleasant but not essential. Research about the environmental and social services of nature in cities and towns only hints at the economic value of nearby nature. Local leaders need estimates of the monetary value of these benefits to justify public spending on parks and natural spaces.

Public health and medical officials are expanding preventative and community-based health programs to reduce disease and promote health for people of all ages. Nature experiences are not bought and sold like medications; it can be difficult to isolate the ‘soft profits’ of better health in communities, while the hard costs of trees, parks and gardens can be tallied. Yet communities often invest in essential services, knowing that schools, fire and police departments, and road systems provide important benefits.

Recent research has teased out some of the economic impacts of having quality, well-managed green spaces near where people live, work, learn and play in cities. Using a variety of non-market valuation approaches, economists have isolated the nature services that are most likely to offset health costs. The result, based on just a few of the many benefits, adds up to billions of dollars of annual cost savings in our nation.

It is critical to have high quality, nearby nature in our communities, and make it available to everyone.

**GREATER INVESTMENT IN THE NATION’S NEARBY NATURE COULD RETURN:**

- **ANNUAL SAVINGS UP TO:**
  - $11.7 BILLION IN AVOIDED HEALTH CARE COSTS
  - $1.3 BILLION IN HIGH SCHOOL GRADUATES’ LIFELONG INCOMES
  - $928 MILLION IN AVOIDED COSTS RESULTING FROM CRIME

More cost savings results are inside. The References provide details about the analysis.
Research about nature benefits and economic value is fairly new. Some of the quantified health benefits of nature in cities are easier to convert to economic value than others. Here are some preliminary valuations - estimated for the entire U.S. on an annual basis.

**INFANTS**

**BIRTH WEIGHT**

**POTENTIAL ECONOMIC VALUE:**

$5.5M SAVINGS ON ANNUAL HEALTH CARE COSTS.

Birth weight influences long-term childhood health and development, and has been linked to some adult diseases. Low birth weight is associated with both short- and long-term health care costs, such as longer hospital stays and increased illness. Pregnant women that have more tree canopy and green space near their homes generally have babies with healthier birth weights.

**IMMUNE FUNCTION**

**ECONOMIC IMPLICATION:**

STRONGER IMMUNE SYSTEM LEADS TO REDUCED ILLNESS AND CHRONIC DISEASE ACROSS A LIFETIME.

We are most vulnerable in the early months of our lives, when the body and mind are growing and developing at an astonishing rate. The ‘hygiene hypothesis’ suggests that early contact with outdoor microorganisms stimulates the development of a healthy immune response.

**FAMILY DYNAMICS**

**ECONOMIC IMPLICATION:**

IMPROVED FAMILY DYNAMICS, PERHAPS REDUCING MENTAL HEALTH TREATMENT AND COUNSELING SERVICES.

An infant’s parents and siblings adjust their lives after a baby arrives, and the changes can bring on stress and anxiety. Nature views and walks help reduce these conditions and improve interactions between people within the household.

**CHILDREN & TEENS**

**OVERALL HEALTH AND WELL-BEING**

**ECONOMIC IMPLICATION:**

INCREASED PHYSICAL ACTIVITY, REDUCED ASTHMA (A LEADING CAUSE OF EMERGENCY DEPARTMENT VISITS, HOSPITALIZATIONS AND MISSED SCHOOL DAYS), AND REDUCED RISK OF ADULT SKIN CONDITIONS.

Negative conditions in a child’s surroundings can cause both immediate and ongoing health impacts. Nature is a positive influence; playing in nature helps children develop learning, social, and intellectual skills that improve both health and later life achievement. Green spaces clean the air our children and teens breathe, give them space for moderate to vigorous activity, and shade them from too much sun exposure.

**ADHD**

**POTENTIAL ECONOMIC VALUE:**

$396M–$1.9B ON MEDICATION SAVINGS PER YEAR.

Millions of children ages 3-17 are treated for Attention Deficit Hyperactivity Disorder (ADHD) in the U.S. Nature exposure is a potential alternative treatment; studies show that activity within nature or green spaces, such as play or just 20 minutes of walking, can reduce symptoms.

**FUTURE FINANCIAL SUCCESS**

**POTENTIAL ECONOMIC VALUE:**

$1.3B INCREASE IN HIGH SCHOOL GRADUATES’ LIFELONG ANNUAL INCOMES.

School performance affects both near term self-esteem and long-term success. Having green views from classrooms and common spaces in schools can improve students’ capacity to direct attention and feel less stressed. Green high school campus landscapes are linked to higher graduation rates.

Note: All economic values are in 2015 U.S. dollars, and are potential annual savings across the entire U.S.
Nearly nature experiences are important across the entire life cycle, from cradle to grave.

**ADULTS**

**DEPRESSION AND STRESS**

ECONOMIC IMPLICATION:
REDUCES FRUSTRATION, MENTAL DISTRESS AND DEPRESSION DISORDERS, AND IMPROVES BODY IMAGE, SELF-ESTEEM AND LIFE SATISFACTION.

Busy, highly scheduled lifestyles take their toll. Nature experiences reduce stress. Nearly 16 million adults experience major depression each year in the U.S., and mental, behavioral, and neuropsychiatric disorders are a leading cause of disability. Nature experiences support respite and mindfulness for improved mental health, mood, and life function. Improved mental health and function reduces disease treatment costs, and improves worker productivity.

**CARDIOVASCULAR DISEASE**

POTENTIAL ECONOMIC VALUE:
$1.2–$2.3B ANNUAL SAVINGS, BASED ON A 1–2% REDUCTION IN HISTORIC EXPENDITURES.

Cardiovascular Disease is the leading cause of premature death in the U.S. People show slightly reduced risk of CVD if their neighborhoods have greater nature coverage (particularly tree canopy), however it is worth noting the majority of studies have focused on men.

**CRIME & SAFETY**

POTENTIAL ECONOMIC VALUE:
$928M IN REDUCED COSTS OF CRIME FOR VICTIMS AND PROPERTY OWNERS PER YEAR.

Personal safety and security are important conditions for quality of life. The presence of nature in neighborhoods – community gardens, forest canopy, and landscaped vacant lots – is associated with reduced personal and property crime.

**OLDER ADULTS**

**MOBILITY & QUALITY OF LIFE**

POTENTIAL ECONOMIC VALUE:
$1.7–$2.4B SAVINGS ON HEALTH CARE COSTS FROM FALLS PER YEAR.

One in three older adults falls each year, giving rise to fatal and nonfatal injuries. Residents’ falls within elder care facilities are particularly expensive medical situations. Being out in nature sustains personal mobility, leading to reduced falls and reduced need for medications. Further, those who are socially isolated are more likely to be unhealthy, so gardening and nature walking activities that promote social interactions support positive lifestyles and quality of life.

