

SUMMARY OF PROCEEDINGS

QUARTERLY COMMISSION MEETING

East Central Wisconsin Regional Planning Commission

Place: Kaukauna Public Library, Room: ABC
207 Thilmany Rd., #200
Kaukauna, WI 54130

Date: Friday, January 31, 2020

Time: 10:15 a.m.

AMENDED AGENDA

- I. PLEDGE OF ALLEGIANCE**
- II. MOMENT OF SILENT MEDITATION**
- III. ROLL CALL**

Roll call was taken showing the following attendance:

Commission Members Present:

Alice Connors.....	Calumet County
Merlin Gentz	Calumet County
Rick Jaeckels	Calumet County
James Lowey	Menominee County
Jeremy Johnson (Alt. for Laure Pecore)	Menominee County
Kevin Sturn	Outagamie County
Kara Homan (Alt. for Thomas Nelson)	Outagamie County
Tim Hanna.....	Outagamie County
Daniel Rettler	Outagamie County
Jeff Nooyen	Outagamie County
Michael Thomas	Outagamie County
Jerry Erdmann	Shawano County
Tom Kautza.....	Shawano County
Chuck Dallas	Shawano County
Dick Koeppen.....	Waupaca County
Aaron Jenson (Alt. for Brian Smith).....	Waupaca County
James Nygaard	Waupaca County
Donna Kalata.....	Waushara County
Larry Timm.....	Waushara County
Bob Sivick (Alt. for Neal Strehlow)	Waushara County
Mark Harris	Winnebago County

Lori Palmeri	Winnebago County
Robert Schmeichel.....	Winnebago County
Ernie Bellin	Winnebago County
Martin Farrell	Fond du Lac County
Brian Kolstad	Fond du Lac County
Chuck Hornung	Fond du Lac County
Allen Buechel.....	Fond du Lac County
Jill Michaelson	Ex-Officio Member
Ronald McDonald	Ex-Officio Member

Commission Members Excused

DuWayne Federwitz	Waupaca County
Hope Karth.....	Calumet County

Commission Members Absent (Unexcused)

David Albrecht (Alt. for Shiloh Ramos).....	Winnebago County
Ruth Winter	Menominee County
Brenda Schneider.....	Fond du Lac County

Staff Members Present

Eric Fowle	Executive Director
Walt Raith	Assistant Director
Erin Bonnin	Administrative Coordinator
Pam Scheibe-Johnson	Controller
Melissa Kraemer Badtke	Principal Planner - Safe Routes to School
Tom Baron	Principal Economic Development Planner
Dave Moesch.....	Associate Planner
Mike Zuege	GIS Coordinator
Hannah Keckeisen	Safe Routes to School Planner
Kim Biedermann	Associate Planner - Regional Bicycle & Pedestrian Coordinator

A. Introduction of Alternates, New Staff and Guests

Mr. Fowle announced the attendance of alternates, new staff member Ms. Keckeisen, and guests attending the meeting. Ms. Keckeisen briefly addressed the Commission.

B. Welcome

Mayor Penterman welcomed the Commission to the City of Kaukauna.

IV. STATEMENT OF COMPLIANCE WITH WIS. STATS. SEC. 19.84 REGARDING OPEN MEETING REQUIREMENTS

Compliance with Wisconsin’s open meeting requirements was acknowledged.

V. PUBLIC COMMENT

There was no public comment.

VI. APPROVAL OF AGENDA / MOTION TO DEVIATE

Mr. Koeppen motioned to approve the agenda/deviate, Mr. Bellin seconded the motion. The motion passed unanimously.

VII. MINUTES OF THE OCTOBER 25, 2019 QUARTERLY MEETING

Mr. Erdmann motioned to approve the meeting minutes, Mr. Kautza seconded the motion. The motion passed unanimously.

VIII. ANNOUNCEMENTS AND REPORTS

A. Commission/Commissioner News

Mr. Fowle shared Commissioner news and updates.

