SUMMARY OF PROCEEDINGS

QUARTERLY COMMISSION MEETING
East Central Wisconsin Regional Planning Commission

Place: Hotel Retlaw
1 North Main St.
Fond du Lac, WI 54935

Date: Friday, April 26, 2019

Time: 1:15 p.m.

I. PLEDGE OF ALLEGIANCE

II. MOMENT OF SILENT MEDITATION

III. ROLL CALL

Roll call was taken showing the following attendance:

Commission Members Present:

Alice Connors ......................................................... Calumet County
Clayton Thornber (Alt. for Rick Jaeckels)........................................ Calumet County
Hope Karth........................................................................ Calumet County
James Lowey........................................................................ Menominee County
Jeremy Johnson (Alt. for Beth Moses)........................................ Menominee County
Ruth Winter........................................................................ Menominee County
Larry Abitz (Alt. for Thomas Nelson)........................................ Outagamie County
Tim Hanna........................................................................ Outagamie County
Jeff Nooyen........................................................................ Outagamie County
Michael Thomas.................................................................. Outagamie County
Jerry Erdmann.................................................................... Shawano County
Tom Kautza........................................................................ Shawano County
Chuck Dallas........................................................................ Shawano County
James Nygaard.................................................................... Waupaca County
DuWayne Federwitz............................................................... Waupaca County
Donna Kalata........................................................................ Waushara County
Larry Timm.......................................................................... Waushara County
Mark Harris.......................................................................... Winnebago County
Steve Cummings................................................................... Winnebago County
Robert Schmeichel............................................................... Winnebago County
Ernie Bellin.......................................................................... Winnebago County
A. Introduction of Alternates and Guests

Mr. Fowle introduced Mr. Spiel, Federal Highway Administration, and Rob Fischer, President, GTiMA-WI Automated Vehicle Proving Grounds.

IV. STATEMENT OF COMPLIANCE WITH WIS. STATS. SEC. 19.84 REGARDING OPEN MEETING REQUIREMENTS

Compliance with Wisconsin’s open meeting requirements was acknowledged.

V. PUBLIC COMMENT
A. Welcome by Chair Martin Farrell

Chair Farrell welcomed the Commission and guests to the Hotel Retlaw and Fond du Lac County.

B. Other Public Comment

There was no public comment.

VI. APPROVAL OF AGENDA

Ms. Kalata motioned to approve the agenda, Mr. Erdmann seconded the motion. The motion passed unanimously.

VII. MINUTES OF THE JANUARY 25, 2019 QUARTERLY MEETING

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

VIII. ANNOUNCEMENTS AND REPORTS

A. Commissioner News

Mr. Fowle provided an update on pertinent items regarding Commissioners.

B. Conflict of Interest / Emergency Contact Forms

Mr. Fowle noted that the forms needed to be fully completed and returned as soon as possible.

C. Staff News

Mr. Fowle acknowledged the staff anniversaries for this quarter. Mr. Fowle also mentioned the Mr. Musson, Principal Transportation Planner, recently received certification for being a mobility manager.

D. Media Reports

Mr. Fowle provided an overview of the media reports located in the quarterly packet.

E. County Issues Roundtable Discussion

Items included in county roundtable discussion were as follows: sunset clause for Fond du Lac County sales tax.

F. Other Announcements

There were no other announcements.
IX. BUSINESS

A. Steering Committee

1. Acceptance of the Summaries of Proceedings for the January 24, 2019 Meeting

Mr. Nooyen motioned to approve the summaries of proceedings, Mr. Bellin seconded the motion. The motion passed unanimously.

2. Review and Acceptance of the CY 2018 Audit Report

Ms. Scheibe-Johnson provided an overview of the audit report. Items included in the overview were as follows: brief background of the audit, unmodified opinion, GASB, statement of net position, pension, deferred outflows, deferred inflows, total assets, accounts receivable, accounts payable, statement of revenue and expenses, comparison to January financial statements, statement of cash flow, and single audit.

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

3. 2019 First Quarter Financial Report

Ms. Scheibe-Johnson provided an overview of the first quarter financial report. Items included in the overview were as follows: brief background of the financial report, cash position, accounts receivable, accounts payable, total assets, annual leave, loan to Winnebago County, statement of revenue and expenses, state and federal grants, local contracts, expenses, wages, salaries, fringe benefits, program expenses, overall operating expenses, and surplus.

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

4. 2019 First Quarter Work Program Performance Report

Mr. Fowle provided an overview of the first quarter work program report. Items included in the overview were as follows: overview of the report, completed projects, projects nearing completion, and management of projects.

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


Ms. Scheibe-Johnson provided an overview of the resolution and explained that the cost allocation plan is updated annually. The purpose of the plan is to take indirect expenses and appropriately charge them as applicable to grants and contracts. Each organization that receives federal funds must develop a cost allocation plan. The basis is direct labor and the expenses are taken and divided by the direct labor-based charged contracts. The annual amount after completion of the audit was 1.30, which is a minimal decrease from
last year. The amount should remain steady and it has dropped significantly from where it was several years ago.

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

6. **Approving a Proposed Amendment to Current WEDC Business Disaster Recovery Microloan Program Funding Allocation to include the City of Fond du Lac Businesses (Reaffirmation of action taken at 4/18/19 Steering Committee).**

Mr. Fowle noted that some businesses were damaged with the river flooding in downtown Fond du Lac. There is an allocation of funding from the Wisconsin Economic Development Corporation (WEDC) to work with Montello businesses although progress is very slow. Staff have been in contact with and met a few businesses; however, money has not yet been loaned out. An amendment to the contract will add the City of Fond du Lac to the list of eligible entities to receive funding assistance. Reapplication to WEDC would not be necessary.