**HYPERTENSION**

POTENTIAL ECONOMIC VALUE:
$1.3–$2.6B SAVINGS ON TREATMENT COSTS ANNUALLY.

Hypertension, or high blood pressure, is one of the five most expensive conditions impacting older adults. Views of nature, particularly forests, and ‘forest bathing’ (casual walks in naturalistic forest settings) decrease diastolic rates.

**COGNITIVE DISORDERS**

POTENTIAL ECONOMIC VALUE:
$1.2–$2.5B ANNUAL SAVINGS ON MEDICAL SERVICES, NOT COUNTING THE VALUE OF HOME CAREGIVERS’ SERVICES.

About one in five older adults experience mental and cognitive disorders, with age being the greatest risk factor. In 2016, about 11% of people aged 65 or older were afflicted with Alzheimer’s disease. Those with dementia have three times as many hospital stays per year as other elders. Encounters with nature improve symptoms related to cognitive disorders, such as agitation, depression, and reduced mobility.
IN CONCLUSION

Community planners and leaders should plan and design with nature to improve wellness & quality of life.

The Biophilia Hypothesis is the notion that humans have an innate, ancient connection to nature. Studies show that this affiliation with nature supports a wide range of health and wellness benefits. Our nation, cities and towns need to integrate high quality experiences of nature into everyday places. It is important to co-design our residential, commercial, and retail areas for co-benefits of clean air, clean water, and better quality of life.

Understanding the economic value of human health and wellness helps community planners and leaders make better investments in nature. Emerging research on the dosage of ‘Vitamin N’ will improve the cost-to-benefit analysis. In the long run we may find that civic ecology and urban greening are efficient and effective ways to improve livability and wellness for people of all ages. Equity is important; all people should have access to metro nature, even in the most highly populated and diverse urban settings.

REFERENCES

• Green Cities, Good Health web site. A resource to learn more about nearby nature in cities and human health. Web link: www.greenhealth.washington.edu

* Research and publications were funded in part by the U.S.D.A. Forest Service, National Urban and Community Forestry program, as recommended by the National Urban and Community Forestry Advisory Council (NUCFAC).

ACKNOWLEDGMENTS

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www.milepostconsulting.com

* Research and publications were funded in part by the U.S.D.A. Forest Service, National Urban and Community Forestry program, as recommended by the National Urban and Community Forestry Advisory Council (NUCFAC).
PROPOSED RESOLUTION NO. 11-19

AUTHORIZING THE COMMISSION TO ENTER INTO AN AGREEMENT WITH THE TOWN OF ALTO, FOND DU LAC COUNTY, FOR THE PREPARATION OF A COMPREHENSIVE PLAN UPDATE

WHEREAS, the Town of Alto, Fond du Lac County, Wisconsin desires to enter into an agreement with the Commission to render certain technical planning services in the preparation of a Comprehensive Plan Update; and

WHEREAS, the Commission has the statutory authority to enter into such agreements; and

WHEREAS, the Town is part of Fond du Lac County which is a member of the Commission in good standing; and

WHEREAS, the attached Scope of Services and Contract documents are made part of this Resolution, now therefore,

BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION:

SECTION 1. That the Commission will perform the services enumerated in the attached Scope of Services for the consideration set forth under its Local Assistance Program.

SECTION 2. That the Commission is authorized to enter into the necessary agreements to carry out such services.

Effective Date: April 26, 2019
Submitted By: Regional Comprehensive Plan Committee
Prepared By: Kathleen Thunes, P.E. – Principal Planner

Merlin Gentz - Calumet Co. Kevin Sturm - Outagamie Co.


Steve Cummings – Winnebago Co. Rick Jaeckels – Calumet Co.

James Lowey – Menominee Co.
East Central Wisconsin Regional Planning Commission

Scope of Work & Contract for Services to the Town of Alto, Wisconsin for:

Preparation of Year 2040 Comprehensive Plan Update

REVISED - February 26, 2019
February 26, 2019

Mr. Duane Bille, Chair
Town of Alto
W13367 Hickory Rd
Brandon WI 53919

SUBJECT: Proposed Contract and Scope of Services for the Preparation of an update to the Town of Alto’s Comprehensive Plan

Thank you for taking the time to meet and discuss our proposal for an update to the Town’s Comprehensive Plan. Included is an updated scope of services and contract for the Town’s consideration.

Major changes to the scope of work include adjustments to the timing of the project (pushing the start date back approx. 2 months) as well as the total cost and invoicing schedule to reflect “Option 5” which was presented to the Town earlier.

Please review the contract and scope carefully and let me know if you have further questions. Otherwise, once approved by the Town Board, please sign two copies and send one back for our files.

Sincerely,

Eric Fowle, AICP
Executive Director

Enclosure
I. Table of Contents

Contract Agreement.................................................................................................................. 2

Appendix A: Scope of Services .............................................................................................. 5

Appendix B: East Central Wisconsin Regional Planning Commission
– Shortform for Locally Funded Contracts ......................................................................... 15
CONTRACT BETWEEN

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION (COMMISSION)
AND TOWN OF ALTO, WISCONSIN

FOR PROJECT NUMBER: 2438-19
COMPREHENSIVE PLAN UPDATE

This CONTRACT, made and entered into by and between East Central Wisconsin
Regional Planning Commission (COMMISSION) and the Town of Alto, Wisconsin
(TOWN), to provide services described in detail herein and is for the purpose of:

Preparing and update to the existing Town of Alto Comprehensive Plan with a
time horizon of 2040.

The COMMISSION deems it advisable to engage the TOWN to provide certain services
and has authority to contract for these services as permitted by its Bylaws. The
COMMISSION will be compensated by the TOWN for services provided under this
CONTRACT on the following cost basis:

a) An ACTUAL COST up to $10,400.00 to be paid in three (3) installments for work
completed between June 1, 2019 and October 30, 2020 as outlined in the Scope of
Services, Appendix A (see Appendix B, Section III, Item 3 for a complete payment
schedule).

b) The final invoice will be submitted once the final services and materials have been
submitted to the TOWN and both parties are in agreement that the final products
have been completed.

The COMMISSION represents it is in compliance with the laws and regulations relating
to its profession and signifies its willingness to provide the desired services.

The TOWN Representative and billing contact is Tonya Bruins, Clerk for the Town of
Alto whose work address/e-mail address and telephone number is:

W13367 Hickory Rd
Brandon WI 53919
(920) 346-8233
Townofaltobruins@gmail.com
The COMMISSION Representative is Kathy Thunes, whose work address/e-mail address and telephone number is:

East Central Wisconsin Regional Planning Commission
400 Ahnaip Street, Suite 100
Menasha, WI 54952
Phone: 920.751.4770 ext. 6818
E-mail: kthunes@ecwrpc.org

The parties agree to all of the provisions which are annexed and made a part of the CONTRACT consisting of twenty-four (24) pages including cover sheets, Appendix A (Scope of Services) and Appendix B (East Central's Shortform for Locally Funded Contracts).

