

SUMMARY OF PROCEEDINGS

STEERING COMMITTEE

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

Date: Monday, November 18, 2019
Time: 10:00 a.m.
Place: ECWRPC Offices, 400 Ahnaip Street, 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
 Alice Connors..... Calumet County
 Donna Kalata..... Waushara County
 Dick Koeppen..... Waupaca County

Committee Members Excused:

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

Staff /Others Present:

Eric Fowle Executive Director
 Walt Raith..... Assistant Director
 Pam Scheibe-Johnson..... Controller
 Melissa Kraemer-BadtkePrincipal Transportation Planner

Agenda

1) Welcome & Introductions

Chair 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 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 approve the agenda, Ms. Kalata seconded the motion. The motion passed unanimously.

5) Public Comment

There was no public comment.

6) Approval of October 9, 2019 Steering Committee Meeting Summary of Proceedings

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

7) Updates & Announcements

a) SRTS Position/Hiring Status

Ms. Kraemer-Badtke provided an update of the SRTS position and hiring status. The position has been re-opened for applications. Eight candidates applied for the position. Ms. Kraemer-Badtke visited the UW-Stevens Point campus for an afternoon and met with students to discuss regional planning commissions and the Safe Routes to School Program. The outcome was that three applications from the UW-Stevens Point campus were received. The applications will be reviewed and interviews will be scheduled with the hopes of holding interviews in early December. It is hoped that the position will be filled by January 1st.

There was discussion regarding the recruitment opportunity at UW-Stevens Point, future opportunities to speak at UW-Madison, and the value of such opportunities and EC staff reaching out to students on-site.

b) Update on 2020 Budget

Mr. Fowle provided an updated handout of the 2020 budget. Items included in the update were as follows: pass through expenses for a consultant to be hired for the intermodal study, updates on contract commitments, and finalization of the staff allocations.

Discussion took place regarding increasing expenses and decreasing operating revenue, receipt of monies from the Department of Transportation (DOT) grant, and membership levy of the counties and total of operating revenues.

c) Local Contract Language Update

Mr. Fowle noted a language update regarding local contract overages and decided upon adding language to the standard contract in reference to delays that additional compensation may be incurred. Communities would be notified in writing should such expenses be incurred for unreasonable delays. Documentation would be provided as to what those costs were.

Discussion took place regarding next steps if communities did not pay for the additional incurred expenses, committee feedback regarding the language change as a beneficial addition to the contract language, and fine tuning the initial language. The Committee members concurred with the final language.

d) Other

Mr. Fowle noted the final rule for overtime. Effective in January 2020, the determination for final annual salary threshold is \$35,568. No staff at the agency are at that level or below, so there is no concern regarding overtime regulations.

8) Special Order of Business – Strategic Planning Workshop #2

Mr. Fowle noted that the strategic planning document would be more finalized at a later date, now the focus is on the wealth of information generated from the workshops and surveys. The information was summarized by key themes of each of the exercises. Mr. Fowle noted his interest to the committee as to what their thoughts and reactions were to the feedback. Patterns they might see, and if they saw anything different than agency staff have. There still seems to be an issue or additional conversation needed regarding whether East Central will do regional work or will help local units of government. There are comments both ways and it seems to be inconclusive and it may be more of a county by county pattern. This item needs discussion and headway. Overall, the feedback is generally positive with few negative comments.

Discussion took place regarding the feedback comments, determining what fits, distribution of feedback in the online ranking survey, value of the Neighborhood Partners Network, whether the focus of the Commission should be narrow or broad, majority vote process of the Commission to determine the work of the agency, communication/relationship building, increasing Commissioner knowledge and engagement, operating under a sustainable budget, continued improvement in all programs, regional plan timelines, increasing regional planning capacity and opportunities, supporting local community planning efforts, retaining talented staff, maintaining the strategic plan, items missing from the materials, relationship building with cities, agreement on which entity is to do the work, scenarios for potential impacts for change and fiscal impacts, review of agency programs and activities regarding capacity, general consensus on strategic plan task items moving forward, feedback regarding the strategic planning process, and future development steps of the strategic plan.

9) New Business/Action Items:

a) Review and Recommendation on 2020 Technical Assistance projects

Mr. Fowle provided a review of the 2020 technical assistance projects. The timeframe has been moved up with the technical assistance program as well as having the committee approve the staffing plan which helps to better examine capacity. A total of 46 project requests were received, the agency has the capacity to do a maximum of 26 projects. Fifteen of the projects chosen would be contract projects, generating approximately \$90,000 in contract revenues. The levy commitment overall would be approximately \$77,000, and \$66,000 goes directly towards contract subsidies. The bulk of the contract subsidy commitment will go toward the outdoor recreation plans. East Central staff are working to confirm contract work before the end of the year.

Discussion took place regarding Commission membership and situations such as the cities of Berlin and Kiel receiving East Central services as members, since based on geography, the city lands were mostly in non-member/non-EC counties. This item is to be considered for future discussion and policy-making for municipalities that reside

partially in a member county. Further discussion took place regarding projects and staff capacity.

A motion to approve the selected projects was made with the caveat noting that some projects may be subject to change as commitments are secured. Mr. Koeppen motioned to approve the 2020 technical assistance projects, Ms. Connors seconded the motion. The motion was approved with the understanding that the City of Berlin and City of Kiel projects would be determined at the next meeting.

b) Consideration of Statements of Land Acknowledgement

Mr. Fowle provided an overview of the statements of land acknowledgement. Mr. Fowle explained that he is gauging interest to see if the Commission would like to incorporate tribal land acknowledgments prior to starting meetings. This is something that local government may be more inclined to do in recognizing the indigenous owners of the land that we are on now. Mr. Fowle came up with a suggestion that could be used and acknowledged that edits may be needed to the statement if the Commission has interest in utilizing this moving forward. Before implementing this, consultation with the tribes would also be recommended.

Discussion took place regarding definition of tribal recognition, consistency, content and intent of recognition and discussion, subject matter is private interest group versus official government agency, having corporation council examine anything that would be voted on to change, and receiving tribal input on the subject.

There was general consensus to move forward with receiving feedback regarding the subject matter and to keep the committee informed on next steps.

10) County Issue Sharing / Roundtable Discussion

Topics of conversation included in the roundtable discussion were as follows: county budgets, building projects and improvements, courthouse security, and health insurance.

11) Next Meeting Date & Agenda

The next meeting is scheduled to take place on Friday, December 20th, 10:00 a.m. at the East Central Office.

12) Adjourn

Ms. Connors motioned to adjourn; Ms. Kalata seconded the motion that passed unanimously and the meeting was adjourned at 11:57 a.m.