

## SUMMARY OF PROCEEDINGS

### QUARTERLY COMMISSION MEETING

#### East Central Wisconsin Regional Planning Commission

**Date:** Friday, July 31, 2020

**Time:** 10:00 a.m.

**Place:** Fond du Lac Legislative Chambers, 1<sup>st</sup> Floor  
160 S. Macy St.  
Fond du Lac, Wisconsin 54935

#### 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
Nick Kesler.....	Calumet County
Merlin Gentz.....	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
Jeremy Johnson (Alt. for Laure Pecore).....	Menominee County
Nadine Miller .....	Outagamie County
Kara Homan (Alt. for Thomas Nelson).....	Outagamie County
Jeff Nooyen .....	Outagamie County
Michael Thomas .....	Outagamie County
Karen Harkness (Alt. for Jake Woodford) .....	Outagamie County
Lee Hammen .....	Outagamie County
Steve Gueths.....	Shawano County
Tom Kautza .....	Shawano County
Dick Koeppen.....	Waupaca County
Aaron Jenson (Alt. for Brian Smith) .....	Waupaca County
Donna Kalata.....	Waushara County
Larry Timm .....	Waushara County

Mark Harris .....	Winnebago County
Lori Palmeri.....	Winnebago County
Robert Keller .....	Winnebago County
Robert Schmeichel .....	Winnebago County
Ernie Bellin.....	Winnebago County
David Albrecht (Alt. for Shiloh Ramos) .....	Winnebago County
Jill Michaelson .....	Ex-Officio Member
Ronald McDonald .....	Ex-Officio Member

**Commission Members Excused**

DuWayne Federwitz.....	Waupaca County
Ruth Winter .....	Menominee County

**Commission Members Absent (Unexcused)**

Tom Reinl.....	Calumet County
James Lowey .....	Menominee County
Chuck Dallas .....	Shawano County
Bob Sivick (Alt. for Neal Strehlow).....	Waushara County

**Staff Members & Guests Present**

Melissa Kraemer Badtke .....	Interim Executive Director
Walt Raith.....	Assistant Director
Erin Bonnin .....	Administrative Coordinator
Pam Scheibe-Johnson.....	Controller
Dave Moesch.....	Associate Planner
Adam Bellcorelli .....	Associate Transportation Planner
Chris Croatt (Alt. for Nadine Miller) .....	Outagamie County
Amy Resop, State Legislative Liaison .....	Senator Ron Johnson

**A. Introduction of New Commissioners, Alternates, and Guests**

Ms. Kraemer Badtke introduced new Commissioners: Steve Gueths (Shawano County), Nadine Miller (Chris Croatt, Alt.) (Outagamie County), Nick Kesler (Calumet County), Tom Reinl (Calumet County) and Lee Hammen (Outagamie County). Ms. Kraemer Badtke also welcomed Amy Resop, State Legislative Liaison, from Senator Ron Johnson’s Office.

**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.

Mr. Albrecht commented that he was marked as absent on the Full Commission meeting on April 24<sup>th</sup> and he was present that day. Ms. Kraemer Badtke replied that adjustment would be made to the SOP record.

**VI. APPROVAL OF AGENDA / MOTION TO DEVIATE**

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

**VII. APPROVAL OF THE APRIL 24, 2020 QUARTERLY & ANNUAL MEETING MINUTES**

Chair Farrell noted that the correction on the attendance would be made listing Mr. Albrecht in attendance for the Quarterly Commission Meeting.

Mr. Kautza motioned to approve the quarterly and annual meeting minutes, Mr. Thomas seconded the motion. The motion passed unanimously.

**VIII. SPECIAL ORDERS OF BUSINESS**

**A. Welcome from Fond du Lac County**

Chair Farrell welcomed attendees to Fond du Lac County.

**B. Updates from Senator Ron Johnson's office – Amy Resop**

Ms. Resop provided an update from Senator Johnson's Office. Items included in the update were as follows: Annual Defense Reauthorization Bill, possible Phase 4 Coronavirus Bill, and Heroes Act.

**IX. ANNOUNCEMENTS**

**A. Commissioner Announcements**

Commissioners shared updates as applicable to the Commission Board.

**B. Conflict of Interest/Emergency Contact Forms**

Emergency contact forms and conflict of interest forms were provided at the meeting. For committee members attending virtually, the form will be sent out and Commissioners can return it at the October Quarterly Commission Meeting.

