

**SUMMARY OF PROCEEDINGS
QUARTERLY COMMISSION MEETING
East Central Wisconsin Regional Planning Commission**

Date: Friday, April 24, 2020
Time: 10:00 a.m.
Place: Teleconference

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
Hope Karth.....	Calumet County
Martin Farrell.....	Fond du Lac County
Brenda Schneider.....	Fond du Lac County
Brian Kolstad	Fond du Lac County
Chuck Hornung.....	Fond du Lac County
Allen Buechel.....	Fond du Lac County
James Lowey.....	Menominee County
Jeremy Johnson (Alt. for Laure Pecore)	Menominee County
Ruth Winter.....	Menominee County
Kevin Sturn.....	Outagamie County
Kara Homan (Alt. for Thomas Nelson)	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
DuWayne Federwitz	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
David Albrecht (Alt. for Shiloh Ramos).....	Winnebago County
Lori Palmeri	Winnebago County
Robert Schmeichel.....	Winnebago County
Robert Keller.....	Winnebago County
Ernie Bellin.....	Winnebago County
Jill Michaelson.....	Ex-Officio Member
Ronald McDonald.....	Ex-Officio Member

Commission Members Excused

None

Commission Members Absent (Unexcused)

Tim HannaOutagamie County

Staff Members Present

Melissa Kraemer Badtke.....	Interim-Executive Director
Walt Raith.....	Assistant Director
Erin Bonnin.....	Administrative Coordinator
Pam Scheibe-Johnson	Controller
Tom Baron.....	Principal Economic Development Planner
Dave Moesch	Associate Planner

A. Introduction of Alternates and Guests

Ms. Kraemer Badtke announced Mr. Jenson attending as an alternate for Brian Smith.

B. Welcome by Chair Martin Farrell

Chair Farrell welcomed attendees to the meeting.

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

Ms. Kraemer Badtke acknowledged compliance with Wisconsin’s open meeting requirements.

V. PUBLIC COMMENT

There were no members of the public present.

VI. APPROVAL OF AGENDA / MOTION TO DEVIATE

Chair Farrell noted the text of agenda item #IX-A-6 should be changed to read: Affirm the Acceptance of the Mutual Separation Agreement.

Ms. Connors motioned to amend the agenda to correct the text of agenda item #IX-A-6 to read: Affirm the Acceptance of the Mutual Separation Agreement. Mr. Koeppen seconded the motion. The motion passed unanimously.

Mr. Bellin motioned to approve the agenda as amended, Mr. Nygaard seconded the motion. The motion passed unanimously.

VII. MINUTES OF THE JANUARY 31, 2020 QUARTERLY MEETING

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

VIII. ANNOUNCEMENTS AND REPORTS

A. Commissioner News

Chair Farrell welcomed new Commissioners to the Full Commission Board: Robert Keller (Winnebago County Board), Mayor Jake Woodford (City of Appleton), and Mayor Tom Reinl (City of Chilton).

B. Staff News

Ms. Kraemer Badtke noted two upcoming staff resignations: Mr. Musson and Mr. Erickson and added that their dedicated service to the Commission has been most appreciated.

C. Media Reports

Ms. Kraemer Badtke provided an overview of the various media items in the packet materials as well as the memo from Chair Farrell, and letter of support regarding US 151 and I-41 that were also included in the packet materials.

D. County Issues Roundtable Discussion

There was no roundtable discussion.

E. Other Announcements

1. FRIIP Grant Announcement

Ms. Kraemer Badtke provided an overview regarding the FRIIP grant. This grant is regarding freight, railroad, and infrastructure through the Wisconsin Department of Transportation (WisDOT). The grant has been received and this was amended into the Transportation Work Program in January. Work has begun with the core team, the Wisconsin Department of Transportation and a number of partners to develop a timeline and begin the process of entering into an agreement with WisDOT.

IX. BUSINESS

A. Steering Committee

1. Acceptance of the Summaries of Proceedings for the January 27, 2020 Meeting

Agenda items IX-A-#1-5 were accepted in one motion. Mr. Erdmann motioned to accept the summaries of proceedings, Mr. Nooyen seconded the motion. The motion passed unanimously.

2. Acceptance of the Summaries of Proceedings for the January 31, 2020 Meeting

Agenda items IX-A-#1-5 were accepted in one motion. Mr. Erdmann motioned to accept the summaries of proceedings, Mr. Nooyen seconded the motion. The motion passed unanimously.

