

# SUMMARY OF PROCEEDINGS

## QUARTERLY COMMISSION MEETING

### East Central Wisconsin Regional Planning Commission

**Place:** New London Municipal Building – Council Chambers  
215 N. Shawano Street  
New London, Wisconsin

**Date:** **Friday, July 26, 2019**

**Time:** **10:00 a.m.**

### AGENDA

- I. PLEDGE OF ALLEGIANCE
- II. MOMENT OF SILENT MEDITATION
- III. ROLL CALL

**Roll call was taken showing the following attendance:**

**Commission Members Present:**

Alice Connors.....	Calumet County
Rick Jaeckels .....	Calumet County
Merlin Gentz.....	Calumet County
James Lowey .....	Menominee County
Ruth Winter .....	Menominee County
Kevin Sturn.....	Outagamie County
Kara Homan (Alt. for Thomas Nelson).....	Outagamie County
Dave Kress (Alt. for Tim Hanna).....	Outagamie County
Jeff Nooyen .....	Outagamie County
Michael Thomas .....	Outagamie County
Jerry Erdmann .....	Shawano County
Dick Koeppen.....	Waupaca County
DuWayne Federwitz.....	Waupaca County
Donna Kalata.....	Waushara County
Larry Timm .....	Waushara County
Neal Strehlow .....	Waushara County
Mark Harris .....	Winnebago County
Allen Davis (Alt. for Lori Palmeri).....	Winnebago County
Robert Schmeichel .....	Winnebago County
Ernie Bellin.....	Winnebago County
Martin Farrell .....	Fond du Lac County

Brian Kolstad.....	Fond du Lac County
Chuck Hornung .....	Fond du Lac County
Allen Buechel .....	Fond du Lac County
Jill Michaelson .....	Ex-Officio Member
Ronald McDonald .....	Ex-Officio Member

**Commission Members Excused**

Hope Karth .....	Calumet County
Jeremy Johnson (Alt. for Laure Pecore).....	Menominee County
Tom Kautza .....	Shawano County
Chuck Dallas .....	Shawano County
James Nygaard .....	Waupaca County
Daniel Rettler .....	Outagamie County
Ken Robl.....	Winnebago County

**Commission Members Absent (Unexcused)**

David Albrecht (Alt. for Shiloh Ramos) .....	Winnebago County
Brian Smith.....	Waupaca County
Brenda Schneider .....	Fond du Lac County

**Staff Members Present**

Eric Fowle .....	Executive Director
Walt Raith.....	Assistant Director
Erin Bonnin .....	Administrative Coordinator
Pam Scheibe-Johnson.....	Controller
Melissa Kraemer Badtke .....	Principal Planner - Safe Routes to School
Tom Baron.....	Principal Economic Development Planner
Dave Moesch.....	Associate Planner
Nick Musson.....	Associate Transportation Planner

**A. Introduction of New Commissioners, Alternates, and Guests**

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

Compliance with Wisconsin’s open meeting requirements was acknowledged.

**V. PUBLIC COMMENT**

There were no members of the public present.

**VI. APPROVAL OF AGENDA / MOTION TO DEVIATE**

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

## **VII. MINUTES OF THE APRIL 26, 2019 QUARTERLY & ANNUAL MEETINGS**

Mr. Fowle noted that there was a typographical error that had been corrected in the summary of proceedings.

Ms. Connors motioned to approve the minutes as corrected, Mr. Erdmann seconded the motion. The motion passed unanimously.

## **VIII. SPECIAL ORDERS OF BUSINESS**

### **A. Welcome from City of New London**

Mr. Lou Leone, City Administrator, welcomed the Commission to the City of New London.

## **IX. ANNOUNCEMENTS AND REPORTS**

### **A. Commissioner Announcements**

Mr. Fowle provided changes and updates regarding Commissioners and standing committee changes.

### **B. Staff Announcements**

Mr. Fowle provided updates on staff changes, transitions, and anniversaries.

### **C. Media Reports**

Mr. Fowle highlighted and summarized the media reports provided in the packet materials.

### **D. Upcoming Events and Announcements**

#### **1. 2020 Technical Assistance Request Process / Schedule**

Mr. Fowle provided an update of the technical assistance request process and schedule. The process began earlier this year, approximately 20 projects have been submitted. An open house was held earlier this year and another will be held in September. The deadline to submit projects is in October.

