

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: Thursday, April 16, 2020
Time: 1:00 p.m.
Place: Virtual Meeting

Committee Members Present:

Martin Farrell (Chair) Fond du Lac County
 Jeff Nooyen (Vice Chair) Outagamie County
 Jerry Erdmann Shawano County
 Alice Connors..... Calumet County
 Donna Kalata Waushara County
 Dick Koeppen..... Waupaca County
 Jeremy Johnson (Perm. Alt. for Laure Pecore) Menominee County
 Dave Albrecht (Perm. Alt. for Shiloh Ramos) Winnebago County

Committee Members Excused:

None.

Committee Members Unexcused:

None.

Staff /Others Present:

Melissa Kraemer Badtke Interim Executive Director
 Walt Raith..... Assistant Director
 Pam Scheibe-Johnson..... Controller
 Tom Baron..... Principal Economic Development Planner
 Bob Sivick, Administrator..... Waushara County
 Amber Danielski..... CliftonLarsonAllen

Agenda

Roll Call

Pledge of Allegiance

1) Welcome & Introductions

Chair Farrell welcomed attendees to the Steering Committee Meeting.

2) Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement

Ms. Scheibe-Johnson stated that the meeting was posted in compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement and it is a legal meeting.

3) Approval of Agenda/Motion to Deviate

Ms. Kalata motioned to approve the agenda/deviate, Mr. Nooyen seconded the motion. The motion passed unanimously.

4) Public Comment

There were no members of the public present.

5) Special Order of Business/Action Item

a) Presentation and Approval of the Draft 2019 Annual Audit – Ms. Amber Danielski, Director, Clifton Larson Allen

Ms. Danielski presented the draft audit to the Steering Committee. Items included in the presentation were as follows: financial statement drafts, clean opinion, management responsibility for the financial statements, auditor's responsibility, auditing standards, procedures, financial statements, statement of net position, total assets, liabilities, ending net position, comparison to 2018, accounts receivable, net pension asset, total liabilities, payables, and net position.

Chair Farrell asked if we were liable for the pension, \$293,160, we pay in monthly? Ms. Danielski replied that it was a monthly payment and what the state does when it fluctuates, is they might increase your percent being paid in instead of 6.5%, you may pay in 6.6% next year to start offsetting it. You would never more than likely have to pay the full \$293,160 at one time, they would just adjust your contributions over time to collect it that way. The thing to remember with Wisconsin retirement is it is still one of the top funded pension plans in the nation. There are usually only a handful that are over 90 percent funded so that means you do not have a huge significant liability; if it was the opposite situation where it was only 50 percent funded, the Commission would probably be seeing some higher increases in the contributions to help put the funds aside for the retirees.

Chair Farrell asked if the Wisconsin retirement system was a defined benefit system or a defined contribution system.

Ms. Danielski replied that it is a defined benefit pension plan.

Mr. Koeppen asked regarding the net pension liability that Wisconsin has always been near the top in the 48 states, are we seeing a dangerous precedence set with the new regime in Madison, or not?

Ms. Danielski asked in terms of how much they are adjusting the contributions for or beyond that?

Mr. Koeppen replied that and beyond, are we going to be in trouble in 10 years down the road like many other states? Mr. Koeppen stated, we don't know that, but does not want to see a precedence being set.

Ms. Danielski replied that as long as they stay proactive with the contributions it should be okay. The one thing that makes the state different is that pretty much once you hit your minimum hours you are required to participate. That means that they are getting contributions from everybody. Ms. Danielski believes that it is not as stringent in other states and provided some examples to illustrate the point of discussion. It is relatively stable, what we are seeing now has been a result of negative market fluctuation.

Ms. Scheibe-Johnson responded to Mr. Koeppen's request that 75% of what is paid out in benefits is a result of the investment performance not the result of what we as the employees contribute and the additional amount contributed by our employers. Only 25% comes from those contributions, the other 75% of benefits is a result of that investment performance. Ms. Scheibe-Johnson feels that we will be okay as long as SWIB (State of Wisconsin Investment Board) continues to do their job well as they have in the past several years and monitor their investment holdings according to what the market dictates.