3. Acceptance of the Summaries of Proceedings for the February 13, 2020 Meeting

Agenda items IX-A-#1-5 were accepted in one motion. Mr. Erdmann motioned to accept the summaries of proceedings, Mr. Nooyen seconded the motion. The motion passed unanimously.

4. Acceptance of the Summaries of Proceedings for the February 24, 2020 Meeting

Agenda items IX-A-#1-5 were accepted in one motion. Mr. Erdmann motioned to accept the summaries of proceedings, Mr. Nooyen seconded the motion. The motion passed unanimously.

5. Acceptance of the Summaries of Proceedings for the March 2, 2020 Meeting

Agenda items IX-A-#1-5 were accepted in one motion. Mr. Erdmann motioned to accept the summaries of proceedings, Mr. Nooyen seconded the motion. The motion passed unanimously.

6. Affirm the Acceptance of the Mutual Separation Agreement

Chair Farrell noted that a copy of the agreement had been issued to the Commissioners which is considered to be confidential. Chair Farrell clarified the terminology previously amended at the beginning of the meeting and noted that the amended terminology was what was agreed upon by the parties involved and was suggested by our attorney Jim Macy. At the time the mutual separation agreement was issued to the Commissioners, contact information was distributed also noting that questions be directed to the county board chair or a contact designated by the county board chair who are members of the Steering Committee as they went through this in detail. Commissioners were also directed to contact Chair Farrell as well.

Ms. Palmeri asked regarding item #10 in the agreement, the no disparagement clause, which states that the provision does not apply to the release of public record in response to public record request. Ms. Palmeri asked if Commissioners are instructed to delete this after the meeting and added that she was trying to understand how that relates to the public records end of it.

Chair Farrell responded that after the meeting the attorney can be consulted, the agreement is a personnel matter that is not part of the public record and does not need to be disclosed and should not be disclosed because in order for the agreement to be valid, part of the agreement is that it is not part of the public record. It was agreed mutually by the organization, the Steering Committee acting on behalf of the Full Commission, as well as the former Executive Director, that this is the way it will be handled and that members of the Commission would have access to the agreement and does not need to be part of the record as it is under the exception of a personnel matter. That is why Commissioners are asked to delete it following the affirmation of the acceptance of the agreement.

Ms. Connors motioned to affirm the acceptance of the mutual separation agreement, Mr. Bellin seconded the motion. The motion passed unanimously.

7. Discussion and Action on Streamlining the Board Membership and Governor Appointment Process

Ms. Kraemer Badtke provided an overview of the discussion and action on streamlining the board membership and governor appointment process. Last week the Steering Committee met and discussed the streamlining of board membership and the governor appointment process. In conversations with other regional planning commission directors, some have modified their board structure due to delays in receiving governor's appointments. At the Steering Committee Meeting last week, they took action to explore the streamlining of board membership and the governor appointment process. If action is taken by the board, the staff will bring back a timeline of steps that will be necessary to streamline the process to the Board for consideration.

Mr. Thomas asked if this would take effect this year. Ms. Kraemer Badtke replied that in conversations with Southwest Regional Planning Commission, they did this last year, it was a 7-9 month process that would have to be worked through with the Governor's Office. What we could do is lay that out and the Board would have to take that under consideration. Right now this is the exploration phase, to see if the Board would like to move forward.

Chair Farrell noted that the discussion and action on streamlining the board membership and governor appointment process was not in any way a negative comment on the governor's appointment members that we currently have and this would not affect them, they would finish their terms. For the future, a number of the Steering Committee members felt that it was a very cumbersome process, it took months to get approval, we did not have membership of the person during that time period, there was also a thought that maybe sometimes, but not always of course, there was always at least the threat that partisan issues would be involved so that is why the Steering Committee at least wanted to look into the idea of possibly not having those in the future and having a slightly smaller Commission Board and having more control ourselves of our Board rather than having someone in Madison having a say-so over at least some of them. The motion we are looking for at this time is to ask the Commission staff to continue to investigate this possibility and to lay out at a later meeting, if warranted, a proposal to move in that direction. Right now the motion would be to continue to look into the process and bring back a timeline with the tasks that would be necessary in order to accomplish this if the board chose to do so.

Ms. Palmeri asked how many appointments were made by the governor. Ms. Kraemer Badtke replied that there are 8 appointments, one per county.

Mr. Gentz motioned to ask staff to continue to investigate streamlining board membership and governor appointments, Ms. Kalata seconded the motion. The motion passed unanimously.