For the TOWN OF ALTO

By: ____________________________
Duane Bille, Chairman
Town of Alto

Date: ____________________________

For the COMMISSION

By: ____________________________
Eric Fowle, AICP
Executive Director

Date: February 26, 2019
APPENDIX A: SCOPE OF SERVICES FOR
PROJECT NUMBER: 2438-19
Appendix A - Scope of Services

Town of Alto Year 2040 Comprehensive Plan Update

Overview

This scope of services document outlines the tasks, activities, products, timelines, and costs for completing an update of the Town of Alto’s Comprehensive Plan in accordance with Wisconsin State Statutes 66.1001.

Planning Approach

East Central’s approach to comprehensive planning is focused on developing an appropriate vision for the future that is created by the community. We accomplish this using a consistent and simple engagement process. First, an update of all factual information contained within the existing Town of Alto’s Comprehensive Plan is completed. This information is then shared with community leaders and the general public in order to identify and explore critical issues, trends and opportunities associated with expected changes in the community. Lastly, we ensure that the final, updated comprehensive plan and land use plan map are well-connected to these short and long term desires, and that appropriate steps are provided as a guide for how to achieve the vision.

Public participation and engagement is generally sought using traditional, yet well publicized meeting notices and public comment opportunities (newsletters, press releases, flyers/posters, web postings etc.). East Central staff will provide the necessary text and narratives to Town staff for their use in local communication devices. Additionally, public comment opportunities are provided at each regular Plan Commission meeting during the process. This includes a final, formal public hearing at the end of the process. East Central staff will assist the Town in reviewing and modifying any components of the established Citizen Participation Plan document prior to initiating this public process.

For this project, staff will utilize a majority of the existing plan document and narrative, but will update all key statistical information and discussions as they pertain to changes in the individual plan elements. All mapping included in the plan will be updated using the most current GIS information. Additionally, the current plan’s goals, objectives and policies will be utilized as a starting point for review and editing purposes.
Plan Commission Responsibilities

East Central will work with the Plan Commission as the primary body for discussion and decision-making throughout the process. While East Central’s staff will do what they can to ensure an efficient process, the Plan Commission will have a number of responsibilities as well, including:

- Timely review of background information and maps to not only concur with its conclusions, but also to point out corrections, errors, or other sources of information;
- Evaluation of plan alternatives, goals, strategies and recommendations in order to formulate the best direction in moving forward on land use matters within the community;
- Review of final plan documents and establishing a supportive environment for instilling community dialogue and input on the plan.

Project Timeframe

The project would initiate on June 1, 2019 and would be completed over an approximate 17 month period ending with delivery of the final plan materials (see Deliverables) no later than October 30, 2020 as shown in Figures 1 and 2 on the following pages.
**Figure 1 – Tasks & Timeframes for Town of Alto Comprehensive Plan Update**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Timeframe (Approximate)</th>
<th>Description/Key Events</th>
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</table>
| Organization                         | June, 2019              | • Creation & Adoption of Public Participation Plan  
• Establishment of Comprehensive Plan Update Webpage  
• Appoint Ad Hoc Members to Plan Commission (optional)  
• Prepare Prelim. Demographic Info |
| Plan Kickoff Meeting                 | July, 2019              | • Kickoff Meeting with the Town Plan Commission (July, 2019)  
  ▪ Present Prelim. Demographic Info  
  ▪ SWOT Analysis with Plan Commission |
| Inventory/Analysis & Issue Identification/Vision & Goal Development | June, 2019 – April, 2020 | • Update inventory of the physical, social, and economic resources of the Town  
• Development of background maps  
• Meet with Town Plan Commission (November/December, 2019 – Feb/March, 2020 and April/May, 2020)  
  ▪ Review Plan Elements and Background Information  
  ▪ Review Plan Vision, Goal and Objective Statements |
| Plan Development, Strategies & Recommendations | April - June, 2020 | • Meet with Town Plan Commission (June, 2020)  
• Develop draft plan narrative, strategies and recommendations  
• Develop draft land use plan map |
| Plan Implementation                  | August, 2020            | • Develop Plan Implementation element and final plan, strategies and recommendations  
• Develop final future land use map  
• Meet with Town Plan Commission to Approve Public Review (August, 2020) |
• Publish 30 day public notice  
• Hold Public Hearing / Town Plan Commission recommendation of comprehensive plan amendment (September, 2020)  
• Town Board adoption of plan update (amendment) by ordinance (October, 2020) |
| Final Plan Deliverables              | October, 2020           | • Plan printing and delivery |
## Figure 2: Project Timeline and Invoicing Schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep ($)</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan '20</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr ($)</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
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<tr>
<td>Create/Update Citizen Participation Plan</td>
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<td><strong>Plan Commission Kickoff Meeting</strong></td>
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<tr>
<td>Update Inventories/Demographics</td>
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<td>Develop Vision Statements, Identify/Prioritize Issues &amp; Develop Preliminary Goals</td>
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<tr>
<td>Develop Draft Plan &amp; Preliminary Strategies &amp; Recommendations</td>
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<tr>
<td>Develop Final Plan, Strategies &amp; Recommendations, Future Land Use Map</td>
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<td>Public Review Period</td>
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<td><strong>Plan Commission</strong> (Public Hearing / plan approval)</td>
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<td><strong>Town Board Approval</strong></td>
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<td>Final Plan Deliverables</td>
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*X = meeting of the Town Plan Commission*

Note: $ symbol indicates project invoicing/payment period.
**Contract Deliverables**

East Central, within 30 days of the approval of the final document by the Town Board, will produce and deliver the following materials in order to satisfy the contract:

1) 10 USB data drives containing a full Adobe Acrobat (.pdf) version of the plan document with maps and a version with maps separated out.
2) 1 full set of printed, display-size (24”x36”) maps utilized in the plan document.

Additional copies of the above materials can be produced in excess of what is noted above and a separate cost estimate can be provided if requested by the Town.

**Cost Estimate, Method of Payment**

The following estimate of costs has been prepared to complete the entire project as proposed and includes all labor, materials and travel cost. Any changes in the scope of services provided herein can be considered by the Town at their request at any time during the planning process. A separate estimate shall be prepared and approved by both parties prior to alteration of the tasks set forth herein.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update of Inventories/Demographics</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>GIS Mapping</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Plan Commission Meetings/Preparation</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Plan Generation/Alternative Development</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Final Plan Writing &amp; Recommendations</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Plan Printing &amp; Distribution</td>
<td>$400.00</td>
</tr>
<tr>
<td>Program and Technical Assistance Credit due FDL Co. Membership</td>
<td>($5,000.00)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$10,400.00</strong></td>
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</tbody>
</table>

East Central will invoice the Town in three separate installments - one of $5,000 during calendar year 2019, and the remaining $5,400 during 2020 in two equal installments of $2,700 as indicated by the ($) in the ‘months’ shown in Figure 2: Project Timeline and Invoicing Schedule. Each invoice shall be accompanied by a short report of major tasks completed during each period.