1) Commissioner Terms & Elections

Mr. Fowle shared upcoming election updates and congratulated Mayor Hanna on his upcoming retirement. Mayor Hanna briefly addressed the Commission regarding his upcoming retirement as mayor of the City of Appleton and his transition to Executive Director of the Local Government Institute.

Mr. Fowle also noted that any outgoing Commissioners serve through April 2020.

B. Staff News

Mr. Fowle acknowledged promotions and other staff news with the Commission. The following staff received promotions: Mr. Badtke was promoted from IT Director to IT Manager, Mr. Zuege was promoted to GIS Manager, and Mr. Verboomen was promoted to Principal Environmental Planner.

C. Media Reports

Mr. Fowle briefly highlighted the various media reports and audit letter included in the quarterly packet.

D. 2020 Commission / Committee Meeting Schedule

Mr. Fowle provided a brief overview of the meeting schedule handout and anticipated meeting locations.

E. Other Announcements

Mr. Fowle briefly noted that an invitation would be issued to Commissioners regarding small meeting forums regarding the statutory housing affordability and fee reports. These meetings will target the realty and development community.

Ms. Kraemer Badtke briefly highlighted the CHOICES article handout provided. Items included in the overview were as follows: background of the grant, purpose of the grant, measuring cost-effectiveness of the Safe Routes to School Program and Walking Bus Program.

Mr. Fowle also announced the need to keep current financial information for Commissioners on file.

F. County Roundtable Sharing (as time permits)

Mr. Buechel shared an update on the new highway garage ribbon cutting ceremony.

IX. BUSINESS

A. Steering Committee

1. Acceptance of the Summaries of Proceedings for the October 9, 2019 Meeting

Agenda items IX-A-1 through IX-A-3 were approved in a single motion. The motion to accept the summaries of proceedings was made by Mr. Erdmann, seconded by Mr. Bellin. The motion passed unanimously.

2. Acceptance of the Summaries of Proceedings for the November 18, 2019 Meeting

Agenda items IX-A-1 through IX-A-3 were approved in a single motion. The motion to accept the summaries of proceedings was made by Mr. Erdmann, seconded by Mr. Bellin. The motion passed unanimously.

3. Acceptance of the Summaries of Proceedings for the December 20, 2019 Meeting

Agenda items IX-A-1 through IX-A-3 were approved in a single motion. The motion to accept the summaries of proceedings was made by Mr. Erdmann, seconded by Mr. Bellin. The motion passed unanimously.

4. 2019 Fourth Quarter Financial Report

Ms. Scheibe-Johnson provided an overview of the financial report. Items included in the overview were as follows: GASB 68 and 75 adjustments are NOT reflected in these financial statements to be more reflective of the cash position for the year, accounts receivable, accounts payable, assets, liabilities, statement of revenue and expenses, state grants, local districts, budget gap in contract revenue, direct grant

expenses, overhead expenses, surplus, employee fringe benefits, and GASB 68 and 75 adjustments.

Mr. Kolstad motioned to receive the report and place on file, Mr. Dallas seconded the motion. The motion passed unanimously.

5. 2019 Fourth Quarter Work Program Report

Mr. Fowle provided an overview of the 2019 work program progress report handout provided. Items included in the overview were as follows: work completed and in-progress, sewer service area work, transportation projects, spending of allocated funding, overages, carryover of small projects, strategic planning overage, and continued improvements to reduce overages.

Mr. Schmeichel motioned to receive the report and place on file, Mr. Gentz seconded the motion. The motion passed unanimously.