Mr. Johnson motioned to approve the amendment, Ms. Kalata seconded the motion. The motion passed unanimously.

B. **Economic Development Committee**

1. **Acceptance of the Summary of Proceedings for the January 9, 2019 Meeting**

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


   Mr. Baron provided an overview of the resolution. The amendment is to establish a minimum loan amount. There is a cap on the loans of $15,000, however a minimum amount was never established. The Wisconsin Economic Development Corporation (WEDC) has approved establishing a minimum loan amount. The minimum being sought for approval is $2,000.

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

3. **EDA Grant Activities Report**

   Mr. Baron provided a summary of the grant activities report. Items included in the summary included: EDA applications in the region, investment priorities for EDA’s program, and discontinued projects.

   There was brief discussion regarding the discontinued soybean threshing facility project in the City of Waupun.
C. Open Space and Environmental Management Committee

1. Acceptance of the Summary of Proceedings for the January 9, 2019 Meeting

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

D. Community Facilities Committee

1. Acceptance of the Summary of Proceedings for the January 9, 2019 Meeting

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

E. Transportation Committee

1. Acceptance of the Summary of Proceedings for the January 8, 2019 Meeting

2. Acceptance of the Summary of Proceedings for the January 25, 2019 Meeting

Mr. Erdmann motioned to approve both the January 8th and January 25th summary of proceedings, Mr. Bellin seconded the motion. The motion passed unanimously.

3. Proposed Resolution 12-19: Adopting the Updated 2019 Appleton Transportation Management Area Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program Management and Coordination Plan

Mr. Musson provided an overview of the resolution. The plan is centered around an agreement between East Central and Valley Transit for the Appleton TMA area. East Central administers that particular program. There is a program management plan in place to help East Central define its role in that process. Over the last four years, the agency has identified some efficiencies, so the plan will be updated to reflect the efficiencies. The funds will now be awarded biannually, which will save time and make the process more efficient. In addition to the plan update there is an update to the responsibilities, there is a memorandum of understanding (MOU) that will be included as part of the resolution. The MOU defines what East Central does versus what Valley Transit does as regards this particular program. This is just an update to the plan to add some efficiencies to the entire process.

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

4. Proposed Resolution 13-19: Amending the Transportation Improvement Program for the Fox Cities Transportation Management Area (TMA) 2019

Mr. Moesch provided an overview of the resolution. MPO responsibilities include putting together the transportation improvement programs, any transportation project that receives federal funds must be included in these documents. East Central works closely with the Department of Transportation who requested numerous projects be advanced in the Fox Cities area this quarter. Mr. Moesch provided an overview of the
projects listed in the resolution materials provided. The projects were properly posted for public comment.

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

5. Proposed Resolution 14-19: Amending the Transportation Improvement Program for the Oshkosh Urbanized Area- 2019

Mr. Moesch provided an overview of the resolution. This is a minor amendment for the Oshkosh Urbanized Area. Mr. Moesch provided a summary of the project item listed in the meeting materials.

Mr. Dallas motioned to approve the resolution, Mr. Harris seconded the motion. The motion passed unanimously.

6. Urban & Rural Transit Planning Activities Report

Mr. Musson provided an update regarding urban and rural transit planning activities. Items included in the update were as follows: transit development plans, site recommendation, 5304 statewide planning grant, future transit center site selection study, coordination plans, statewide analysis on aging resources, commuter service feasibility study, Winnebago Cath a Ride, EasterSeals grant, and volunteer participation to help shuttle people to work.

F. Regional Comprehensive Planning Committee

1. Acceptance of the Summary of Proceedings for the January 16, 2019 Meeting

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

2. 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

Mr. Fowle provided an overview of the resolution and explained that this was a standard contract arrangement, the existing plan would be taken in its current format and the information would be updated.

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

3. Local Contracts Update

Mr. Fowle provided an update on local contracts. Items included in the update were as follows: budget targets, status of current and ongoing projects, new and upcoming projects, high volume interest in contracts, revenue, staff capacity, 2020 contracts, projected contracts, and technical assistance requests.
4. **Report on Joint Meeting with Economic Development Committee**

Mr. Buechel provided a summary of the Joint Economic Development and Regional Comprehensive Planning Committee Meeting. Items included in the summary were: prepared memo, strategy for economic development along the I-41 corridor, update to the ECWRPC strategic plan, visioning and funding of the Commission’s future role, outside stakeholders and subsequent involvement.

Mr. Thomas reiterated the two-step process, commented on the importance of internal strategic planning to work with the Steering Committee to define the role of East Central and determine funding, and noted the need to have resources and someone in a leadership position over the piece. Chair Farrell commented on the suggested opportunity to collaborate with economic development partners. Mr. Fowle added that the strategic plan would be on the next agenda of the Steering Committee.

5. **Visualizing Demographic Data With Infographics**

Mr. Zuege provided a demonstration on demographic data with infographics. Items included in the demonstration were as follows: business platform from Esri Business Analyst, levels of geography, infographic templates, interactive ability, customizable templates, interpreting and comparing the data, and uses for this type of data formatting.

There was brief discussion regarding how current the data was, if the data could show trends in the categories provided, growing preference for this type of format, and improvement in the readability and understanding of the data via this format.

X. **OTHER BUSINESS**

A. None

XI. **ESTABLISH TIME AND PLACE FOR NEXT COMMISSION MEETING**

Quarterly Commission Meeting, 10:00 a.m., Friday, July 26, 2019 at City Hall in New London, WI.

XII. **ADJOURNMENT**

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