**Project Staffing**

At a minimum, the following East Central staff will have some level of involvement in the project as described:

- Eric Fowle, AICP – Executive Director
- Kathy Thunes, PE - Principal Planner (Project Lead)
- Kolin Erickson – Associate Transportation Planner
- Anna Hogan – GIS Specialist
Information Required from the Town and Other Responsibilities

The Town will provide East Central with a copy of its current Citizen Participation Plan document and adopt the updated version prior to the initiation of the public process.

The Town of Alto shall also assume all costs and responsibilities for providing meeting/event space, refreshments, preparing and distributing meeting notices, publishing hearing notices, preparation of committee meeting minutes, printing and mailing of meeting materials generated by East Central, and various other tasks which serve to relay information about the project from East Central to the Town’s elected officials or residents.

The Town of Alto is responsible for mailing notifications for the adopted comprehensive plan, as required by Wisconsin State Statutes 66.1001.

Continuing Planning Assistance

As continued member of the East Central Wisconsin Regional Planning Commission by virtue of Fond du Lac County, the Town of Alto is entitled to receive continuing planning and support services subject to its overall capacity, to implement this plan, once completed.

Experience and References

East Central has been in existence since 1972 and its organization has been involved in numerous planning and development related issues through both programmatic and contractual work. Its current staff of 21 professionals has an impressive average employment of over 12 years each. When working with communities on contract projects, these are some of the beneficial reasons that are given regarding our services:

1) Our overall cost and our ability to subsidize some costs for prior work done through Commission related programs. This includes our ability to fund some project related expenses, add-ons, or plan enhancements directly through one of our regional programs;

2) Ability to bring regional context and additional knowledge to local planning projects/issues using our staffing resources from program areas associated with our Metropolitan Planning Organization (MPO), Economic Development District (EDD), or Water Quality Management Agency (WQM) designations at the State and Federal level, and staff’s involvement with organizations such as Fox Cities Greenways, the Niagara Escarpment Resource Network and the Fox-Wisconsin Heritage Parkway, to name just a few.

3) Staff knowledge of, and positive relationships with, Federal and State agencies, County departments, and non-profit organizations and their programs and policies which have resulted from years of communication and cultivation;

4) Familiarity and experience! East Central staff has been involved with many urban and rural planning projects and issues during its 47 year history. Its current Director has been employed by the Commission for over 20 years and its Transportation Director for over 25 years. Our 21 staff bring vast amounts of knowledge and familiarity with various planning issues facing the region’s communities, as well as the regional context(s) under which the issues have developed.
5) Objectivity. By its very nature, the Commission addresses all planning issues and projects in a manner that is comprehensive and includes examination of all sides of an issue prior to engaging in, or providing direction on, a land use related decision. The Commission also has an excellent track record for bringing communities together to make important decisions in a coordinated manner.

Below is information on recent and ongoing contract projects that were engaged by communities who desired to have East Central lead the public planning process. More information and materials associated with these projects can be viewed at their respective websites.

Although each community and its plan are unique and varied, we would encourage you to make contact with these entities if you have any questions about our general abilities.

<table>
<thead>
<tr>
<th>Project:</th>
<th>Town of Byron Year 2040 Comprehensive Plan Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community:</td>
<td>Town of Byron, Fond du Lac County</td>
</tr>
<tr>
<td>Completion Date:</td>
<td>June, 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project:</th>
<th>Town of Buchanan Year 2040 Comprehensive Plan Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community:</td>
<td>Town of Buchanan, Outagamie County</td>
</tr>
<tr>
<td>Completion Date:</td>
<td>June, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project:</th>
<th>Village of Hortonville Comprehensive Plan Update 2035</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community:</td>
<td>Village of Hortonville, Wisconsin</td>
</tr>
<tr>
<td>Completion Date:</td>
<td>April, 2014</td>
</tr>
</tbody>
</table>

Note: Information regarding current and past planning projects is contained on East Central’s website ([www.ecwrpc.org](http://www.ecwrpc.org)). A more specific list of recent plans that were developed and published in recent years can be found at [http://www.ecwrpc.org/documents/](http://www.ecwrpc.org/documents/).
APPENDIX B:
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
SHORTFORM FOR LOCALLY FUNDED CONTRACTS
II. Table of Contents

I. Scope of Services ................................................................. 15

II. Prosecution and Progress .................................................. 15
   A. General ........................................................................ 15
   B. Delays and Extensions .................................................. 15
   C. Termination .................................................................. 16
   D. Subletting or Assignment of Contract ......................... 16

III. Basis of Payment ................................................................. 17

IV. Miscellaneous Provisions .................................................. 22
   A. Ownership of Documents ............................................ 22

V. Contingent Fees ................................................................. 22

VI. Legal Relations ................................................................. 23

VII. Nondiscrimination in Employment .................................... 23

VIII. Equal Employment Opportunity ..................................... 23

IX. Errors and Omissions ....................................................... 24

X. Conflict of Interest ............................................................ 24

XI. Certification Regarding Debarment ................................. 25

XII. Insurance Requirements ................................................ 25

XIII. Certification Regarding Lobbying ................................ 25

XIV. Disadvantaged Business Utilization .............................. 22
I. **Scope of Services**

1. The services under this CONTRACT shall consist of performing all work necessary or incidental to accomplish this PROJECT as defined in Appendix A.
2. The COMMISSION shall furnish all services and labor necessary to conduct and complete the services, and shall furnish all materials, equipment, supplies, and incidentals other than those designated to be furnished by the TOWN.
3. The services shall comply with applicable state and federal laws and regulations consistent with the funding for this PROJECT.
4. The COMMISSION shall from time to time during the progress of the services confer with the TOWN and shall prepare and present such information, studies, and reports as may be necessary or as may be requested by the TOWN to enable it to reasonably pass judgment on the features of the services. The COMMISSION shall make such changes, amendments, or revisions in the detail of the services as may be required by the TOWN. The COMMISSION is not relieved from the responsibility for continuing adherence to generally accepted standards of the profession by TOWN required changes in the detail of the services.
5. Meetings may be scheduled at the request of the COMMISSION or the TOWN for the purpose of discussing and reviewing the services under this CONTRACT. Meeting schedules are to be coordinated with the COMMISSION Representative.