6. REAFFIRMATIONS of Resolutions Previously Approved Using Full Authority of Commission:

a. Resolution 31-19: Approving the Surface Transportation Program-Urban (STP-Urban) projects for the Appleton Transportation Management Area (TMA) – 2020-2025

Agenda items IX-A-6-a through IX-A-6-e were approved in a single motion. Mr. Kautza motioned to approve the resolutions, Ms. Kalata seconded the motion. The motion passed unanimously.

b. Resolution 32-19: Approving the Surface Transportation Program-Urban (STP-Urban) project for the Oshkosh Urbanized Area for Fiscal Years 2020-2025

Agenda items IX-A-6-a through IX-A-6-e were approved in a single motion. Mr. Kautza motioned to approve the resolutions, Ms. Kalata seconded the motion. The motion passed unanimously.

c. 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

Agenda items IX-A-6-a through IX-A-6-e were approved in a single motion. Mr. Kautza motioned to approve the resolutions, Ms. Kalata seconded the motion. The motion passed unanimously.

d. 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

Agenda items IX-A-6-a through IX-A-6-e were approved in a single motion. Mr. Kautza motioned to approve the resolutions, Ms. Kalata seconded the motion. The motion passed unanimously.

e. 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

Agenda items IX-A-6-a through IX-A-6-e were approved in a single motion. Mr. Kautza motioned to approve the resolutions, Ms. Kalata seconded the motion. The motion passed unanimously.

7. Proposed Resolution 06-20: Adopting the Final 2020 Work Program and Budget for the East Central Wisconsin Regional Planning Commission

Mr. Fowle provided an overview of the resolution. The budget for 2020 is similar to the 2019 budget, no staffing changes are expected in terms of increases or decreases. There is a projected retirement that will occur in 2020 and an upcoming retirement with no definite date set as yet. The levy was set last July, and a levy history was included as well. Under federal and state program commitments, those commitments are in and affirmed with matched funds. A few additional items to note in terms of the work program and the budget, there are a few new items included such as: an approximate \$60,000 award from Federal Highway Administration and Federal Transit Administration on the mobility management program, and approximately \$50,000 re-allocated from the Green Bay/Brown County MPO/TMA that will be utilized for the development of the Northeast Wisconsin intermodal study; this work will be accomplished via hiring of a consultant. No assumptions were included for revenue from the WEDC disaster recovery program. Under the economic development element, the work program was approved by the Economic Development Committee and the Steering Committee to remove a project. The time allocated would go into 'to-be-determined' under the economic development section for the reason that there have been ongoing discussions with the Steering Committee about how to handle communities that are on the border or go outside of the region. Until there is finalization regarding those discussions, no commitment is being made at this time.

Mr. Thomas commented that based on what was presented in October, the resources have been capped for 2020 regarding technical assistance, and that Commissioners need to know that if additional requests are made, those may have to be postponed. Mr. Fowle responded that there is some room and available time under the transportation and economic development elements to do small projects. There is some flexibility that is being held for the 12 communities involved with the housing and affordability reports to see if they are looking to do the same work this year.

Mr. Sturn clarified that regarding the ongoing discussions with Outagamie County, the county would remain a dues paying member through 2020. Mr. Fowle responded that with the conversations occurring with Outagamie County and strategic planning as a whole, that given the timing, the work program would not change but could be amended later this year. The Steering Committee reaffirmed that as the conversation continues, changes can be made later in 2020. Mr. Fowle reiterated that Outagamie County is a member and everything in the work program will be honored.

Chair Farrell clarified the discussion regarding Outagamie County. The program can be revised by the governing body later in the year if needed based on changes projected for next year. Next year's work program could look very different also, that is to be decided in ongoing discussion.

Mr. Johnson motioned to approve the resolution, Ms. Palmeri seconded the motion. The motion passed with 27 ayes, 0 nays, and 3 abstentions (Mr. Nooyen, Mr. Rettler, and Ms. Homan). Mr. Sturn voted aye with the understanding of future amendments that will be made. Mr. Nooyen abstained with the understanding that Outagamie County is a member for 2020, however there are implications for 2021 that it would not be fair if he voted yes or no.

8. Proposed Resolution 07-20: Adoption of the Annual Affirmative Action Program for Equal Employment Opportunities

Mr. Raith noted that the position of affirmative action officer would be transitioning to Ms. Biedermann. Ms. Biedermann provided an overview of the following content: Title VII, equal employment opportunity policy statement, overview of the affirmative action document, workforce composition, experience attracting job applicants, 2019 hiring, promotions, goals for hiring, personnel policy and practices, harassment policy, feedback, supporting documentation, 2019 activities, and employment transitions.

