



La Crosse Area Planning Committee

Metropolitan Planning Organization
Serving the La Crosse/La Crescent Urbanized Area

Vacant, Director Jackie Eastwood, Transportation Planner
 La Crosse County Administrative Center
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LA CROSSE AREA PLANNING COMMITTEE
Minutes of February 20, 2019
Administrative Center – Room 1107

MEMBERS PRESENT:	Joe Chilsen, Tara Johnson, Mike Poellinger, Nancy Proctor, David Marshall, Jerry Monti (arrived 4:41 p.m.)
MEMBERS EXCUSED:	Terry Schaller, Tim Candahl, Dennis Manthei, Rolly Bogert, Mike Weibel
OTHERS PRESENT:	Steve O'Malley, Jason Gilman, Jackie Eastwood, Francis Schelfhout, Chuck Wade, Jim Kuehn, Matt Spiel, Mike Giese, Adam Lorentz, Jack Zabrowski, Mike Bellinger, Ken Gilliam, Steve Flottmeyer, Kurt Wayne (on the phone), Patrick Barlow, Megan Devore, Mary Marco, Brad Williams, Alice Sorenson

CALL TO ORDER

Chair Joe Chilsen called the meeting to order at 4:30 p.m.

PUBLIC COMMENT: NONE

APPROVAL OF JANUARY 23, 2019 MEETING MINUTES

MOTION by Poellinger/Proctor to approve the January 23, 2019 minutes of the LAPC. **Motion carried unanimously with 5 excused – Schaller/Candahl/Manthei/Bogert/Weibel.**

REVIEW NOTES OF FACILITATED DISCUSSION

Steve O'Malley summarized the discussion from the last two meetings of the La Crosse Area Planning Committee (LAPC) whereby they gave direction to have the County continue to be the host for the MPO and provide support for the LAPC as follows:

- Continue working with the Chair on the hiring of the new Executive Director.
- Continue working with the Chair on agenda preparation/develop the meeting agenda.
- Provide staff support for minute taking at the meetings.

Once the Executive Director is hired, Steve will step back and the Director will take over.

MPO 101 BY WI DOT

Chuck Wade, Wisconsin Department of Transportation, presented the state and federal perspective on the role of the Metropolitan Planning Organization. Topics covered were:

- Origin and Purpose of MPOs
- Structure and Partners of MPOs
- Core Functions of an MPO
- Planning and Project Funding
- Points to consider:
 - Which, if any, proposed new functions tie back to transportation?
 - If adding new non-transportation responsibilities, how will you maintain the core MPO functions from a staffing perspective?

Discussion ensued about the functionality of the MPO.

**DRAFT MOU FORMING THE LAPC (A METROPOLITAN PLANNING ORGANIZATION),
UPDATING CURRENT AGREEMENT**

Megan Devore, Corporate Counsel, highlighted proposed wording and organizational changes to the original Memorandum of Understanding. Committee members made suggested corrections/clarification to the document. **MOTION** by Poellinger/Proctor to amend the document with the changes that were suggested and circulate the updated document to the municipalities that require review. **Motion carried unanimously with 5 excused – Schaller/Candahl/Manthei/Bogert/Weibel.** It was decided that the LAPC should vote on this document at the March meeting.

EXECUTIVE DIRECTOR VACANCY

A. JOB DESCRIPTION APPROVAL:

Committee discussion ensued concerning the proposed job description with a suggested addition to be included under Knowledge, Skills and Abilities: The ability to act as a spokesperson with all groups including the media. **MOTION** by Poellinger/Proctor to approve this job description as amended. **Motion carried unanimously with 5 excused – Schaller/Candahl/Manthei/Bogert/Weibel.**

B. SALARY CONSIDERATION:

The Personnel Director conducted a survey of pay comparisons of the Members of the Transportation Advisory Committee and MPO Directors from around the state (included in the agenda packet). There was discussion concerning the pay range for the MPO Director. **MOTION** by Poellinger/Proctor to approve a County pay range of B-20 ranging from \$68,952 to \$90,729. **Motion carried unanimously with 5 excused – Schaller/Candahl/Manthei/Bogert/Weibel.** The first five steps will be advertised \$68,952 - \$80,621 depending upon qualifications.

C. SCREENING & INTERVIEW PROCESS DISCUSSION: The suggested timeline for hiring the MPO Director is as follows:

- Advertising Period 45 days
- Application Screening 5 days
- 1st Interview Planning/Prep 10 days
- 1st Interview 1 day
- 2nd Interview Planning/Prep 10 days
- 2nd Interview 1 day
- Reference/Background Checking 5 days
- Notice to Previous Employer 30 days
- TOTAL 107 days

There was committee consensus for the 1st round of interviews to be a smaller group of LAPC members plus a separate interview with TAC members and other peers. The 2nd round of finalists would come to the full LAPC. This process will be adjusted depending upon the number of qualified applicants.

OTHER BUSINESS: None

FUTURE AGENDA ITEMS:

- Vote on the Memorandum of Understanding
- Recruitment Update

FUTURE MEETING DATE: March 20, 2019

ADJOURN

MOTION by Poellinger/Proctor to adjourn. **Motion carried unanimously with 5 excused – Schaller/Candahl/Manthei/Bogert/Weibel.**

The meeting adjourned at 6: 18 p.m.

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

Recorded by Alice Sorenson