8. Discussion and Action on ECWRPC Reorganization Plan

- a. Ratify the decision by the Steering Committee to endorse the ECWRPC Reorganization Plan and to commence action thereon*
- b. Delegate to the ECWRPC Steering Committee the ability to negotiate a legally binding intergovernmental agreement with Outagamie County based on the Reorganization Plan*
- c. If substantive differences exist in the agreement and the reorganization plan, then it must be approved by the Commission Board via special meeting.*

Ms. Kraemer Badtke explained that there were ongoing conversations with Outagamie County and that the decisions and the plan that has been set forth for review did not come lightly. As staff look at East Central's program areas, there may be opportunities to reduce levy costs for all counties. We continue to have ongoing conversations with Outagamie County; in addition, we shift focus to core services which came out of the strategic plan. Core services including: Economic Development, Sewer Service Area, Transportation, Regional Comprehensive Plan, and Technical Assistance are valued services for the Commission. What we could be looking at is a tiered approach for various components over the next 3 years. There will be new executive leadership, a new executive director and a new controller as Ms. Scheibe Johnson will be retiring in August. We are also looking at a reduction in costs regarding staff expenses, conference attendance and expenditures primarily due to COVID-19. There will be a reduction in non-essential programs and a focus on core services. As previously discussed there is the exploration of the governor's appointments, restarting the strategic plan once there is a new Executive Director, and also re-looking at some of the programming and where there might be opportunities to reduce some of those costs. There is the possible Economic Development Stimulus funding and the work program and budget development typically occurs at least with transportation in the fall and would be something we would want to take a look at. In 2021, we would also take a look at the overall overhead budget. The lease expires next year and that would be something to consider by the Commission. Core services, strategic plan, and regional comprehensive plan would be adopted and continued to be worked on along with working with member counties to continue to develop a new technical assistance program that will help their local communities be successful. With the U.S. Census we would be looking at the urbanized area boundaries for the Appleton and Oshkosh MPOs. At the last Census, there was conversation about conglomerating those two MPOs and that may be the case again. The Commission would be able to look at a redesignation with a separate policy board at that time. This would include the development of the work program and budget for 2022. Then in 2022, there would be a financially stable organization with a balanced budget. We have taken a look at what the decrease for a year to year program would look like. The first year in 2021, would be a significant decrease and then in 2022 there would be less of a decrease and then by 2023 there would be more of a financially stable organization. Again, these numbers are based

on 2018 equalized tax value. For decreases in levy it must apply to all counties, that is something that needs to be looked at.

Chair Farrell asked for a motion to approve the item and move the item to the floor for discussion.

Mr. Kautza motioned to approve, Mr. Nygaard seconded the motion.

Chair Farrell noted that the floor was open for discussion.

Chair Farrell commented that Outagamie County had voted to leave the Commission as of June 30th of this year which means the actual termination would be January 1, 2021. Missy and other staff members have had meetings with Outagamie County and they are the largest contributors to our levy funding. The most recent year the total funding of East Central from levy funding was \$787,000. Of that Outagamie County contributed \$240,000 or 30.5 percent. These are the changes that staff have felt could be done. This would reduce the total levy in 2020 of \$787,205 would over the next three years be reduced to \$437,204. That would be a substantial levy reduction for all the counties; it would be proportional based on equalized tax value which is what is required by state statute.

Mr. Kautza commented that this is drastically going to decrease the size of the Commission and was wondering how many employees would be left approximately.

Ms. Kraemer Badtke replied that a reduction of 3 staff positions will be anticipated based on the program areas. The staff and skill sets will be focused on the core areas of transportation, economic development, SSA and the regional comprehensive plan and then go from there. There will be 17-18 staff members at that time.

Chair Farrell asked if there were 20 staff at the present time.

Ms. Kraemer Badtke replied that compared to the current staffing, there are 20 staff members minus the position of the Executive Director. Typically, there would be 21 staff.

Chair Farrell commented that there would be a reduction of 3-4 staff in response to the question, so it would remain 17 or 18.

Ms. Kraemer Badtke replied that it would be a reduction of 2-3 staff members.

Ms. Connors asked that there are two staff leaving, will those positions be replaced or would those positions stay vacant?

Ms. Kraemer Badtke replied that those two positions are primarily funded through the transportation program, we would be looking to replace those two positions based on the skill sets that we need in order to complete the program deliverables for the transportation program.

Mr. Schmeichel commented that the numbers are reflecting the lowest case scenario with Outagamie County exiting. We are still under discussions of what the potential may be going forward. Has anyone crunched any numbers if in fact they had percentages added back in and to what degree and if that in fact would require the staff to stay on.