Ms. Palmeri asked what the Commission is doing to address the minority gap. Ms. Biedermann responded that the marketing of the positions and resources utilized were being examined.

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

9. Recommendations on Future Levy Adjustments Related to Outagamie County Concerns

Chair Farrell noted that there was not a specific recommendation at this time. Some concerns have been heard from Outagamie County and the County Board did vote to withdraw from East Central Wisconsin Regional Planning Commission at the end of this year. However the spirit of that action was that discussion should continue and the discussions have led to specific scenarios and possibilities. The Steering Committee began looking at those this past Monday and the discussions were continued this morning. The Steering Committee will be meeting again on Thursday, February 13th at 1:00 p.m. and it is an open meeting. Mr. Fowle added that the

location would be confirmed and that all Commissioners would be notified and receive an agenda given the nature of the topics. Chair Farrell added that there would be a closed session scheduled for that to discuss personnel matters related to the discussions. Ultimately, the scenarios involved different levels of cuts to the services provided and in order to also cut the levy for Outagamie County as well as all other counties proportionately based on equalized value. The continuing discussion is to determine what Outagamie County and other counties can live with in terms of the size and scope of the services provided and the nature of those services. Ultimately, the Steering Committee will come up with a recommendation which it will bring to this Commission, hopefully at the April meeting. The discussions are being expedited. So far the other counties are very eager to maintain the membership of Outagamie County and are trying to find a way to meet their concerns consistent with the needs and desires of all the other counties.

Mr. Nooyen clarified that Outagamie County is a proponent of regional cooperation, and shared the written statement provided to the Steering Committee with the full Commission in the interest of transparency so all Commissioners understand what Outagamie County's concerns are.

Mr. Thomas commented that this is proceeding at a very rapid pace, which is good as far as addressing the issues, and does this take the place of strategic planning. Originally when the goals and timetable were set up for strategic planning, it was meant to do the same thing as far as priorities. It was expected that this plan would be done by the end of December of last year, is this in place of that, or what is the next meeting and goal of the next meeting for strategic planning if you will be meeting and talking about basically some of the same things. Mr. Fowle commented that in the short term it does not replace strategic planning. Strategic planning still needs to be done regardless of county membership and we all value that. It can be challenging with some of these items going parallel but the last meeting was just finished with the Economic Development Committee a few days ago to get their feedback and the conversation provided some perspective and some specifics that we can work with. A summary report will be provided of all the standing committees' conversations that relate to program prioritization to the Steering Committee at or before the February 13th meeting. Mr. Fowle will be working with Chair Farrell on how to structure the agenda on how to not only deal with the issue at hand with Outagamie County and the negotiations but at the same time keeping in mind the strategic plan and what it is and is not saying, and where things may need to change as a result.

Mr. Thomas commented that there would not be a meeting on strategic planning until March and asked if that was correct. Mr. Fowle responded that initially the meeting was to take place in February, both February and March dates were explored. A February meeting date was finalized more specifically to the Outagamie County discussion, it is hoped to discuss everything. As far as the other standing committees, and the other Commissioners' roles in strategic planning, we want to keep you informed, most of the finalization will happen in the Steering Committee and in April a more firm draft will be available for committees to review.

Chair Farrell commented that although the strategic planning process is not completed, the Steering Committee is making use of some of the findings and

elements, especially with regard to prioritization both by specific counties and as a whole.

Mr. Sturn thanked Mr. Koeppen for his comments during the Steering Committee and noted that it was understood that while there were some options and scenarios put before the committee to get some dialogue, that it was appreciated that this is about what is agreeable to all of the counties. Mr. Sturn also thanked Chair Farrell for the sense of urgency with respect to the Steering Committee meetings. Chair Farrell noted that was appreciated, and the priorities of each county were different and this is an attempt to reconcile them in order to keep the region together.