Ms. Danielski continued her presentation and moved forward to discuss revenues and expenses, changes in net position and budget to actual. Other items covered in the presentation were as follows: operating expenses, employee fringe benefits, grant expenses, net result, interest income, and net position decrease.

Ms. Scheibe-Johnson added that for GASB 68, that is the pension GASB, we had to recognize an additional \$116,000 in expenses and for GASB 75 which is the OPEB GASB, we had to recognize an additional \$14,000 in expenses. If you take the amount that was distributed at the January Quarterly Meeting which showed our overall performance with a surplus of just over \$104,000, if you take that \$104,000 and subtract the additional \$130,000 for GASB 68 and GASB 75, that will get you to the deficit that Ms. Danielski pointed out of almost \$26,000.

Chair Farrell asked if because of the GASB requirements, the deficit of \$26,000 is not a real deficit, it is just an accounting artifact.

Ms. Scheibe-Johnson replied, that was correct. The two GASBs pushed us to the \$26,000 deficit, they are commonly referred to as just paper entries. They do not mean a lot regarding our performance from a cash basis.

Mr. Erdmann asked if that would change over the years with the GASB. Will that increase or decrease, did Ms. Scheibe-Johnson know for the coming year.

Ms. Scheibe-Johnson replied that a lot of that will depend on the performance of the market because likely if we go back to having a pension asset that will be beneficial but there are also the deferred outflows and deferred inflows, they are even more confusing than the pension asset and the pension liability. It really depends a great deal on the investment performance and the numbers that come from the Department of Employee Trust Funds.

Ms. Danielski continued her presentation and moved on to the reviews of the internal controls. Items included in this segment of the presentation were as follows: independent auditor's report on internal control over financial reporting in regards to financial statements, and report regarding single audit testing.

Mr. Erdmann motioned to receive the annual audit and place on file, Mr. Nooyen seconded the motion. The motion passed unanimously.

6) Approval of the February 24, 2020 Steering Committee Meeting Summary of Proceedings

There was brief discussion amongst the Steering Committee and East Central staff to verify the accuracy of the summary of proceedings. There was consensus that the summary of proceedings were accurate.

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

7) Approval of March 2, 2020 Steering Committee Meeting Summary of Proceedings

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

8) Announcements / Updates

a) Hiring Process for Controller Position

Ms. Kraemer Badtke announced that Ms. Scheibe-Johnson will be retiring August 3, 2020. Over the next month Kraemer Badtke will be working with her to begin the hiring process for the controller position.

Chair Farrell asked regarding the hiring process, will this be advertised.

Ms. Kraemer Badtke replied that she will work with Ms. Scheibe-Johnson to develop a job description and begin the process of advertising it and then move forward from there.

Chair Farrell asked if that would be something that can be shared with the Steering Committee when that is available.

Ms. Kraemer Badtke replied, yes.

Chair Farrell responded that the position of the controller is a senior position and the Steering Committee would like to see the ad and job description when they are ready.

Ms. Kraemer Badtke noted that the materials would be drafted for Steering Committee review.

b) FRIIP Grant Announcement

Ms. Kraemer Badtke replied that this was the Freight Rail Infrastructure Improvement Program. We were notified earlier this year, this month, that we have received this grant

of \$200,000. We will be working with the DOT and the core team to refine the scope of work that we need to have in order to enter into a contract with the Wisconsin Department of Transportation. We have been working with some of our partner organizations to be looking at that local match. We received confirmation from DOT (Department of Transportation) the in-kind and cash match for the portion, which is a very small amount for the Commission. Federal funds will be used on this project along with some local funds. We are looking at that in-kind funding and we had a call earlier this week with some core team members to look at the scope of work and begin to refine that more so that can be sent to DOT to enter into an agreement. .

Chair Farrell asked who gave that grant.