II. **Prosecution and Progress**

A. **General**

1. Services under this CONTRACT shall commence upon written order from the TOWN to the COMMISSION, which order will constitute authorization to proceed.
2. The COMMISSION shall complete the services under this CONTRACT within the time for completion specified. Services by the COMMISSION shall proceed continuously and expeditiously. The time for completion shall not be extended because of any delay attributable to the COMMISSION but may be extended by the COMMISSION in the event of a delay attributable to the TOWN or because of unavoidable delays caused by an act of God, war, governmental actions or other conditions beyond the control of the COMMISSION.
3. The COMMISSION shall notify the TOWN in writing when the services have been completed. Upon the TOWNS's subsequent determination that the services have satisfactorily been completed, the TOWN will provide written notification to the COMMISSION acknowledging the formal acceptance of the completed services.

B. **Delays and Extensions**

1. Delays in completing the services within the time provided for completion for reasons not attributable to the COMMISSION may constitute justification for additional compensation to the extent of documentable increases in costs as a result thereof. Failure of the COMMISSION to submit a formal written request for a time extension and additional compensation prior to the expiration of the CONTRACT time shall constitute a basis for denying any cost adjustments for reasons of delay.
2. Delays grossly affecting the completion of the services attributable or caused by one of the parties hereto shall be considered as cause for the termination of the CONTRACT by the other party.

3. A request for extension of the CONTRACT by the COMMISSION must be submitted to the TOWN prior to \textbf{July 30, 2020}, which is 60 days before the original CONTRACT completion date of \textbf{September 30, 2020}.

4. Time is of the essence with regard to the delivery of all services under this CONTRACT.

C. \textbf{Termination}

1. The COMMISSION reserves the right to terminate all or part of this CONTRACT at any time upon not less than ten days’ written notice to the TOWN.

2. In the event the CONTRACT is terminated by the TOWN without fault on the part of the COMMISSION, or by the COMMISSION under II.B(2) above, the COMMISSION shall be paid for the services rendered, an amount bearing the same ratio to the total CONTRACT prices as the amount of services completed or partially completed and delivered to the TOWN bears the total amount of services provided for herein, as determined by mutual agreement between the COMMISSION and the TOWN as the CONTRACT amendment.

3. In the event the services of the COMMISSION are terminated by the TOWN for fault on the part of the COMMISSION, the COMMISSION shall be paid a reasonable value of the services rendered and delivered to the TOWN up to the time of termination. The value of the services will be determined by the COMMISSION.

D. \textbf{Subletting or Assignment of Contract}

1. The COMMISSION shall not sublet or assign any part of this CONTRACT without prior written approval of the TOWN unless previously authorized as part of the approved scope of services contained in Appendix A.

2. When the COMMISSION is authorized to sublet or assign a portion of the services, the COMMISSION shall perform services amounting to at least one-half of the original CONTRACT amount.

3. Consent to assign, sublet, or otherwise dispose of any portion of the CONTRACT shall not be construed to relieve the COMMISSION of any responsibility for the fulfillment of the CONTRACT.

4. When the COMMISSION subcontracts a portion of the services, the subcontract shall provide for the performance of the services to the full scope as contemplated in this CONTRACT and to the same standards and concept as if performed by the COMMISSION.

5. No subcontracting and assignment of any services under this CONTRACT shall state, imply, intend, or be construed to limit the legal liability of the COMMISSION.
III. Basis of Payment

1. The COMMISSION will be paid by the TOWN for the completed and approved services rendered under this CONTRACT on the basis and at the CONTRACT price set forth elsewhere in this CONTRACT. Such payment shall be full compensation for services rendered and for all labor, materials and supplies, equipment, and incidentals necessary to complete the services. Compensation in excess of the total CONTRACT amount will not be allowed unless justified and authorized by an approved written CONTRACT amendment. Compensation for improper performance by the COMMISSION will not be allowed. No payment shall be construed as TOWN acceptance of unsatisfactory or defective services or improper materials.

2. Reimbursement for costs will be limited to those which are allowable by COMMISSION policy.

3. The COMMISSION shall submit invoices in the format specified in the CONTRACT AGREEMENT during the progress of the services, for partial payment for the authorized services completed to date based on the following schedule:

   ▪ Payment #1 ($5,000) – Invoiced by August 31, 2019 / Payment made by September 30, 2019
   ▪ Payment #2 ($2,700) – Invoiced by April 30, 2020 / Payment made by May 30, 2020
   ▪ Payment #3 ($2,700) – Invoiced at project completion or by October 31, 2020 / Payment made by November 30, 2020

4. The final invoice shall be submitted to the TOWN within 30 days of completion of the services. Final payment of any balance due the COMMISSION will be made within 30 days upon its verification by the TOWN, upon completion of the required services, and upon receipt of documents or materials required to be returned or furnished to the TOWN. Should this CONTRACT include more than one PROJECT, separate invoices shall be submitted for each individual PROJECT.

5. The TOWN has the equitable right to set off against any sum due and payable to the COMMISSION under this CONTRACT, any amount the TOWN determines the COMMISSION owes the TOWN, whether arising under this CONTRACT or under any other CONTRACT or otherwise.

6. If, in the COMMISSION’s opinion, orders or instructions given by the TOWN would require the discarding or redoing of services which were based upon earlier direction or approvals, or instruction given by the TOWN would involve services not within the scope of services, the COMMISSION must notify the TOWN in writing if it desired extra compensation or a time extension. The TOWN will review the COMMISSION’s submittal and if acceptable, approve a CONTRACT amendment.

7. Schedule for payment:

8. All invoices are payable by the TOWN within thirty (30) days, unless otherwise negotiated.

9. The COMMISSION shall submit a Financial Report using the format provided by the COMMISSION for each invoice submitted by the COMMISSION for
payment.
   a. Letterhead expressing the balance due
   b. Invoice
   c. Progress Report: Summary of services provided and progress through the projected timeline.

10. All invoices for payment shall be submitted to:

   Tonya Bruins, Clerk
   W13367 Hickory Rd
   Brandon WI 53919
   (920) 346-8233
   Townofaltobruins@gmail.com

IV. Miscellaneous Provisions

A. Ownership of Documents
   1. All materials, guides, written instructions, plans, documents, correspondence, forms, computer files, databases, electronic mail messages, work product, or other information of any type created by the COMMISSION under this CONTRACT are works created for hire and are the property of the COMMISSION AND THE TOWN unless specifically identified as material or data that is proprietary in nature. All project documents provided to the TOWN by the COMMISSION or by any third party which pertains to this CONTRACT are property of the TOWN AND THE COMMISSION.
   2. Upon demand by the TOWN, all project documents (excluding information that may be proprietary in nature) shall be delivered to the TOWN. Project documents may be used without restriction by the TOWN AND THE COMMISSION for any purpose. Any such use shall be without compensation or liability to the COMMISSION. The TOWN AND THE COMMISSION have all rights to copyright or otherwise protect the project documents which are the property of the TOWN AND THE COMMISSION.