10. Status of ECWRPC 2020-2023 Strategic Plan Update

Discussion on the strategic plan update is included under agenda item IX-A-9.

B. Economic Development Committee

1. Acceptance of the Summary of Proceedings for the October 2, 2019 Meeting

Mr. Buechel motioned to approve the summary of proceedings, Mr. Hanna seconded the motion. The motion passed unanimously.

2. Acceptance of the Summary of Proceedings for the April 23, 2019 Joint Economic Development and Regional Comprehensive Planning Committee Meeting

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

3. Update on EDA Grant Activities & Opportunities – Tom Baron

Mr. Baron provided an update and brief PowerPoint presentation of EDA grant activities and opportunities. Items included in the update were as follows: staff report overview, former Brillion Ironworks site redevelopment, Menominee Thrive projects, Winnebago County projects, Bubolz Nature Center project, Calumet County projects, and involvement takeaways.

Ms. Connors commented that Calumet County forgave all of the back taxes on the project so the New Holstein project could move forward. Mr. Baron replied that it speaks well to a partnership and all of the teamwork that this takes. Mr. Thomas commented that this is an excellent example of collaboration on one of our core areas in development.

There was discussion regarding the I-41 study, current challenges with the initiative due to leadership change and vacancies in core positions needed to have the conversation, future meetings regarding the study, future leadership of the initiative, and role of East Central.

C. Open Space and Environmental Management Committee

1. Acceptance of the Summary of Proceedings for the July 10, 2019 Meeting

Mr. Schmeichel motioned to approve the summary of proceedings, Mr. Timm seconded the motion. The motion passed unanimously.

2. Acceptance of Meeting Notes for the October 10, 2019 Meeting (no quorum present)

Mr. Schmeichel proposed that the item be adjourned.

D. Community Facilities Committee

1. Acceptance of the Summary of Proceedings for the September 11, 2019 Meeting

Mr. Bellin motioned to approve the summary of proceedings, Mr. Hornung seconded the motion. The motion passed unanimously.

E. Transportation Committee

1. Acceptance of the Summary of Proceedings for the October 8, 2019 Meeting

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

2. Proposed Resolution 01-20: Amending the 2020 Transportation Work Program

Ms. Kraemer-Badtke provided an overview of the resolution. The work program was approved in October. There was some funding that the Green Bay TMA is not going to utilize for 2020, East Central has been working with FHWA and WisDOT to ensure the acceptance of those funds along with what projects and deliverables will be outlined within the work program. Guidance was provided that two scenarios be presented: the intermodal facility and an economic impact study for bicycling and walking within the MPO areas. Ms. Kraemer-Badtke provided an overview of each scenario. Likely the funding would not all be spent in 2020, so within the amendment is included an extension request for a period of funding availability through December 31, 2021 which will provide time to do either one of the projects.

Mr. Kautza asked what would happen to the funding if Outagamie County were to withdraw. Mr. Fowle responded that if the county was not a member, there would still be some involvement and role of the county through the MPO process. There would not be as much involvement with the county in the process, Outagamie County is not a likely location for an intermodal facility, however it was not excluded as an option.

Ms. Kraemer Badtke commented on federal and state funding, funding guidance, other sources of funding for the proposed projects, local match, hiring of a consultant, and options should the funding be awarded. Mr. Fowle added that whatever project or scope is chosen will be equitable. Mr. Farrell added that withdrawal from the RPC does not mean withdrawal from the MPO.

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

3. Proposed Resolution 02-20: Authorizing the Commission to Submit and Support an Application for the 2020-2024 Transportation Alternatives Program (TAP) Funding to continue the Regional Safe Routes to School (SRTS) Program

Ms. Kraemer-Badtke provided an overview of the resolution. The program grant cycle runs every two years. An application re-submitted, and a resolution and letter of support for the application is also required. Within the new application are the following items: increase of school bus crashes, education of when to stop for vehicles, Walking School Bus Program, Project Radar, bicycle curriculum, \$20,000 received in donations, consultants cost-sharing the local match with projects, Choices grant.