Ms. Kraemer Badtke replied that the Wisconsin Department of Transportation. Mr. Raith has been the staff primarily working on that.

Chair Farrell responded, good job because that was a very substantial grant. Chair Farrell thanked Mr. Raith for the excellent work.

c) April 24th Quarterly Commission and Annual Meetings

Ms. Kraemer Badtke noted that the Quarterly and Annual Commission Meetings were scheduled to take place April 24th beginning at 10:00 a.m. A space is reserved in the Waushara County Courthouse, however due the extension of the 'Safer at Home' Order we would like to have some guidance from the Steering Committee about potentially having this set-up as a virtual meeting for the Commissioners. All committee meetings with the exception of the Economic Development Committee have been held as virtual meetings. We would be looking to have the Quarterly Meeting followed by the Annual Meeting where the annual report would be adopted. Then later on in the agenda, we have a resolution to potentially postpone the Nominating Committee based on conversations with counties regarding their reorganization meetings also being postponed. If it is okay with the Steering Committee, Ms. Kraemer Badtke would like to recommend holding a virtual meeting for the Commission and Annual Meetings and noted that she appreciates any guidance.

The Steering Committee briefly discussed if the meetings should be held virtually. There was consensus to host the meetings virtually in accordance with the Safer at Home Order.

d) Deferred Proposed Resolutions

Chair Farrell noted that these resolutions were considered earlier and it was decided to postpone consideration.

Ms. Kraemer Badtke replied that is correct. In some conversations we have had with some of our border communities, there are a couple of items here, first there were some conversations with Outagamie County. At this time they felt that it was not necessary to consider these resolutions, but maybe incorporate them into part of the process and we can talk about that further during the closed session. There is one community in particular that called - the City of Kiel. This was shortly after we had a change in leadership and they had applied for the housing study. Ms. Kraemer Badtke talked to the director at Bay Lake RPC and the policy that they have been using for border communities is if the majority of the population identified in the Census has a

county that is designated as their primary county, they take a look at that. So they have several communities that are bordering other RPCs and they use the Census population as a guide. Ms. Kraemer Badtke talked to the City of Kiel administrator he would like ECWRPC to do work for this, but based on the conversation with both Bay Lake and the conversations with the Steering Committee, the recommendation would be to have Kiel work with Bay Lake because the majority of their population falls within Manitowoc County and that would be their primary county. Ms. Kraemer Badtke told him that the Steering Committee was meeting today and that she would be able to follow-up with him after that. We will have a further discussion regarding some of our non-member communities. Some of these issues are continuing to come up a little more and Ms. Kraemer Badtke would like to have some guidance from the Steering Committee regarding that.

Chair Farrell replied that the proposal is to have the City of Kiel get their main help from the Bay Lake RPC rather than ours, but we would continue to contribute some information if they needed it.

Ms. Kraemer Badtke replied that would be the recommendation.

Ms. Connors responded that was the right way to go.

There was Steering Committee consensus in agreement with Ms. Connors' comment and Ms. Kraemer Badtke's recommendation.

Ms. Kraemer Badtke added Waupun expressed some interest in having East Central do some additional work on economic development knowing that some stimulus funding may be coming down. Waupun does not have another RPC so staff recommend that we continue to work with them.

Chair Farrell replied that is Fond du Lac County and at least half of the city is in Fond du Lac County. The county believes in working with Waupun and since they do not have a regional planning commission, therefore it is all we have. Chair Farrell supports working with Waupun.

Ms. Connors replied that she agrees as the situation is different than with the City of Kiel.

Ms. Kalata agrees that it is different than the situation with the City of Berlin as well.

Chair Farrell asked about the City of Berlin.

Ms. Kalata responded, very little of Berlin is in Waushara County and noted that she would like to see Berlin work with Green Lake County to become a member of East Central.

Mr. Nooyen agreed and added that these need to be taken on a case by case basis.