V. Contingent Fees
   1. The COMMISSION warrants that it has not employed or retained any company or person (other than identified in Appendix A, Scope of Services) other than a bona fide employee working solely for the COMMISSION, to solicit or secure this CONTRACT, and that the COMMISSION has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the COMMISSION, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this CONTRACT. For breach or violation of this warranty the TOWN shall have the right to terminate this CONTRACT without liability, or in its discretion to deduct from the agreement price or consideration, otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.
VI. Legal Relations

1. The COMMISSION shall become familiar with, and shall at all times observe and comply with all applicable federal, state, and local laws, ordinances, and regulations.

2. In carrying out the provisions of this CONTRACT, or in exercising any power or authority granted to the COMMISSION, there shall be no personal liability upon the authorized representatives of the COMMISSION, it being understood that in such matters they act as agents and representatives of the agency.

3. The COMMISSION shall be responsible for any and all damages to property or persons arising out of negligent act, error and/or omission in the COMMISSION’s performance of the services under this CONTRACT.

4. The COMMISSION shall indemnify and hold harmless the TOWN and all of their officers, agendas, and employees on account of any damages to persons or property resulting from negligence of the COMMISSION or for noncompliance with any applicable federal, state, or local laws.

VII. Nondiscrimination in Employment

1. In connection with the performance of services under this CONTRACT, the COMMISSION agrees not to discriminate against any employee or applicant for employment because of age, race, handicap, sex, physical condition, development disability as defined in sec. 51.01(5) Wis. Stats., sexual orientation as defined in sec. 111.32(13m) Wis. Stats., or national origin. This provision includes, but is not limited to, employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, other forms of compensation, selection for training including apprenticeship.

2. Except with respect to sexual orientation, the COMMISSION agrees to take affirmative action to ensure equal employment opportunities. The COMMISSION agrees to post in conspicuous places, available for employees and applicants, notices setting forth the provisions of the nondiscrimination clause.

VIII. Equal Employment Opportunity

1. The COMMISSION will, in all solicitations or advertisements for employees placed by or on behalf of the COMMISSION, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

2. The COMMISSION and TOWN assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The COMMISSION and TOWN further assure every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.
The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contracts, whether such programs and activities are federal assisted or not (Public Law 100259 [S.557] March 22, 1988.).

In the event that COMMISSION distributes federal aid funds to an additional sub-contractor, the COMMISSION will include Title VI language in all written agreements and will monitor the additional sub-contractor for compliance. The COMMISSION has an authorized Title VI Coordinator with the authority and responsibility for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21.

3. The COMMISSION will comply with all provisions of Executive Order 11246, “Equal Opportunity” as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR Part 60).

4. The COMMISSION will furnish all information and reports required by Executive Order 11246 and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the COMMISSION for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

5. The COMMISSION will include the provisions of this section, “Equal Employment Opportunity” in every subcontract.

IX. **Errors and Omissions**

1. The COMMISSION shall be responsible for the accuracy of the services performed under this CONTRACT, and shall promptly make necessary revisions or corrections to its services resulting from its negligent acts, its errors or its omissions without additional compensation. The COMMISSION shall give immediate attention to these revisions or corrections to prevent or minimize delay to the PROJECT. The COMMISSION shall be responsible to the TOWN for any losses to or costs to repair or remedy as a result of the COMMISSION’s negligent acts, errors, or omissions.

2. COMMISSION warrants that the services to be provided under this CONTRACT will be executed in a workmanlike manner, consistent with professional standards of comparable work in this field.

X. **Conflict of Interest**

1. The COMMISSION warrants that neither it nor any of its affiliates has any financial or personal interest that would conflict in any manner with the performance of the Services under this CONTRACT, and that neither it nor any of its affiliates will acquire directly or indirectly any such interest.

2. The COMMISSION warrants that it will not employ for any services included under the provisions of this CONTRACT any person who is employed by the TOWN at the time of execution or during the life of this contract without prior written approval from the TOWN.
3. The COMMISSION warrants that it will immediately notify the TOWN if an actual or potential conflict of interest arises or becomes known to the COMMISSION. Upon receipt of such notification, the TOWN will review and written approval is required for the COMMISSION to continue to perform work under this CONTRACT.

XI. Certification Regarding Debarment

1. The COMMISSION certifies (by entering into this CONTRACT) that it and its principals (1) are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not been convicted of or had a civil judgment rendered against them within the previous three years; (3) are not indicted or otherwise criminally or civilly charged by a government entity; and (4) have not had one or more public transactions terminated for cause or default within the previous three years.

2. The COMMISSION agrees that it will not knowingly enter into any transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction unless authorized by the TOWN.

XII. Insurance Requirements

1. The COMMISSION shall procure and maintain for the life of the CONTRACT the following types and amounts of insurance from an insurance company(ies) authorized to do business in the State of Wisconsin:
   - Comprehensive General Liability - $1,000,000 combined single limits per occurrence.
   - Auto Liability - $300,000 combined single limits per occurrence.
   - Worker's Compensation – coverage satisfying statutory provisions of Chapter 102, Wis. Stats.; not less than $100,000 employer’s liability.

XIII. Certification Regarding Lobbying

1. The COMMISSION certifies (by entering into this CONTRACT) that no federal appropriated funds have been paid or will be paid, by or on behalf of the COMMISSION, to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, officer or employee of Congress, or employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
XIV. Disadvantaged Business Utilization

1. The COMMISSION agrees to ensure that Disadvantaged Business as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of any subcontracts finances in whole or in part with federal funds provided under this agreement. In this regard, COMMISSION shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that Disadvantaged Businesses have the maximum opportunity to compete for and perform subcontracts. The COMMISSION shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of contracts. Failure to carry out the requirements of this provision constitutes a breach of contract and may result in termination of the CONTRACT by the TOWN or other such remedy as the TOWN deems appropriate.

2. The COMMISSION shall identify by name, the disadvantaged business whose utilization is intended to satisfy this provision, the items of services involved, and the dollar amounts of such items of service.

3. The COMMISSION shall maintain records and document its performance under this item.
Incentivizing Investment in Accessory Dwelling Units
(Excerpts from a grant proposal)
15 February 2019

How a Humble "Granny Flat" Inspired the "Incentivizing Investment in ADUs Initiative"

Granny flats are one example of a housing strategy formally known as Accessory Dwelling Units (ADUs). Other examples are attic apartments, carriage houses, garage apartments, in-law suites, etc. A compelling body of research documents the social, economic, & environmental benefits of this housing strategy, e.g. reports from HUD, AARP, and the Urban Land Institute.