Ms. Kraemer Badtke replied that to be clear to Mr. Schmeichel's question, she asked if he was looking to see if Outagamie County rejoined the Commission would it be at the same fee rate, correct?

Mr. Schmeichel replied that was correct.

Ms. Kraemer Badtke replied that in our conversations with Outagamie County, there would need to be a reduction in the levy. This proposal has been looked at by Outagamie County, we met with them on Wednesday, and it was well received. You have to also keep in mind that if Outagamie County decides not to rejoin the organization, that \$240,000 is a budget shortfall and we will have to take a look at that moving forward in our conversations regarding the levy in July. Either way, we will have to look at a reduction in the levy in order to be a financially stable organization.

Chair Farrell added that having been on the Steering Committee now for approximately 4 years, the size of the levy has been a concern to a number of the counties over all of those years. Other county board chairs or their representatives have also expressed concern about it. So it is not just the response of one county. This is a matter of refocusing. There is also the thought that over the years the Commission has added tasks and projects that maybe were convenient at the time but were not tied to the core mission of the regional planning commission. By cutting down some of those more peripheral programs, then we can both reduce the levy but keep a viable regional organization doing what needs to be done for the member counties and possibly even attract the two other counties in our region, Green Lake and Marquette County. They have not been members for years. Perhaps with a more focused effort by the Commission and also lower levy requirements they might decide to join. There would be that positive incentive as well. As far as the staff goes, we did not adjust the staff simply by attrition. We have to right size the staff based on priority given to those core competencies and core programs. The right sizing of the staff has to be done based on the new work program which will have a more centralized focus than it has in past years.

Mr. Schmeichel replied that was a good point. The current staff is an excellent staff and Mr. Schmeichel thinks that they will be able to step up. To Chair Farrell's point of the other counties, has somebody made an effort to market us to those two counties so they can possibly get into this by 2021 or 2022?

Chair Farrell replied that the previous Executive Director had talked to Green Lake and Marquette Counties periodically. Chair Farrell asked Ms. Kraemer Badtke if she had any contact with them.

Ms. Kraemer Badtke replied that she had not been in contact with them. She added that prior to COVID-19 she had been in contact with Waushara County and a potential meeting had been discussed with Green Lake and Marquette County. She has not been able to reach out.

Ms. Palmeri asked if negotiations were continuing for Outagamie County to stay in.

Ms. Kraemer Badtke replied yes, ongoing negotiations have continued to occur even with the former Executive Director's departure. We have tried to keep those lines of communication very much open with Outagamie County during this time.

Ms. Kalata commented that Waushara County meets with both Marquette and Green Lake County and she can reach out to them.

Chair Farrell replied that would be extremely helpful. Chair Farrell also asked Ms. Kalata to tell them that the organization is streamlining and is looking at a significantly reduced levy for all the member counties over the next few years and obviously we would supply them with full details about what services we could provide for their levy but they are dealing with a more streamlined and more sharply focused planning organization. That would be extremely helpful, we will definitely do that as this process continues. We are in the process of the search for a new executive Director. That person would also be asked to carry the ball on recruiting those counties.

Ms. Kalata replied that about three months ago Marquette County showed some interest.

Ms. Kraemer Badtke replied to Ms. Palmeri's question regarding ongoing negotiations with Outagamie County to stay in, you will notice on the agenda that there are items 'a', 'b', and 'c':

- a. Ratify the decision by the Steering Committee to endorse the ECWRPC Reorganization Plan and to commence action thereon*
- b. Delegate to the ECWRPC Steering Committee the ability to negotiate a legally binding intergovernmental agreement with Outagamie County based on the Reorganization Plan*
- c. If substantive differences exist in the agreement and the reorganization plan, then it must be approved by the Commission Board via special meeting.*

Ms. Kraemer Badtke continued that those were items that Outagamie County had requested that we include in our agenda today for the Commission Board to understand that we are trying to move forward with them on these negotiations. That is part of the conversation on the reorganization plan.

Ms. Palmeri asked for clarification, that this reorganization plan and that scope of work is part of that negotiation process to keep them in.

Ms. Kraemer Badtke replied yes, the plan was endorsed and action was taken by the Steering Committee. Staff presented it to Outagamie County for their review, as mentioned previously, it was well received. If the Board would take action today, we would continue to work with Outagamie County at the Steering Committee level to develop an agreement to ensure that the plan is followed through over the next couple of years and they could potentially rejoin the organization. There is a process on their end and on our end that we have to take in order for them to go through that.