- i) **Proposed Resolution 08-20: Committing to an Evaluation of the Restructuring of the Appleton Metropolitan Planning Organization and the Oshkosh Metropolitan Planning Organization Policy Boards Upon the Release of the 2020 Census Urbanized Area Boundaries**
 - ii) **Proposed Resolution 09-20: Supporting Measures to Create a Future Policy and Procedure to Address the Equitable Distribution of the Levy Supported Local Assistance Program Provided to Member Counties and Communities.**
 - iii) **Proposed Resolution 10-20: Creating a Policy Regarding the Expenditure of Levy Funds on Programs or Activities Outside of the Member County/Commission Boundaries**
- e) **Other**

Ms. Kraemer Badtke notified the Steering Committee that the Commission had received Mr. Musson's letter of resignation. His last day at East Central will be May 1st. We will need to take a look at the transportation program and likely need to refill that position.

9) Informational/Discussion Items:

a) 1st Quarter, 2020 Financial Report

Ms. Scheibe-Johnson provided an overview of the financial report. Items included in the overview were as follows: balance sheet, statement of net position, statement of revenue and expenses, cash position, GASB 68, GASB 75, accounts receivable, accounts payable, pass through expense reduction, assets, statement of revenue and expenses, federal grants, local contract revenue, revenue, expenses, salaries, wages, employee fringe benefits, direct grant expenses, overhead expenses, and surplus.

Ms. Connors motioned to receive and place on file, Mr. Nooyen seconded the motion. The motion passed unanimously.

b) 1st Quarter, 2020 Work Program Performance Report

Ms. Scheibe-Johnson provided an overview of the work program performance report. Items included in the overview were as follows: finished projects, projects by percentage of budget remaining, and top 15 projects.

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

c) County Issue Sharing/Roundtable

There was no roundtable discussion.

10) New Business/Action Items

a) Discussion and action on East Central WI Regional Planning Commission Strategic Plan

Chair Farrell noted that considerable time and effort has been devoted to this item under the direction of the previous Executive Director. The decision is whether to continue working on the strategic plan or wait until a new Executive Director has been hired.

Mr. Koeppen suggested waiting until a new Executive Director has been hired.

There was consensus of the Steering Committee to hold the strategic plan until a new Executive Director had been hired.

b) Discussion and action on Economic Development Association Stimulus Funding Update and discussion regarding non-member counties as it relates to Economic Development District

Ms. Kraemer Badtke began the discussion. We have been having conference calls with the Economic Development Association, particularly the Chicago Region. As part of the stimulus package that is coming down related to COVID-19, they are anticipating that the Chicago region will be receiving \$200-\$300 million in stimulus funding to be used in 2 years. That is for the entire Chicago region. The Chicago region on an annual basis receives \$300 million so this is quite a bit more money that will potentially be available to our region and our communities. EDA is still working through the eligibility of projects. The projects will likely have an 80 percent federal funding and 20 percent local match. There may be some additional funding for administration for Economic Development Districts with regards to the National Association of Development Organizations for NATO to help administer some of the stimulus money. There was supposed to be an All Hands on Deck conference call with EDA earlier this week, that meeting was postponed until April 28th. We are hoping that we are able to hear more information regarding the details of the stimulus funding and what requirements EDA will have with regard to funding and how that looks.

Mr. Baron added that he has made contact with at least one representative within each of the eight member counties to gauge local needs and how that pertains to businesses, how local economic development organizations are doing as well as the local municipalities and county governments. We are using this along with starting to take a look at data that we hope will find some timely data and we will be using the results via the UW-Oshkosh business survey that will be released next week. We will use the information to create an assessment for where the East Central Region's economy is and in particular, we are trying to discern where the strong pain points are as well as the strengths. We are trying to put together the inventory assessments and use that to help guide EDA funds that come through.

