

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: Friday, December 20th, 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
 DuWayne Federwitz (Alt. for 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-Badtke Principal Transportation Planner

Agenda

1) Welcome & Introductions

Chair Farrell called the meeting to order, welcomed attendees, and announced Mr. Federwitz as the alternate serving for Mr. Koeppen.

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 November 18, 2019 Steering Committee Meeting Summary of Proceedings

Approval of the November 18, 2019 Steering Committee Meeting Summary of Proceedings was postponed until the next Steering Committee Meeting.

7) Updates & Announcements

a) SRTS Position/Hiring Status

Ms. Kraemer Badtke provided an update regarding the Safe Routes to School hiring status. In-person interviews were held on Monday and a job offer has been extended to one of the candidates.

There was discussion regarding opportunities for young professionals within the Fox Valley area in comparison to areas such as Madison and Milwaukee and a secondary plan in the event the candidate was to decline the position.

b) 2020 Quarterly Commission Meeting Schedule / Location Preferences

Mr. Fowle provided an overview of the 2020 Quarterly Commission Meeting Schedule which included all dates for quarterly and annual meetings as well as reviewing preliminary location preferences, potential guest speakers and presentation topics. Mini-conference preliminary planning was also reviewed.

c) Update on 2020 Budget & Work Program

Mr. Fowle provided an update of the 2020 budget and work program. Items included in the overview were as follows: year-end transportation funding; regional program, WisDOT letter and allocation; incorporation of additional funding opportunities, and staff salaries.

d) 2019 Audit Schedule

Ms. Scheibe-Johnson provided an overview of the audit schedule. Items included in the overview were as follows: audit process and schedule.

e) Other

Mr. Fowle provided an overview of the AWRPC meeting, upcoming biennial regional planning summit and annual meeting, Commissioner attendance, statewide Commissioner survey, RPC director updates, Commissioner changes and updates, City of New Holstein planning grant, and biennial budgeting.

8) Special Order of Business – Strategic Planning Workshop #3

Mr. Fowle introduced the strategic planning workshop #3. Items included in the workshop discussion included: summary data; additional survey information; key themes; development of goals, strategies and actions; collective impact framework; mission and vision statements; values; resiliency; ensuring long-term success; agreement on vision; sharpening the focus; finding the agency's niche; strengthening leadership; sustainable budget; evaluation of programs and return on investment as they apply to the region; elimination of under-utilized programs; levy reduction; survey ranking data; programs and services; levy increase; paying to sustain services; timeline of strategic planning process; developing efficiencies; charging higher fees; expanded programming; unfulfilled needs in the counties; building strong relationships; further defining terminology such as 'project management'; differentiation of governance, structure, and functionality amongst the Wisconsin RPCs; county membership and services provided by the RPC; differentiation between RCP and TMA designations and functionality; scenarios for agency change and potential impacts; discussion of future meeting for further program review in 2020; and updates to provide to standing committees.

9) New Business/Action Items:

- a) **Proposed Resolution 31-19: Approving the Surface Transportation Program-Urban (STP-Urban) projects for the Appleton Transportation Management Area (TMA) – 2020-2025** *(being addressed under the full authority of the Commission.)*

Ms. Kraemer-Badtke provided an overview of the resolution. Items included in the overview were as follows: Appleton TMA allocation background, Technical Advisory Committee meetings to discuss project funding, 80 percent federal funding/20 percent local match program, maximizing overall funding by splitting the percentage for each project equally for federal funding to ensure all funds are used, multimodal supplement program, and listing of projects for approval.

There was brief discussion regarding the location of projects listed for approval.

Mr. Nooyen motioned to approve the resolution, Mr. Johnson seconded the motion. The motion passed unanimously.

- b) **Proposed Resolution 32-19: Approving the Surface Transportation Program-Urban (STP-Urban) project for the Oshkosh Urbanized Area for Fiscal Years 2020-2025** *(being addressed under the full authority of the Commission.)*

Ms. Kraemer-Badtke provided an overview of the resolution. Items included in the overview were as follows: funding available for program cycle, County Highway I project submitted for approval to the Technical Advisory Committee, and approval process.

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

- c) **Proposed Resolution 33-19: Authorizing the Commission to Enter into an Agreement with the City of Shawano, Shawano County for the Preparation of a Comprehensive Plan Update and Bicycle & Pedestrian Master Plan** *(being addressed under the full authority of the Commission.)*

Mr. Fowle provided an overview of the resolution. Items included in the overview were as follows: resolution designated as a local contract agreement, total cost of project: \$28,500 with some technical assistance credit and subsidization that would come from a variety of sources, Plan Commission approval of the project, and project pending City Council approval.

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

d) Proposed Resolution 34-19: Authorizing the Commission to Enter into an Agreement with the Town of Caledonia, Waupaca County for the Preparation of a Comprehensive Plan Update *(being addressed under the full authority of the Commission.)*

Mr. Fowle provided an overview of the resolution. Items included in the overview were as follows: resolution designated as a local contract agreement for a comprehensive plan update, the Town Board took action to approve the plan, total cost of the plan: \$14,500 with technical assistance credit.

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

e) Proposed Resolution 35-19: Authorizing the Commission to Enter into an Agreement with the Town of Lessor, Shawano County for the Preparation of a Comprehensive Plan Update *(being addressed under the full authority of the Commission.)*

Mr. Fowle provided an overview of the resolution. Items included in the overview were as follows: resolution designated as a local contract agreement, currently the plan update is pending Town Board approval, simple scope of services, and three cost options available to the town.

Brief discussion took place regarding the approval process of the project.

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

f) Discussion on Policy for Providing Services to Communities Which Lie Partially Outside of Region

Mr. Fowle initiated the discussion on policy for providing services to communities which lie partially outside of the region. Items included in the discussion were as follows: geography of county and municipality boundaries, situational details for each applicable community, community interest in partnering with East Central for project items, Safe Routes to School program and work with communities outside of the region, developing a policy regarding communities partially outside of the region, and how to work with communities partially outside of the region that submit requests for assistance. The Committee desired to have a draft policy crafted for review and discussion at a future meeting.

- g) CLOSED SESSION: The Committee will convene into closed session pursuant to Section 19.85(1) of the Wisconsin Statutes to conduct 2019 annual performance evaluation and review of 2020 employment agreement terms for the Executive Director position.**

Motion made by Ms. Connors and seconded by Ms. Kalata to go into closed session. A roll-call vote was made with unanimous approval.

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

A motion was made by Ms. Kalata and seconded by Ms. Connors to come out of closed session. A roll-call vote was made with unanimous approval.

A motion was made by Mr. Erdman and seconded by Mr. Johnson to approve the Executive Director's 2020 Employment Agreement with the only adjustment being a 1.75% salary increase effective January 1, 2020. Motion carried unanimously.

10) County Issue Sharing / Roundtable Discussion (as time permits)

No discussion occurred due to time limitations.

11) Next Meeting Date & Agenda

No date was set. Staff will poll committee members for future dates in January and February, 2020.

12) Adjourn

A motion was made by Mr. Federwitz and seconded by Mr. Nooyen to adjourn. Motion carried.

Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.