

DRAFT - SUMMARY OF PROCEEDINGS

STEERING COMMITTEE

COMMITTEE MEMBERS: *Martin Farrell, Jeff Nooyen, Jerry Erdmann, Dick Koeppen, David Albrecht (Perm. Alt. for Shiloh Ramos), Donna Kalata, Alice Connors, Jeremy Johnson (Perm. Alt. for Laure Pecore).*

Date: Monday, July 22, 2019

Time: 1:00 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
 Ruth Winter (Alt. for Jeremy Johnson (Perm. Alt. for Laure Pecore)) Menominee County
 Jeff Nooyen (Vice Chair) Outagamie County
 Dick Koeppen..... Waupaca County
 Alice Connors..... Calumet County
 Bob Sivick (Alt. for Donna Kalata)..... Waushara County

Committee Members Unexcused:

Dave Albrecht (Perm. Alt. for Shiloh Ramos) Winnebago County

Staff /Others Present:

Eric Fowle Executive Director
 Walt Raith..... Assistant Director
 Pam Scheibe-Johnson..... Controller
 Kevin Sturn..... Outagamie County
 Craig Moser..... Outagamie County
 Kara Homan Outagamie County
 Joseph Guidote Outagamie County
 Thomas Nelson..... Outagamie County

1) Welcome & Introductions

Chair Farrell welcomed committee members and guests to the meeting. Roundtable introductions were conducted.

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

Mr. Erdmann motioned to approve the agenda, Ms. Connors 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

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

7) Approval of June 27, 2019 Meeting Summary of Proceedings

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

8) Announcements

Mr. Fowle announced that the Quarterly Commission Meeting would be on July 26th in New London at the City Hall.

Mr. Fowle also noted that a letter was received from the Economic Development Administration (EDA) regarding the indirect rate; they reviewed the audit and approved the indirect rate.

Mr. Fowle also noted that the Fire Department did an inspection of the offices, which was passed.

9) Informational/Discussion Items:

a) 2nd Quarter Financial Report

Ms. Scheibe-Johnson provided an overview of the financial report. Items in the overview were as follows: balance sheet, cash position, accounts receivable, accounts payable, cash comparison to previous fiscal year, related liabilities, Winnebago County loan, statement of revenue and expenses, budget comparison, total federal and state grants, billing to WisDOT, WEDC Business Disaster Microloan Program, state grant programs, local contracts, revenue, annual budget, expenses, employee fringe benefits, direct grant expenses, overhead, and surplus.

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

b) 2nd Quarter Project Status Report

Mr. Fowle provided an overview of the project status report. Items included in the overview were as follows: work effort, percent of hours spent, hours invested per project, completion of projects, budget of projects, and underperforming projects.

There was discussion regarding the budget of projects, working with communities regarding completion of projects, project efficiencies, estimation of hours, and number of projects.

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

c) Update on Outagamie County Membership Issues

Chair Farrell provided an update regarding Outagamie County membership issues and initiated the discussion. Items included in the discussion were as follows: county concerns regarding membership, establishment of levy among counties, level and structure of service, value of county membership, member vs. non-member fees, voting decisions and prioritization of projects, county membership value in terms of services received, core of Commission service, role of the Commission, scope of service, summary of outcomes from Outagamie County Board and Finance Committee meetings, comparison of functionality of regional planning commissions (RPCs), agency service fees of RPCs, agency restructuring, agency efficiencies, geographic and jurisdictional diversity amongst and within regional planning commissions, involvement and choice of work of regional planning commissions, base statutes, development of work based on Commissioner feedback, reduction of levy, impact of county membership loss, interconnectivity of work, update of strategic plan, importance of communication to the Commission, internal county discussions regarding the topic, interest in county to have some of core services of the Commission, Commissioner ambassadorship, Outagamie County structure and reporting, and Outagamie County's desire to have MPO services in the event of withdrawal.

The Committee concurred that strategic planning is necessary and that the Commission should be allowed time to develop an update, with the input of Outagamie County. Outagamie County representatives stated that they will review the strategic plan prior to making decisions regarding the potential withdrawal of the County.

d) ECWRPC Strategic Planning Update

Mr. Fowle provided an update regarding strategic planning. Mr. Fowle explained that he did have time to meet with Todd Romenesko, Calumet County, and based on the meeting a preliminary outline was drafted. The update will take time and there are many stakeholders involved. There was an I-41 Stakeholders Committee that was held in June and an August date has been suggested for the Steering Committee to meet regarding the strategic plan to perform a SWOT analysis, and assessing big picture trends affecting the Commission. In September, a special meeting of the standing committees would be called to review the results of the August Steering Committee Meeting and then begin developing the vision and priorities associated with those trends and their areas of work on the standing committees. Priorities would also be set by the standing committees. There will also be an online targeted survey to local units of government within the region: towns, cities, and villages to obtain feedback on what they use East Central for

and what they value. In October, individual county engagements with key department heads, staff members, and the county Commissioners would be held to review the results of the committee meetings and survey results and begin identifying action items. Later in October, these results would be shared with the standing committees at their regular meetings to review those items and identify action items. Staff will work to coalesce everything through November including a partnering charter – which is key for communication and ambassadorship. The Steering Committee will meet in December and a draft plan can be reviewed and revised in January and approved by the full Commission. Afterwards, an effort will need to be made to keep this plan active and implemented.

Mr. Nooyen asked for clarification regarding targeted units of government and added that included in the online survey should also be what the entities do not use, why haven't they used it, and are they willing to pay for it. Mr. Fowle also noted that the survey would be shared with the Steering Committee before it is released.