Ms. Kraemer Badtke added that she and Mr. Baron have had conversations with Mr. Shirley from the Chicago Region and as you know the economic development district does cover our 10 county region that includes Green Lake and Marquette. Right now the funding that we receive from EDA is 70 percent federal funding and 30 percent local match. The 30 percent local match is currently coming from the member counties. Lee has informed us that there have been communities with our non-member counties that are applying for EDA funding. This was prior to COVID-19. Typically, we have not done work in there because they have not provided the local match. However, with this

stimulus funding coming down, Ms. Kraemer Badtke anticipates that some of our non-member counties may ask for assistance or may be applying for EDA funding. In our conversations with Lee, it was asked if part of the 70% of the local match could cover what they might need, and then enter into a contract with a non-member county to cover the remaining amount, the 30% that is not typically covered by EDA. Lee said that would be allowable and that is a local issue. Ms. Kraemer Badtke asked for guidance from the Steering Committee as to how to handle EDA requests related to stimulus funding that may be received from non-member counties.

Chair Farrell noted that these would be federal funds by Green Lake and Marquette Counties. Chair Farrell asked if Ms. Kraemer Badtke's request was to have the counties pay the local match for any assistance we would be providing them.

Ms. Kraemer Badtke stated that was correct.

There was Steering Committee consensus that non-member counties should pay their share of the local match for any assistance requested.

c) 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. The resolution is to allow the passage of the cost allocation plan which is a way of distributing the overhead and fringe benefits of the Commission to the appropriate projects. The cost allocation plan methodology has not changed. The indirect cost rate calculated within the proposal is 134.23%. This is quite an increase compared to what it was for 2019 which was 130.20%. The two components that make up this percentage are as follows: the fringe benefits of the employees at the Commission and the overhead. The fringe benefit component is basically flat and decreased by half a percentage point. The overhead unfortunately increased by more than 5 percentage points. That is due to the fact that the denominator in the equation has been reduced by \$41,000. That denominator is direct labor and there was a staff reduction at the end of 2018 and beginning of 2019. Ms. VanBuren resigned her position at the Commission to accept a position at the City of Waupun. The economic development planner position was filled by Mr. Baron, and a position was lost there. In August of 2019, Mr. DeBruin resigned his position. It took two rounds of hiring to find a suitable replacement for the Safe Routes to School program. The new hire did not start until 2020, so several months passed with that position open. As a result of that, the direct labor decreased by \$41,000. As far as overhead, that went up by \$18,000. The critical players in that equation was our administrative labor increased due to two weather days in January 2019. One was a snow day and the other was a polar vortex. Staff were paid for that but the time was charged to administrative labor instead of direct labor. Staff development dollars increased by almost \$4,500 over the year before. In 2019 we had to pay for an actuary because of GASB 75. The actuary cost was \$3,500. Those are the larger items as to why the overhead component went up.

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

d) Proposed Resolution No. 17-20: Suspending the East Central Wisconsin Regional Planning Commission Bylaws to Postpone the Nominating Committee Process *(being addressed under the full authority of the Commission.)*

There was brief discussion amongst the Steering Committee regarding the postponement of the county reorganization meetings. Outagamie County and Waupaca County have postponed reorganization meetings.

Chair Farrell added that if this resolution passes, then the Nominating Committee process will be postponed until all of the counties had held their reorganization meetings.

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

e) Proposed Resolution No. 16-20: Acceptance of Regional Safe Routes to School Transportation Alternatives Program (TAP) Funding for Schools within the Appleton TMA *(being addressed under the full authority of the Commission.)*

Ms. Kraemer Badtke noted that in January the Commission approved a resolution of support for the Regional Safe Routes to School Program. At that time there was a draft budget that was provided that was for an amount for the Appleton Transportation Management Area and then a separate amount within that budget for the remaining East Central Region. The resolution was for 80 percent federal funding and 20 percent local match. The selection Committee for the Appleton TMA portion met and 3 projects were submitted to that committee: We Energies trail (City of Appleton), Town of Greenville State 76 Underpass Project, Regional Safe Routes to School Program – Appleton TMA Portion Only. The Transportation Alternatives Program is split into two pots of funding – one for the entire state and one for the transportation management areas of Appleton, Green Bay, Madison, and Milwaukee. The selection committee met and selected two projects, they did not have enough money to fund them at 80% so the committee had recommended funding the City of Appleton We Energies trail at 50% federal funding and 50% local funding. The Regional Safe Routes to School program for the Appleton TMA Area Only at 64% federal funding and 36% local funding. The reason the resolution is being brought back to the Steering Committee is because of the increase in the local match. The Regional Safe Routes to School Program remaining areas with schools that are outside of the Appleton TMA area, that statewide committee has not met yet. Typically the TMA selection committees meet first; they make the recommendations and then the DOT moves forward with the state selection process. We do not know if the other areas outside of the Appleton TMA have been or will be funded or what that percentage will look like.