This initiative began as a grassroots effort to reduce code barriers to ADUs in Madison WI. It is now a multi-state, multi-sector partnership focused on three mutually reinforcing barriers to ADUs that cannot be overcome with state & local policies alone: 1. Lack of technical resources for homeowners; 2. Municipal codes that discourage ADUs; & 3. National housing finance policies, specifically Fanny Mae.

The "Incentivizing Investment in ADUs Initiative" is in the process of:
• Producing materials for a website, including detailed plans for ADUs that can be downloaded & modified to meet local codes & specific needs.
• Developing professional education programs for municipal officials focused on the public participation, administrative, and legal processes involved in updating local ordinances to incentivize homeowners to add ADUs.
• Facilitating multi-sector partnerships & outreach to Fannie Mae.

Research suggests that a significant increase in ADUs will:
• Reduce development pressures on natural & cultural resources.
• Increase housing choice near employment centers for service workers.
• Increase housing choice for multi-generational families.
• Increase walking & reduce commuter hours/CO emissions.
• Increase access to goods & services for people who are mobility challenged/are not car owners.
• Increase opportunities for seniors to “age-in-place” and “age-in-community.”
• Help revitalize & preserve historic neighborhoods.
• Increase walk-in patronage of small local/minority owned business.
• Support generational transition of family farms.
• Increase access to housing for farm workers.
• Reduce development pressures on agricultural land.
• Increase employment and small business start-ups in the residential construction industry.

Susan Thering, Ph.D. Director, Design Coalition Institute, 2088 Atwood Ave Madison WI 53704
Office: 608-265-2328. Email: DCon@DesignCoalitionInstitute.com 608-265-2328
Current Partners and Supporters:
US Senator Tammy Baldwin
Carlton Eley, USEPA Office of Environmental Justice, DC
Andrew Jakabovics, VP, Policy Development, Enterprise Community Partners, DC
Bill Garber, Government Relations, Appraisal Institute, DC
Martin Brown, Housing Policy Consultant, Portland OR
Dr. Dana Cuff, Director, CityLAB & Professor, UCLA
Bryan Bell, Director, Design Corps & Professor NCSU
Jamie Horwitz, PhD, Associate Professor, Iowa State University
Kol Peterson, Architect, Builder, Author, Portland OR
John Infranca, Professor, Suffolk University, Boston MA
Dan Pitera, Professor, University of Detroit Mercy
Kurt Paulson, Professor, University of Wisconsin

Current Wisconsin Partners:
WI Chapter of the American Planning Association
WI Bankers Association
WI Builders Association
WI Chapter of the National Association of the Remodeling Industry-Madison
WI Realtors Association
Wisconsin Chapter of the Appraisal Institute
Wisconsin Chapter of AARP
Dane County Department of Planning
Capital Area Regional Planning Commission
University of Wisconsin Extension
City of Madison Department of Planning
**Wisconsin State Statutes**

66.10013  **Housing affordability report.**

(1) In this section, “municipality” means a city or village with a population of 10,000 or more.

(2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's implementation of the housing element of the municipality's comprehensive plan under s. 66.1001. The municipality shall update the report annually, not later than January 31. The report shall contain all of the following:

(a) The number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved in the prior year.

(b) The total number of new residential dwelling units proposed in all subdivision plats, certified survey maps, condominium plats, and building permit applications that were approved by the municipality in the prior year.

(c) A list and map of undeveloped parcels in the municipality that are zoned for residential development.

(d) A list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.

(e) An analysis of the municipality's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements, and permit procedures. The analysis shall calculate the financial impact that each regulation has on the cost of each new subdivision. The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:

1. Meet existing and forecasted housing demand.
2. Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.

(3) A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled “Housing Affordability Analysis.”

History: 2017 a. 243.

66.10014  **New housing fee report.**

(1) In this section, “municipality” means a city or village with a population of 10,000 or more.

(2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's residential development fees. The report shall contain all of the following:

(a) Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:

1. Building permit fee.
2. Impact fee.
3. Park fee.
4. Land dedication or fee in lieu of land dedication requirement.
5. Plat approval fee.
6. Storm water management fee.
7. Water or sewer hook-up fee.

(b) The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.
(3)
(a) A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled “New Housing Fee Report.” If a municipality does not have an Internet site, the county in which the municipality is located shall post the information under this paragraph on its Internet site on a web page dedicated solely to development fee information for the municipality.
(b) A municipality shall provide a copy of the report under sub. (2) to each member of the governing body of the municipality.
(4) If a fee or the amount of a fee under sub. (2) (a) is not properly posted as required under sub. (3) (a), the municipality may not charge the fee.
History: 2017 a. 243.
To: Regional Comprehensive Plan Committee  
From: Kathy Thunes, Tom Baron, Eric Fowle, ECWRPC  
Date: 4/1/19  

Subject: Current Comprehensive Plan Update contracts  
Attachments: None  

BACKGROUND  
This staff report provides guidance in preparing for the 1/4/19 Regional Comprehensive Plan committee meeting. It is a summary of current Comprehensive Plan Updates that East Central has contracts with.  

City of Clintonville, Waupaca County  
Project Lead: Kathy Thunes  
Start Date: September 1, 2017  
Completion Date: June 30, 2019, Amended  
Current Status:  
Remaining  
- Plan adoption  
- Printing and delivery  

City of New Holstein, Calumet County  
Project Lead: Tom Baron  
Start Date: 2/1/18  
Completion Date: 7/31/19  
Current Status:  
Completed  
- Project website developed, populated and maintained.  
- Maps updated for eight elements.  
- East Central facilitated two project meetings to date.  
- Online visioning portal development.  
- SWOT analysis and other issues and opportunities activities completed with Plan Commission.  
- Transportation element background and goals update.  
- Population and Housing element background and goals update.  
- Economic Development element background and goals update.  
- Intergovernmental Cooperation element background and goals update.  
- Issues andOpportunities element background and goals update.  
- Utilities and Community Facilities background and goals update.
Remaining

- Agricultural, Natural and Cultural Resources element background and goals update.
- Future Land Use background element background and goals update.
- Future Land Use map.
- Intergovernmental Cooperation meeting.
- Final review of plan update by Comprehensive Plan Update Committee.
- Plan adoption.

**Village of Winneconne, Winnebago County**

**Project Lead:** Tom Baron

**Start Date:** 2/1/18

**Completion Date:** 7/31/19

**Current Status:**

**Completed**

- Project website developed, populated and maintained.
- Maps updated for eight elements.
- East Central facilitated two project meetings to date.
- Online visioning portal development.
- SWOT analysis and other issues and opportunities activities completed with Plan Commission.
- Transportation element background and goals update.
- Economic Development element background and goals update.
- Intergovernmental Cooperation element background and goals update.
- Issues and Opportunities element background and goals update.
- Population and Housing element background and goals update.
- Utilities and Community Facilities background and goals update.