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

4. Proposed Resolution 03-20: Amending the 2020 Transportation Improvement Program for the Appleton Transportation Management Area – 2020

Mr. Moesch provided an overview of the resolution. The amendment was properly noticed as required for the public review period. The advancement of three projects was requested by WisDOT: Highway 76/School Road intersection, I-41 rehab construction between Breezewood Lane and Highway 15 to the North, and Highway 441 rehab construction from Oneida Street North to I-41.

Mr. Sturn commented to thank East Central for their assistance. Mr. Farrell confirmed that the project was approximately \$1.2 million, Mr. Moesch replied yes, with federal and state funding as well.

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

5. Proposed Resolution 04-20: Amending the 2020 Transportation Work Program to include the ECWRPC Mobility Manager Program

Ms. Kraemer-Badtke provided an overview of the resolution. Items included the overview were as follows: awarding of 5310 funding, working with local coalitions to address transportation needs, amending the work program to include this piece as per the request of FHWA and DOT to ensure all of the deliverables are met.

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

6. Proposed Resolution 05-20: Amending the 2020 Transportation Improvement Program for the Oshkosh Urbanized Area – 2020.

Mr. Moesch provided an overview of the resolution. The resolution is an amendment to include design funding for the Highway 21 Corridor in Omro to Leonard Point Road which comes into the urbanized area for design funding for the resurface of that. The project was moved up to 2020 in order to begin the project.

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

7. Update on Appleton TMA/Oshkosh MPO Economic Impact of Bike/Pedestrian Facilities Scoping Study – Kim Biedermann

Ms. Biedermann provided an update of the scoping study. Items included in the update were as follows: purpose of the study, collaboration with LaCrosse regarding plan development, community engagement, stakeholders meeting, online surveys, focus groups, stakeholder interviews, target audience, quantifying information in terms of monetary value, key themes, community interest, data, Choices grant, purpose of the report, completion timeline, and funding received.

8. Update on Eastern Wisconsin Intermodal Facility Study – Walt Raith

Mr. Raith provided an overview on the intermodal facility study. Items included in the overview were as follows: container trains, freight process, current intermodal freight in Wisconsin, grant study opportunity, the demand to demonstrate need for an intermodal facility, and leaders in the initiative.

F. Regional Comprehensive Planning Committee

1. Acceptance of the Summary of Proceedings for the October 16, 2019 Meeting

Mr. Gentz motioned to accept the summary of proceedings, Ms. Palmeri seconded the motion. The motion passed unanimously.

2. Acceptance of the Summary of Proceedings for the April 23, 2019 Joint Economic Development and Regional Comprehensive Planning Committee Meeting

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

G. OTHER BUSINESS

1. Appointment of Nominating Committee

Chair Farrell proposed the following Nominating Committee appointments: Rick Jaeckels (Calumet County), Allen Buechel (Fond du Lac County), Jeremy Johnson (Menominee County), Tim Hanna (Outagamie County), Tom Kautza (Shawano County), Dick Koeppen (Waupaca County), Larry Timm (Waushara County), and Mark Harris (Winnebago County).

Ms. Palmeri motioned to accept the Nominating Committee appointments, Mr. Kolstad seconded the motion. The motion passed unanimously.

X. ESTABLISH TIME AND PLACE FOR NEXT COMMISSION MEETING

ECWRPC Mini-Conference (tentative topic Equity & Opportunity in Planning) 8:30 a.m. – 12:00 p.m., Friday, April 24, 2020, location TBD.

Quarterly Commission Meeting, 1:15 p.m., Friday, April 24, 2020, location TBD.

Annual Commission Meeting, immediately following the Quarterly Meeting (~2:15 p.m.) Friday, April 24, 2020, location TBD.

XI. ADJOURNMENT

Mr. Bellin motioned to adjourn, Mr. Timm seconded the motion. The motion passed unanimously.

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.