Chair Farrell asked who provides the local funds.

Ms. Kraemer Badtke replied that typically the Commission. We have had private sponsors also provide funding. This would be for fiscal years 2023 and 2024.

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

f) Proposed Resolution No. 15-20: Amending the 2020 Transportation Work Program and Budget *(being addressed under the full authority of the Commission.)*

Ms. Kraemer Badtke responded that regarding the GO Transit Site Selection Study there is 53-04 funding available through this project with GO Transit in Oshkosh. The staff went through the RFP process and it was found that additional funding was needed in order to complete the project based on what we had available from the consultant. Mr. Musson was able to reach out to DOT and receive some additional funding for this particular project. What you will see on the resolution is the previous award, the total amount was around \$67,000, and then the revised award is now at \$94,000. We have a significant amount coming from Federal Transit Administration 5304 funds. GO Transit is also going to continue to provide the 15 percent of the local match and then East Central will cover the 5 percent local match. A contract from WisDOT was received to move this forward so we would be looking for an approval for the increase in funding along with the increase in local match.

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

g) CLOSED SESSION: The Committee will convene, if needed, into closed session pursuant to Sections 19.85(1)(e) of the Wisconsin Statutes to discuss strategy regarding ongoing negotiations with another entity so as not to compromise the Commission's bargaining position and Section 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters, compensation, and hiring of a new Executive Director.

Ms. Kalata motioned to move into closed session, Mr. Erdmann seconded the motion. The motion passed unanimously.

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, if necessary, on the above matters.

A roll call vote was taken to reconvene into open session. Mr. Albrecht and Mr. Johnson were noted as absent from the remainder of the meeting. The vote passed with unanimous consent.

i) Action from closed session discussions

Chair Farrell called for a motion that the Steering Committee endorses the draft prepared by staff entitled: Steering Committee Options for Consideration of Timeline Involving Estimated Annual Savings. That that be endorsed by the Steering Committee and staff will pursue those initiatives as listed.

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

Chair Farrell called for a motion for the compensation of the Interim Executive Director. The annual salary to be prorated and paid retroactively to the date of appointment by the Steering Committee, the annual salary plus associated fringe benefits of \$88,000.

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

Chair Farrell called for a motion that the Steering Committee endorse the search process for a new Executive Director that has been laid out by the Search Committee with the proposed advertisement and with the job description that will be linked to that advertisement. That the advertisement will be placed in the 9 places that were discussed and that the timeline be such that the applications will be due at the Waushara County Human Resources Department by Friday, June 19th, 2020. That the Search Committee conduct the selection process through interviews, reference checks, and so forth and present the Steering Committee with a list of finalists, no more than 3, and with the finalists rank ordered with reasons for the rank order by the Search Committee.

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

11) Next Meeting Date & Agenda Items

There was brief discussion regarding the potential changes to the gubernatorial process and potential discontinuance of these appointments to the Commission Board and that it would require a change in the East Central bylaws. Ms. Kraemer Badtke recommended that an alternate be established for the remainder of Mr. Strehlow's term until the committee decides to move forward. A timeline can be prepared for the next meeting.

There was Steering Committee consensus to add this as a discussion and potential action item for the Quarterly Commission Meeting.

The next meeting of the Steering Committee will be scheduled at a later date.

12) Adjourn

Ms. Connors motioned to adjourn, Ms. Kalata motioned to adjourn. 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.