**Remaining**

- Agricultural, Natural and Cultural Resources element background and goals update.
- Future Land Use background element background and goals update.
- Future Land Use map.
- Intergovernmental Cooperation meeting.
- Final review of plan update by Comprehensive Plan Update Committee.
- Plan adoption.

**Town of Greenville, Outagamie County**

**Project Lead:** Eric Fowle

**Start Date:** 3/1/18

**Completion Date:** 5/30/19

**Current Status:**

**Completed**

- Citizen Participation Plan Completed
- On-Line Survey Developed and Administered (114 total respondents)
- Survey Summary Document Prepared
- Maps updated for eight elements.
- East Central facilitated two project meetings to date.
- SWOT analysis and other issues and opportunities activities completed with Plan Commission.
- Issues and Opportunities element background and goals update.
- Population and Housing element background and goals update.
- Transportation element background and goals update.
- Agricultural, Natural and Cultural Resources element background and goals update.
- Economic Development element background and goals update.
- Future Land Use background element background and goals update (First Draft)
- Utilities and Community Facilities background and goals update.
- Intergovernmental Cooperation element background and goals update.
- Strategic Foresight Workshops
- Future Land Use map.
- Plan writing (Chapter 2 Framework and Framing Concept “Fact Sheets”)

Remaining
- Writing/Review of initial draft of entire report
- Intergovernmental Cooperation meeting.
- Final review of plan update by Comprehensive Plan Update Committee.
- Plan adoption.

Town of Algoma, Winnebago County
Project Lead: Eric Fowle
Start Date: 3/1/18
Completion Date: 10/31/19
Current Status:

Completed
- Citizen Participation Plan Completed
- On-Line Mapping Portal/Survey Developed and Administered
- Maps updated for eight elements.
- SWOT analysis and other issues and opportunities activities completed with Plan Commission.
- Issues and Opportunities element background and goals update.
- Agricultural, Natural and Cultural Resources element background and goals update.
- Housing element background and goals update (First Draft)
- Transportation element background and goals update (First Draft).
- Economic Development element background and goals update (First Draft)
- Future Land Use background element background and goals update (First Draft)
- Utilities and Community Facilities background and goals update (First Draft)
- Town Improvement Program preparation
- Capacity Management Study data collection and analysis

Remaining
- Intergovernmental Cooperation element background and goals update.
- Town Improvement Program finalization
- Capacity Management Study
- Future Land Use map.
- Intergovernmental Cooperation meeting.
- Final review of plan update by Comprehensive Plan Update Committee.
- Plan adoption.
Town of Oakfield, Fond du Lac County  
**Project Lead:** Kathy Thunes  
**Start Date:** 1/1/2019  
**Completion Date:** 5/31/2020  
**Current Status:** 

*Completed*
- Public Participation Plan
- Project kickoff meeting
- Survey (Draft)
- Chapter 3: Issues and Opportunities background chapter (First Draft)
- Chapter 4: Agricultural, Natural Resources, Cultural Resources background chapter and corresponding maps (First Draft)
- Chapter 5: Transportation background chapter and corresponding maps (First Draft)
- Chapter 6: Housing background chapter (First Draft)
- Chapter 8: Economic Development background chapter and corresponding maps (First Draft)
- Appendix A (First Draft)

*Remaining*
- Survey distribution and analysis
- Chapter 1: Land Use
- Chapter 2: Implementation
- Chapter 7: Utilities and Community Facilities
- Chapter 9: Intergovernmental Cooperation
- Future Land Use map.
- Final review of plan update by Comprehensive Plan Update Committee.
- Plan Adoption

Town of Eldorado, Fond du Lac County  
**Project Lead:** Kathy Thunes  
**Start Date:** 1/1/2019  
**Completion Date:** 5/31/2020  
**Current Status:** 

*Completed*
- Public Participation Plan
- Appendix A: Issues and Opportunities (First Draft)
- Appendix C: Economic Development (First Draft)
- Appendix D: Housing (First Draft)
- Appendix E: Transportation (First Draft)

*Remaining*
- Public Visioning Workshop and Analysis
- Chapter 1: Introduction
- Chapter 2: Framework and Implementation
- Chapter 3: Issues and Opportunities
- Chapter 4: Land Use and Appendix B
- Chapter 5: Economic Development
- Chapter 6: Housing
- Chapter 7: Transportation
- Chapter 8: Utilities and Community Facilities
- Chapter 9: Agricultural, Natural and Cultural Resources
- Chapter 10: Intergovernmental Cooperation
- Future Land Use Map
- Intergovernmental Meeting
- Adoption

**Village of North Fond du Lac, Fond du Lac County**

**Project Lead:** Tom  
**Start Date:** 1/1/2019  
**Completion Date:** 5/31/2020  
**Current Status:** Started

**Completed**
- Kickoff meeting with village staff
- Online visioning development
- Public Participation Plan
- Draft project maps

**Remaining**
- Chapter 1: Introduction
- Chapter 2: Framework and Implementation
- Chapter 3: Issues and Opportunities
- Chapter 4: Land Use
- Chapter 5: Economic Development
- Chapter 6: Housing
- Chapter 7: Transportation
- Chapter 8: Utilities and Community Facilities
- Chapter 9: Agricultural, Natural and Cultural Resources
- Chapter 10: Intergovernmental Cooperation
- Future Land Use Map
- Intergovernmental Meeting
- Adoption

**Town of Alto, Fond du Lac County**

**Project Lead:** Kathy Thunes  
**Start Date:** 6/1/2019  
**Completion Date:** 10/30/2020  
**Current Status:** Not started
Staff Memo

To: ECWRPC Standing Committees

From: Eric W. Fowle, AICP – Executive Director

Date: April 1, 2019

RE: Steering Committee Update

In an effort to better inform all Commissioners/Committees, routine reports on Steering Committee activities will be provided as each Standing Committee meeting.

The Steering Committee will be meeting on April 18, 2019 to address the following major items of business:

- Review and approval of 2018 Annual Audit
- Review and approval of 2019 Cost Allocation Plan
- Amendment of current WEDC Business Disaster Recovery Loan allocation to include City of Fond du Lac businesses

The Steering Committee will likely meet again in May and July to discuss/act on the following items, including but not limited to:

- 2020 preliminary budget and 2020 levy
- Future levy and financial strategy
- Strategic Plan update
- Update of Personnel Policies
- Succession Planning for Key Personnel
- Update of Bylaws

Commissioners will see many of these items on the Quarterly Meeting Agendas in the coming year; however, if you have questions please contact me at (920) 751-4770 or at efowle@ecwrpc.org.