There was discussion regarding projected 2020 workload, timelines, and forecasting potentially to 2021 project timelines.

#### **2. Other**

Mr. Fowle provided an overview of the on-site meeting handouts and other announcements, including: Amtrak Busline service, reminder of state biennial budget, grant application for the FTA rural transit management program, disaster declaration and disaster recovery microloan program, and update of the strategic plan.

There was brief discussion regarding the facilitation of the strategic planning process and the Amtrak busline experience.

## **X. BUSINESS**

### **A. Steering Committee**

#### **1. Acceptance of the Summaries of Proceedings for the April 18, 2019 Meeting**

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

#### **2. Acceptance of the Summaries of Proceedings for the May 29, 2019 Meeting**

Ms. Kalata motioned to approve the summary of proceedings, Ms. Connors seconded the motion. The motion passed unanimously.

#### **3. 2019 Second Quarter Financial Report**

Ms. Scheibe-Johnson provided an overview of the second quarter financial report. Items included in the overview were as follows: cash position, accounts payable, accounts receivable, fixed assets, statement of revenue and expenses, comparison to prior annual budget, transportation billing, local contracts, expenses, salaries, wages, employee fringe benefits, direct grant expenses, general program expenses, pass through expenses, overhead expenses, and bottom line.

There was brief discussion regarding the Winnebago County loan payment, projected surplus, estimate of cash flow position over the next 6 months, contracts and contract changes, and 2019 forecasted performance.

Mr. Gentz motioned to receive the report and place on file. Mr. Bellin seconded the motion. The motion passed unanimously.

#### **4. 2019 Second Quarter Work Program Progress Report**

Mr. Fowle provided an overview of the work program progress report. Items included in the overview were as follows: workforce time allocation, variables, project management, project completion, outstanding/in-progress items, overage, overall workload and timelines, improvements, and efficiencies.

There was brief discussion regarding the formatting of the handout and clarification sought regarding the color coding used in the handout.

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

**5. Proposed Resolution 16-19: Requesting to Update the Resolution for Participation in the Wisconsin Public Employers Group Health Insurance Program for 2020**

Ms. Scheibe-Johnson provided an overview of the resolution. The Commission participates in the group health insurance plan that is administered by the Department of Employee Trust Funds. This resolution is required by them as a technicality as they have moved all of the governing documents for the group health insurance plan which were originally part of the contracts with the various providers into a single document. As a result, they are requiring the resolution; the verbiage is taken from the Department of Employee Trust Funds. It is a requirement to pass a resolution as a technicality to show that the Commission approves that the governing documents are now located elsewhere.

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

**6. Proposed Resolution 20-19 – Adoption of the Preliminary Year 2020 Budget & Final Tax Levy for the East Central Wisconsin Regional Planning Commission**

Mr. Fowle provided an overview of the resolution. The annual process has been initiated of updating the budget and tax levy in the Steering Committee. The committee did approve the results presented today with a 4 to 2 vote for an overall increase of 2 percent. The Steering Committee discussed in detail the staffing plan for 2020, while final action was not taken by the Steering Committee, the committee is looking at 1.75 percent staff salary increase. Action was held until the October Steering Committee meeting.

There was clarification provided that the budget can still be changed, however the tax levy if approved today will be set as-is.

Mr. Sturn provided reason for his vote of nay prior to the hand vote.

A vocal approval followed by a hand vote was conducted for clarity. The results were as follows:

Mr. Koeppen motioned to approve the resolution, Mr. Kolstad seconded the motion.

The motion passed by a hand vote of 20 ayes, 5 nays (Mr. Sturn, Ms. Kalata, Mr. Nooyen, Ms. Connors, and Ms. Homan), and 1 abstention (Mr. Kress).

**7. Proposed Resolution 21-19 – Amending the Bylaws of the East Central Wisconsin Regional Planning Commission**

Mr. Fowle provided an overview of the resolution and noted the following amendments to the bylaws: quorum; references to execution of instruments, checks, and drafts; and added language to formally outline East Central's role of the TMA and MPO responsibilities.

There was brief discussion regarding the model used to create Article XI and that the submittal and approval was received from the Federal Highway Administration.

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

**8. Proposed Resolution 22-19 – Amending Resolution No. 08-90 and Subsequent Resolutions Specifying the Personnel Policies for Persons Employed by the East Central Wisconsin Regional Planning Commission.**

Mr. Fowle provided an overview of the resolution and summary of the proposed changes to the personnel policies such as: moonlighting, out of office work, benefit language update, change in legal holidays, professional development opportunities, grievance policy updates, and addition of a whistleblower policy.

