DRAFT - SUMMARY OF PROCEEDINGS

STEERING COMMITTEE


Date: Thursday, June 27, 2019
Time: 1:30 p.m.
Place: ECWRPC Offices, 400 Ahnaip Street, Suite 100 Menasha, WI

Committee Members Present:
Martin Farrell (Chair) ................................................................. Fond du Lac County
Jerry Erdmann ........................................................................... Shawano County
Jeremy Johnson (Perm. Alt. for Laure Pecore) ................................. Menominee County
Jeff Nooyen (Vice Chair) ............................................................. Outagamie County
Dick Koeppen ........................................................................... Waupaca County
Alice Connors ........................................................................... Calumet County
Donna Kalata ........................................................................... Waushara County
Dave Albrecht (Perm. Alt. for Shiloh Ramos) .................................. Winnebago County

Staff/Others Present:
Eric Fowle ............................................................................. Executive Director
Walt Raith ................................................................................ Assistant Director
Pam Scheibe-Johnson ................................................................ Controller

1) Welcome & Introductions

Mr. Farrell welcomed everyone to the meeting.

2) Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement

Mr. Fowle noted that the amended agenda was posted/distributed as required and that a quorum of members was present.

3) Pledge of Allegiance

4) Approval of Agenda

Ms. Connors motioned to deviate from the agenda as posted and move all items in section 9, with the exception of 9-d, prior to discussion of item 8-a. Ms. Kalata seconded the motion. The motion passed unanimously.
There was brief discussion regarding the decision to deviate from the agenda to discuss the strategic plan and budget items prior to items related to staffing.

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

5) Public Comment

There was no public comment.

6) Approval of May 29, 2019 Meeting Summary of Proceedings (REMOVED AS SOPS ARE NOT YET COMPLETE)

7) Announcements

a) Update on AWRPC June 21 Annual Meeting, Green Bay

Mr. Fowle provided a synopsis of the annual AWRPC meeting. Items included were as follows: overview of state agency presentations, adoption of budget and plan of work, and 2020 Regional Planning Summit.

b) Other

There was brief discussion regarding Commissioner updates as several have had health issues.

8) New Business/Action Items:

a) CLOSED SESSION: The Committee will convene into closed session pursuant to section 19.85(1) of the Wisconsin Statutes to: 1) discuss personnel matters pertaining to the 2019 and 2020 ECWRPC Staffing Plan, and; 2) discuss matters pertaining to staff succession planning for the agency.

Mr. Johnson motioned to move into closed session, Mr. Erdmann seconded the motion. The motion passed unanimously by roll call vote.

b) RECONVENE INTO OPEN SESSION: The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters.

Mr. Albrecht motioned to reconvene into open session, Ms. Connors seconded the motion. The motion passed unanimously by roll call vote.

9) Informational/Discussion Items:

a) Update on Outagamie County Membership Issues

Mr. Fowle and Mr. Farrell guided discussion regarding the progress of the agenda item since the last Steering Committee meeting. Items included in the discussion were as follows: results of meeting between East Central and Outagamie County staff on June 20,
county representation on the Commission Board, local assistance projects and funding, regional functioning of the agency, potential impacts on the regional community, comparison of other RPC functionality and funding, Outagamie County membership continuance, role of East Central as a planning agency and the need for strategic planning. It was noted that the information that the County mentioned they put together for RPC comparisons should be sought and be reviewed as it may be the crux of the issue.

b) **Review of Preliminary 2020 Budget & Discussion on 2020 Levy**

Mr. Fowle provided a review of the preliminary budget and levy for 2020. Items included in the review were as follows: funding assumptions, health insurance, other benefits, staffing, local contracts, and budget/levy scenarios.

Discussion took place regarding: individual county levy increase, budget scenarios, wage and health insurance increases, necessary levy increases, level of work and balanced budget, staffing and services, history of levy, current adopted budget and projected surplus, transportation carryover, county levies and budgets, Commission services, technical assistance and fee schedule change, impact of county withdrawal, project priority of paying vs. non-paying members, and closing discussion on levy increase with Shawano, Waupaca, Menominee and Fond du Lac Counties suggesting support for an increase of up to 2%.

c) **Review of Draft Bylaws Changes**

Mr. Fowle guided an overview and discussion of the draft changes to the bylaws. Items included in the overview and discussion were as follows: modifying the language pertaining to quorum; clarification on meeting notices; clarifications linking the bylaws to the financial procedures manual such as signing of text, and drafts; the addition of Article XI for compliance with federal and State of Wisconsin law; and an update to formalize the role of the MPO as per the request of Federal Highway Administration.

d) **Review of Draft Personnel Policies Changes**

Mr. Fowle noted that a number of edits were remaining, position descriptions have been completed, however a number of previously discussed edits still need to be completed. This will be presented for action at the next meeting.

e) **ECWRPC Strategic Planning Update**

Mr. Fowle noted that he has scheduled a meeting with Mr. Romenesko, Calumet County, to look at the process he used for the county’s strategic plan and if he would be interested in being involved in East Central’s strategic planning. Additionally, a schedule and process for the agency’s strategic planning will be established. Mr. Fowle also provided a summary of the I-41 meeting held on June 26th, discussion took place regarding the role of NewNorth’s leadership initiative, communication, and projected end date.

f) **Review of Draft ECWRPC Fee Schedule Changes**
Mr. Fowle provided an overview of the fee schedule changes. Items included in the overview were as follows: review of previous discussion on this item, updates, road sign inventory changes, MIOVISION camera data additions/updates, waiving MIOVISION fee when applicable conditions are met, bicycle and pedestrian plan costs, comprehensive plan public process changes, 2019 fees, and 2020 fees to be determined.

g) **2020 Technical Assistance Program Update**

Mr. Fowle provided an update for the 2020 Technical Assistance Program. Items included in the update were as follows: summary of open house event, submitted applications, deadline to submit applications, additional open house, and technical assistance and the fee schedule.

**10) County Issue Sharing / Roundtable Discussion**

Items included in the roundtable discussion were as follows: Outagamie County Board and Calumet County jail project.

**11) Next Meeting Dates & Agenda**

After some discussion Mr. Fowle said that staff would prepare and distribute an online poll for the next Committee meeting date.

**12) Adjourn**

Ms. Kalata motioned to adjourn; Mr. Koeppen seconded the motion. The motion passed unanimously and the meeting was adjourned at 3:10 p.m.