There was discussion regarding the importance of strategic planning, the need to plan for dedicated lengths of time to meet and thoroughly focus on the planning process, and ensuring an effective timeline and structure of the planning process.

e) 2020 Technical Assistance Program Update

Mr. Fowle provided an overview of the 2020 Technical Assistance Program. An open house was held earlier this year and another open house is scheduled to be held in September. Approximately 20-24 projects have been submitted, approximately half of them are from Outagamie County communities. The projects are currently being assessed, preliminary scopes of work are being developed, and funding examined. The deadline to submit projects is in October. The list and ranking of projects will be sent to Steering Committee for final decisions and approval at a later date.

There was brief discussion regarding the potential for project carryover.

10) 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;**

Ms. Connors motioned to move into closed session, Ms. Winter seconded the motion. The motion passed unanimously.

- 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. Erdmann motioned to reconvene into open session, Ms. Connors seconded the motion. The motion passed unanimously.

Mr. Nooyen motioned to approve the overall 2020 salary adjustment percentage, Mr. Koeppen seconded the motion. The motion passed unanimously.

Mr. Koeppen motioned to approve the 3 promotions discussed in closed session, Mr. Farrell seconded the motion.

Mr. Fowle commented that the promotions have been included in the preliminary budget. This is being done earlier in the year than normal and it will be a priority to meet that. If the promotions are not approved, there is the risk of losing key staff. No major changes in federal and state funding are expected.

There was discussion regarding approval of the budget and timing of promotion planning.

Mr. Nooyen motioned to postpone the decision on the 3 promotions until the October Steering Committee meeting, Mr. Erdmann seconded the motion. The motion passed unanimously.

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

Mr. Fowle summarized the results of the prior Steering Committee meeting and noted that there was mixed interest in a 2 percent increase. Mr. Fowle provided an example of what a 2 percent increase would be and noted that the committee can decrease the amount as they see fit. Mr. Fowle noted that it would be difficult to move forward without an increase, particularly in regard to staffing.

There was discussion regarding items that could be cut in overhead expenses such as postage and printing of meeting materials, building rent, staff development, staff travel, and outside printing and publishing. Total membership levy increase scenarios were also discussed. It was decided to further discuss moving the outside printing and publishing of the annual report and newsletter to digital format with the full Commission at the July Quarterly Commission Meeting.

Mr. Koeppen motioned to approve the resolution, Mr. Erdmann seconded the motion. The motion passed with 4 ayes and 2 nays (Ms. Connors and Mr. Nooyen).

d) Proposed Resolution 21-19 – Amending the Bylaws of the East Central Wisconsin Regional Planning Commission

Mr. Fowle provided an overview of the amendments to the bylaws which included: clarification on quorum, modification on execution of instruments, checks and drafts, and recognition of role as the MPO Policy Board.

Mr. Nooyen asked if there was a definition of membership included in the MPO portion of the bylaws. Mr. Fowle replied that the metropolitan planning area is referenced as portions of Calumet, Outagamie, and Winnebago County in terms of the area that it covers regardless of membership. Mr. Raith confirmed that was decided at the federal level. There was also discussion of local cost-sharing and funding agreement for the MPO. Mr. Fowle reaffirmed that this addition to the bylaws was requested by the FHWA during the federal certification process. There was discussion of the template and

language used as it was a new piece. Mr. Fowle responded that no template was provided, the language came from the MPO document, resolutions, partnership agreements, and standard language on what the MPO Policy Board is. Mr. Fowle also noted that the Federal Highway Administration approved the document language. There was also discussion to verify that the included counties, should they become non-members, would still be a recipient of MPO services. The language provided in the amendment indicated that to be so. There was also brief discussion regarding sub-committees and whether or not the MPO Policy Board had formed any in the past.

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

e) 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 summarized the changes made to the personnel policies: addition of the definition of moonlighting, addition of a whistleblower policy, update of the office hour change, update of the table of authorized positions and salary schedule, benefit changes, special development opportunities, change in holidays, additions and enhancements to the outside employment language, changes to the grievance policy, and work from home updates.

Discussion took place regarding the definition of moonlighting. The definition was put in place to prevent staff from taking competitive work away from other RPCs on personal work time. Mr. Fowle replied that employees would only be allowed to do similar work in another regional planning commission's territory with both the East Central RPC and respective RPC Executive Directors' approval.

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

f) 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 provided an overview of the resolution. Mr. Fowle noted that this will be reviewed annually. The Sewer Service Area and NR-135 Programs have been integrated as well noting that the 2020 fee for NR-135 is adopted by the county.

Ms. Connors asked if with the increase in the levy if member counties could expect to receive technical assistance for free or if there would still be a fee associated with it. Mr. Fowle replied that the levy increase does not correlate with the fee schedule. The fee schedule was implemented to leverage additional revenue and make it easier to get contract work. This is beginning to generate interest in services and is offering lower costs than a private consultant. Mr. Fowle also noted that this list is not complete, these are the more common project requests that East Central receives.

Ms. Connors asked if the cost of the comprehensive plan was a yearly rate. Mr. Fowle replied that the cost listed was to update one of the nine elements of a comprehensive plan.

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

g) Proposed Resolution 24-19 – Approving a Whistleblower Policy for the East Central Wisconsin Regional Planning Commission

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

11) County Issue Sharing / Roundtable Discussion

Items included in roundtable discussion were as follows: county increases and county board changes.

12) Next Meeting Dates & Agenda

The next meeting of the Steering Committee is to be determined for late August.

13) Adjourn

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