Chair Farrell replied if Outagamie County wished to comment on this, he would be happy to entertain that, but it is Chair Farrell's understanding that based on Ms. Kraemer Badtke's discussions with their representatives that they believe that the Commission is now moving in the right direction. They were very dissatisfied previously and this is why they made the commitment to actually leave; progress was not being made. Their complaints were sent out approximately a year ago, but progress had not been made in the direction they were concerned with. But now with the reorganization plan, with the

projections regarding the levy, things are now moving in the direction that they consider favorable.

Mr. Nooyen commented that Chair Farrell was correct. Mr. Nooyen stated he met with his negotiating team that has been working with Ms. Kraemer Badtke and Ms. Scheibe-Johnson and they are very favorable to the terms that are in front of us today. The goal is to get this ratified today by the Full Commission Board and as pointed out, delegate the Steering Committee to negotiate a legally binding intergovernmental agreement with Outagamie County based on that reorganization plan. We are trying to move this along so that we can get it back in front of our Board with a recommendation to rescind the decision that was made to pull out and get back into the organization. Hopefully the timeline will be to get it done prior to that June deadline.

Chair Farrell replied that this certainly is not a minor decision or step to make. Chair Farrell clarified that the motion and second to approve was to include items #IX-A-8 a-c on the agenda.

Mr. Kautza amended his motion to include agenda items #IX-A-8 a-c. Mr. Bellin seconded the motion to approve to include agenda items #IX-A-8 a-c. The motion passed unanimously.

9. Update on the ECWRPC Executive Director Search

Chair Farrell noted that the Search Committee was appointed by the Steering Committee and included: Martin Farrell, Commission Chair and Search Committee Chair (Fond du Lac County); Robert Sivick, Administrator, (Waushara County); Kara Homan (Outagamie County); Ryan Brown (Waupaca County); Rebecca Frisch (Marathon County); and Todd Romenesko, Administrator (Calumet County). Chair Farrell noted that Ms. Homan, Mr. Brown, and Ms. Frisch all have planning backgrounds and Mr. Sivick and Mr. Romenesko are county administrators. They all have expertise in this area. The Search Committee has met three times and there is an advertisement that is running that is linked to a job description. Chair Farrell noted that the ad is being run in eight different places which includes national websites such as: County and Municipal Employees, American Planning Association, American Planning Association – Wisconsin Affiliate, National Association of County Employees, and also statewide: Wisconsin Counties Association. Chair Farrell added that this is being advertised very widely both nationally, regionally and statewide. The timeline that has been established by the Search Committee has been approved by the Steering Committee. We are very indebted to Waushara County, Donna Kalata, Bob Sivick, and the Human Resources department in Waushara County is handling the logistics of the application process. They will receive all the applications. The application deadline will be Friday, June 19th. The ads were posted earlier this week. We will begin to collect the applications. When they have all been received, they will be released to members of the Search Committee that will begin the process of going through them. The Steering Committee has asked the Search Committee to provide them with no more than three names of leading candidates as finalists. The initial winnowing and interview process will be carried out by the Search Committee with the final decision being made by the Steering Committee.

Ms. Palmeri asked regarding diversity and gender, are there any targeted diverse organizations where the job ad/job description was posted or sent to those agencies.

Mr. Sivick responded that the job ad/description was sent to organizations that cater to government officials.

Ms. Palmeri responded that the question generates from a memory from a few months ago about a report with regard to the less than desirable diversity numbers at East Central and that is why she asked if there was a particular targeted effort. Ms. Palmeri serves on the state Diversity, Equity and Inclusion for the American Planning Association and certainly those are the kinds of discussion that are going on so that is the genesis of her question.

Chair Farrell responded that the question was very well taken on his part. If Ms. Palmeri was aware of any organizations to post the position with in order to increase our chances of getting diverse applicants, speaking personally, Chair Farrell stated that he would welcome that. That is certainly a desire that we have. Ms. Palmeri is right that our organization is trying to improve its representative population. If Ms. Palmeri is aware of any additional places that would increase our chances of diversifying the applicant pool, Chair Farrell would welcome that, we would be open to any further suggestions along those lines.

Ms. Palmeri replied and thanked Chair Farrell and asked if a list can be issued noting where the job posting has already been circulated.

There was brief discussion amongst Ms. Palmeri, Chair Farrell, and Mr. Sivick regarding the list of the eight organizations that had been issued the job ad and that the list can be circulated and recommendations can be added to the list.

Chair Farrell noted that in retrospect a list of the ones currently being advertised with should have been included and apologized for the oversight. The complete list will be issued to all Commissioners as soon as possible after this meeting. If there are any additional places you think it should be placed, whether for diversity attraction or any other reason, please let Chair Farrell know as soon as possible and we will add that to the list. We want the widest possible access to this amongst qualified people.