Brief discussion occurred regarding the change in holidays.

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

**9. Proposed Resolution 23-19 – Approving the Amended and Updated 2020 Schedule of Fees for Services of the East Central Wisconsin Regional Planning Commission**

Mr. Fowle explained that this schedule is prepared annually, after the inception of the schedule of fees in 2018, updates needed to be made for future implementation. Updates to the fee schedule included: text updates, project costs to be determined by road miles, addition of bicycle and pedestrian plans, and changes made by the counties regarding the NR-135 and Sewer Service Area programs.

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

**10. Proposed Resolution 24-19 – Approving a Whistleblower Policy for the East Central Wisconsin Regional Planning Commission**

Mr. Fowle stated that this was referenced in the personnel policies and that it is important to initiate in the event it is needed.

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

**B. Economic Development Committee**

**1. Acceptance of the Summary of Proceedings for the April 3, 2019 Meeting**

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

**2. Update on Initiative 41 Activities**

Mr. Fowle provided a summary of Initiative 41 activities which included: recent meetings, meeting outcomes, representation, grant debrief, I-41 economic development strategy, implementation, formation of a talent council, future planning meetings, and East Central's role in the process.

There was discussion regarding creation of a timeline handout for these activities for the strategic plan process and it was noted that additional input from stakeholders would be needed, however something for the strategic plan could be implemented.

**3. Comprehensive Economic Development Strategy (CEDS) Update**

Mr. Baron provided an overview of the CEDS update. Items included in the update were as follows: background and process of the CEDS, timeline of work, Economic Development Administration (EDA) update, and outreach to Tribal communities.

**C. Open Space and Environmental Management Committee**

**1. Acceptance of the Summary of Proceedings for the April 10, 2019 Meeting**

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

**D. Community Facilities Committee**

**1. Acceptance of the Summary of Proceedings for the March 13, 2019 Meeting**

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

**2. Acceptance of the Summary of Proceedings for the April 26, 2019 Meeting**

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

**E. Transportation Committee**

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

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

**2. Proposed Resolution 17-19: Amending the Transportation Improvement Program for the Fox Cities Transportation Management Area - 2019**

Mr. Moesch explained that there are a number of amendments for the Transportation Improvement Program, the Wisconsin Department of Transportation (WisDOT) – Green Bay requested that a number of projects be advanced. Mr. Moesch provided an overview of the table of projects to be approved. The request for advancement will allow the projects to begin this year through early 2020.

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

**3. Proposed Resolution 18-19: Amending the Transportation Improvement Program for the Oshkosh Urbanized Area – 2019**

Mr. Moesch explained that there are amendments for the Oshkosh Urbanized Area Transportation Improvement Program, the Wisconsin Department of Transportation (WisDOT) – Green Bay requested that a number of projects be advanced. The request is for advancement of design projects so that the projects can begin this year through early 2020.

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

**4. Proposed Resolution 19-19: Amending the 2019 Work Program & Budget**

Mr. Musson explained that East Central and the City of Oshkosh Go Transit applied for a Wisconsin Statewide Transit 5304 Planning Grant to assist Go Transit with the development of a site selection plan for their future transit center. The total funds for this request are \$67,604. The \$10,141 local match will be provided by Go Transit, and the MPO will provide the match of \$3,380 to secure the grant. WisDOT is prepared to approve the project and will be sending official notification in the next couple of weeks. The resolution amends the work program and budget to add this project pending final approval to the work program.

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

## **F. Regional Comprehensive Planning Committee**

### **1. Acceptance of the Summary of Proceedings for the April 18, 2019 Meeting**

Mr. Gentz commented that the committee was pleased that the strategic planning process will be started and spoke to the value of strategic planning.

There was also discussion regarding the early meetings of the strategic planning process, recommendations for looking at other RPC provided services, and structure of the first strategic planning meetings to be held later this summer.

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

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

Quarterly Commission Meeting, 1:15 p.m., Friday, October 25, 2019, Bridgewood Resort Hotel and Conference Center, Neenah, WI. There will be a mini-conference held prior to the Quarterly Commission Meeting.

## **XII. ADJOURNMENT**

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

The meeting adjourned at 11:27 a.m.