10. Review and Acceptance of the CY 2019 Audit Report

Ms. Scheibe-Johnson provided an overview of the audit report. Items included in the overview were as follows: auditor's clean opinion, financial statements, statement of net position, assets, liabilities, deferred outflow, deferred inflow, net position, receivables, pension asset and liability, restricted pension benefits, operating revenues and expenses, GASB 68 and 75, disclosures relative to debts – direct borrowings and direct placements, GASB 88, operating lease, comparison to budget, operating expenses, GASB adjustments, no instances of noncompliance, all grant compliance requirements met for the single audit, no inefficiencies in internal control over compliance, single audit report, the clean auditor's opinion, no deficiencies, no findings, and no questioned costs.

Ms. Palmeri motioned to receive the report and place on file, Mr. Lowey seconded the motion. The motion passed unanimously.

11. 2020 First Quarter Financial Report

Ms. Scheibe-Johnson provided an overview of the first quarter financial report. Items included in the overview were as follows: cash situation, accounts receivable, accounts payable, pension and other post-employment benefits, assets, notes payable, statement of revenue and expenses, local contracts, key expense categories, and projected surplus.

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

12. 2020 First Quarter Work Program Performance Report

Ms. Scheibe-Johnson provided an overview of the work program performance report. Ms. Scheibe-Johnson noted that the format of the report had changed. This is a list of where projects stand through first quarter. Items included in the overview were: percentage remaining of total budgeted hours per project, completed projects, top 15 projects in the work program that represent the most hours spent, overall average remaining hours is at 74 percent, and work program deliverables are on track.

Mr. Thomas commented that he appreciated the data, however this does not show if projects are behind or ahead. Mr. Thomas requested that in future that the report be modified to show that data, the percentage of projects completed and funds spent vs. contract amount in order to know if projects were ahead or behind.

Chair Farrell asked if the data being requested could be supplied in the current format.

Ms. Scheibe-Johnson responded that the report can be modified. This information comes directly from the Harvest time tracking system. Ms. Scheibe-Johnson will add the information where we stand on the budget and the billing of the projects.

Mr. Thomas added that he was thinking that the information could be added for July as we will be halfway through the year and will have a good feel for how we are doing on our projected quotes and services.

Chair Farrell thanked Mr. Thomas and agreed that this is information that we definitely need to have.

Mr. Bellin motioned to receive the report and place on file. Ms. Schneider seconded the motion. The motion passed unanimously.

13. Proposed Resolution No. 14-20: Adopting the 2020 Cost Allocation Plan and Certification of Indirect Rate for the East Central Wisconsin Regional Planning Commission

Ms. Scheibe-Johnson provided an overview of the resolution. This is the cost allocation plan which will be implemented for the year 2020. The amount in the cost allocation plan, the indirect percentage, is based on the audited figures for 2019. Now that the audit has been received and placed on file, there will be some adjustments made for the cost allocation plan on each one of our projects. The cost allocation plan takes our fringe benefits and overhead expenditures and determines a way to adequately and justifiably charge the projects and grants we are working on for those expenses. The most important part is the certificate of indirect cost rate. The indirect cost rate calculated within in the proposal is for 134.23%. This is an increase from the rates that were used

for 2019 which is based on 2018. That rate was 130.2%, which is a four percentage point increase. That is a result of two factors, one is the denominator which is the direct labor has decreased by \$41,000. The result of a smaller denominator is going to raise the amount that is calculated. The reason for the reduction is fewer staff in 2019 when compared to 2018. In 2019, Ms. VanBuren resigned from the Commission to take a position in the City of Waupun and as a result, Mr. Baron moved into the economic development planner position. In addition, Mr. DeBruin resigned in August of 2019 and the Safe Routes to School program needed to go through two separate recruiting processes as the first resulted in no candidates that were qualified for the position. The second recruiting process resulted in the hiring of Ms. Keckeisen who is currently still a college student, and will be graduating in May. She has been able to work for us on a part-time basis, but will transition to full-time in the middle of May for the Safe Routes to School program. That is why the denominator decreased \$41,000. Ms. Scheibe-Johnson also noted that the fringe benefit percent (80.56%) is relatively stable with the previous year. The four percentage point increase is really a result of increased overhead. We did see an \$18,000 increase in our overhead costs in 2019 compared to 2018. A good part of that is the result of our indirect labor category. The office was closed for two days in January of 2019 due to a major snowstorm and a polar vortex. Staff were paid for that time and time was charged under administration. As a result, the overhead rate did increase to 53.67% from 49%. The rate of 134.23% will be applied in its entirety to the 2020 year.

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

14. REAFFIRMATIONS of Resolutions Previously Approved Using the Full Authority of the Commission:

a. Resolution No. 15-20: Amending the 2020 Transportation Work Program and Budget

Ms. Kraemer Badtke explained that the GO Transit Site Selection Study was included in the transportation work program and budget for 2020. Staff had worked with WisDOT to move forward in the request for proposals process for the project. However, the consulting costs for the project were higher than originally anticipated. So, staff was able to work with WisDOT to provide additional funding for the project. You will notice that the funding increases on the proposed resolution include that GO Transit will be providing approximately 15% of the local match with the Commission providing 5% of the local match for the increase of funding.

Ms. Palmeri motioned to reaffirm the resolution, Mr. Lowey seconded the motion. The motion passed unanimously.

b. Resolution No. 16-20: Acceptance of Regional Safe Routes to School Transportation Alternatives Program (TAP) Funding for Schools within the Appleton TMA

Ms. Kraemer Badtke noted that back in January the Commission approved a resolution of support for the Regional Safe Routes to School program for the Transportation Alternatives Program (TAP). The TAP Program has two pots of

money, one is at the state level and one is divided amongst the transportation management areas (TMAs): Madison, Milwaukee, Green Bay, and Appleton. For that resolution that was approved in January, it was for 80% federal funding and 20% local match. The Appleton Transportation Management Area TAP Selection Committee met a couple of weeks ago and there were projects that were submitted: City of Appleton WE Energies trail and Town of Greenville Highway 76 underpass, and the Regional Safe Routes to School Program Appleton TMA Area Only which would be for schools within the Fox Cities Appleton TMA. The committee selected two projects: City of Appleton WE Energies trail and the Regional Safe Routes to School Program Appleton TMA Area Only as its top two programs. We had just over \$700,000 to allocate to these projects. The We Energies trail was funded at 50% local funding and the Regional Safe Routes to School Program was 64% federal funding with a 36% local funding. The reason that the resolutions are being brought back to the Commission Board is because of the increase in local match for the TMA portion only, it was significant enough to bring back to the Board to understand that there is additional local funding that would be needed. The statewide TAP Program Committee has not met yet, so we do not know if the remaining schools outside of the Appleton TMA will be awarded funding. The resolution was brought back to the Commission Board for the acceptance of the increase in funding for the Regional Safe Routes to School Program TAP Application.

Mr. Kautza motioned to reaffirm the resolution, Mr. Johnson seconded the motion. The motion passed unanimously.

c. Resolution No. 17-20: Suspending the East Central Wisconsin Regional Planning Commission Bylaws to Postpone the Nominating Committee Process

Ms. Kraemer Badtke provided an overview of the resolution. This resolution is related to the counties postponing the reorganization meetings. Typically the Nominating Committee would meet prior to the Quarterly and Annual Commission Meetings to discuss standing committees along with the chair and the vice-chair appointments. However, with counties postponing the reorganization process, the Steering Committee wanted to move forward with postponing the Nominating Committee process. Chair Farrell and Vice-Chair Nooyen both will continue to serve in their current appointments until the Nominating Committee is able to meet after the reorganization meetings have occurred.

Chair Farrell added that two counties have not yet held their reorganization meetings: Outagamie County and Waupaca County. The nominating process will be postponed until those counties have held their reorganization meetings so it will be known who will be representing them and be eligible for offices and committee assignments by our Nominating Committee.

Mr. Jaeckels motioned to reaffirm the resolution, Mr. Nygaard seconded the motion. The motion passed unanimously.

15. Update on East Central WI Regional Planning Commission Strategic Plan

Ms. Kraemer Badtke provided an update on the East Central Wisconsin Regional Planning Commission Strategic Plan. There was discussion and action taken by the Steering Committee to postpone the strategic plan process until a new Executive Director had been hired. The process will resume after that has occurred.

Chair Farrell noted that quite a bit of effort was devoted to that and at this time we will wait until there is new leadership. There is also the ongoing reorganization process we are moving forward with, with your approval today as a Commission, so we are moving forward with that. We will wait and see how that goes and then with a new Executive Director, we will see how the new strategic plan process fits in with all of that.

16. Update on Economic Development Association Stimulus Funding and Discussion Regarding Non-Member Counties as it Relates to Economic Development District

Ms. Kraemer Badtke began the update regarding the EDA stimulus funding. There is a lot of federal stimulus money that has been approved that will be moving down to the states. We were hoping to have an EDA meeting earlier this week, that meeting was rescheduled until next week. We are continuing to monitor the situation with regards to the stimulus funding and what will be available for our counties and member communities. The Steering Committee also had a conversation last week with regards to non-member county discussion. With our economic development districts, that program does cover 10 counties. However, the federal funding and the local levy match for that funding is provided by the Commission. So, there were conversations between EDA and the Steering Committee regarding how we move forward if our non-member counties, Marquette and Green Lake would request assistance with economic development stimulus money. One solution that we have come up with is that we would enter into a contract with that particular county. The federal funding will cover a portion of it, however the community or the county would then have to cover the local match for that particular request of assistance. That may also provide some relationship building for those two counties to see how things would move forward with them as well.

Mr. Baron added that we are waiting to hear the details of EDA's funding announcement. With that, being said, we are unsure of who will be an eligible applicant, what the match rate requirement will be, and a lot of the details in the program. That being said, we are doing a lot to prepare for it because there will be significant interest in it. We are developing some online pre-application forms and just working through some processing so when this becomes available we are ready to support our local communities. We are also taking the approach that there will more than likely be local applicants seeking EDA funding. From the regional level we are looking at a couple of different ideas and then there is the possibility of looking at some statewide EDA projects as well. Very early on in the discussions on region and state and we will be carrying the information back to the Economic Development Committee as we learn more information. As far as our local efforts, Mr. Baron commented that he has been reaching out to our local economic development professionals throughout the region and has been very impressed by the amount of local activity in addition to NewNorth and WEDC from the state's perspective. We are using this information to combine it with some data we are taking a look at to create that inventory in order to conduct an analysis of where East Central's regional economy is at. We will be using a traditional planning

process with this and using the inventory and analysis to help guide the development response for it. Mr. Baron also added that UW-Oshkosh took the lead in creating a statewide business survey, this is the first of several rounds of surveys that they are doing at this time. They had their first data release for their first survey this week, the data is viewable by county and it is very revealing on what our businesses are up against.

B. Economic Development Committee

1. No new business.

C. Open Space and Environmental Management Committee

1. Acceptance of the Summary of Proceedings for the January 8, 2020 Meeting

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

D. Community Facilities Committee

1. Acceptance of the Summary of Proceedings for the January 8, 2020 Meeting

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

E. Transportation Committee

1. Acceptance of the Summary of Proceedings for the January 7, 2020 Meeting

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

2. Proposed Resolution 11-20: Amending the Transportation Improvement Program for the Fox Cities Transportation Management Area (TMA) 2020

Mr. Moesch provided an overview of the resolution. The resolution is an amendment to the Transportation Improvement Program (TIP) for the Appleton area. There are a number of projects in the following categories: 5310 projects for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, WETAP projects for Wisconsin Employment and Transportation Assistance Program. We work closely with the WisDOT central office and they notify us of project awards. These projects have a service area of inside and outside of the Appleton Urbanized Area so any federal funds need to be included in the TIP. There is also a highway railroad project in the Village of Sherwood, WisDOT Northeast Region asked that this be amended as well. It has been moved up to 2022.

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

3. Proposed Resolution 12-20: Amending the Transportation Improvement Program for the Oshkosh Urbanized Area- 2020

Mr. Moesch provided an overview of the resolution. This resolution is an amendment to the Transportation Improvement Program (TIP) for the Oshkosh area. There are 5310 projects which have service areas in Appleton, Oshkosh and Fond du Lac. These projects only need one TIP number for approval, so there will not be approval in Fond du Lac, but those projects will still move forward. Also, WisDOT Northeast Region had requested an amendment for a bridge replacement project on Hwy 91 west of Oshkosh that will be moved up to 2023.

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

F. Regional Comprehensive Planning Committee

1. Acceptance of the Summary of Proceedings for the January 15, 2020 Meeting

Mr. Gentz motioned to approve the summary of proceedings, Mr. Thomas seconded the motion. The motion passed unanimously.

X. OTHER BUSINESS

A. None

XI. ESTABLISH TIME AND PLACE FOR NEXT COMMISSION MEETING

A. Next Quarterly Meeting – Friday, July 31, 2020 - 10:00 a.m., New London Municipal Building Council Chambers, 215 N. Shawano St., New London, WI
(Location is tentative based on the continuance of the “Safer at Home” order)

XII. ADJOURNMENT

Mr. Koeppen motioned to adjourn, Mr. Bellin 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.