**C. Staff Announcements**

**1. New Staff**

Ms. Kraemer Badtke announced the new staff at East Central: Adam BellCorelli, Associate Transportation Planner; promotion of Tanner Russell from GIS Specialist to Transportation Planner; and Kay Heiman, Controller. Interviews are

underway for the Economic Development position and there will also be a rehiring of the GIS Planning Assistant position.

**D. Upcoming Events and Announcements**

Ms. Kraemer Badtke also noted the upcoming retirement of Ms. Scheibe-Johnson and thanked her for her service.

**X. BUSINESS**

**A. Nominating Committee Report**

**1. Action on 2020-2021 Commission Chair and Vice-Chair Nominations**

Chair Farrell announced that the Nominating Committee has recommended that Chair Farrell (Fond du Lac County) and Vice-Chair Nooyen (Outagamie County) continue as Chair and Vice-Chair, respectively, for the 2020-21 term.

Chair Farrell briefly discussed the postponement in election results due to COVID-19.

Mr. Gentz motioned to approve the nominations, Mr. Koeppen seconded the motion. The motion passed with one abstention (Chair Farrell).

Chair Farrell briefly commented on the reorganization of the agency and noted that as the reason the Chair and Vice-Chair were asked to serve for another term.

**2. Action on 2020-2021 Standing Committee Appointments**

Mr. Timm motioned to approve the standing committee appointments, Mr. Kolstad seconded the motion. The motion passed unanimously.

Mr. McDonald noted that on the Transportation Committee Ms. Homan was listed as being a Commissioner in Waupaca County and should be listed as a Commissioner in Outagamie County. Ms. Kraemer Badtke noted that would be corrected.

**B. Steering Committee**

**1. Acceptance of the Summaries of Proceedings for the April 16, 2020 Meeting**

Ms. Kalata motioned to approve agenda items X-B-1 through X-B-4, Mr. Koeppen seconded the motion. The motion passed unanimously.

**2. Acceptance of the Summaries of Proceedings for the May 7, 2020 Meeting**

Ms. Kalata motioned to approve agenda items X-B-1 through X-B-4, Mr. Koeppen seconded the motion. The motion passed unanimously.

**3. Acceptance of the Summaries of Proceedings for the May 27, 2020 Meeting**

Ms. Kalata motioned to approve agenda items X-B-1 through X-B-4, Mr. Koeppen seconded the motion. The motion passed unanimously.

**4. Acceptance of the Summaries of Proceedings for the June 17, 2020 Meeting**

Ms. Kalata motioned to approve agenda items X-B-1 through X-B-4, Mr. Koeppen seconded the motion. The motion passed unanimously.

**5. 2020 Second Quarter Financial Report**

Ms. Scheibe-Johnson provided an overview of the financial report. Items included in the overview were as follows: financial statements, balance sheet, cash position, GASB 68 and 74, accounts receivable, staff transition, second quarter billings, accounts payable, assets, liabilities, net position, statement of revenue and expenses, federal grants, direct expenses, FTA (Federal Transit) grants, local contracts, expenses, salaries and fringe benefits, and projected surplus.

There was brief discussion amongst Mr. Thomas and Ms. Scheibe-Johnson regarding the Winnebago County loan. Ms. Scheibe-Johnson noted that the loan has been paid in full as of March 2020.

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

**6. 2020 Second Quarter Work Program Progress Report**

Ms. Scheibe-Johnson provided an overview of the second quarter work program progress report. Items included in the overview were as follows: modified report format, project funding, budgeted hours, percent of hours remaining, dollars remaining, sewer service area projects, transportation projects, regional transportation projects, Fond du Lac MPO, Safe Routes to School, economic development, CARES Act funding, elements funded by levy, and contract work.

There was brief discussion regarding the report format between Mr. Thomas and Ms. Scheibe-Johnson. Mr. Thomas suggested a compilation of over budget items on a separate form with a provision as to why the projects are over budget, especially under the contracted ones under the levy. Chair Farrell agreed with Mr. Thomas' suggestion.

There was further discussion between Chair Farrell and Ms. Kraemer Badtke regarding over budget and carryover projects and ensuring an accurate budget in the future when entering into contracts with estimated time.

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

**7. Reaffirmation of the Intergovernmental Agreement between Outagamie County and East Central Wisconsin Regional Planning Commission**

Ms. Kraemer Badtke provided an overview of the intergovernmental agreement. At the April 24<sup>th</sup> meeting, the Board approved a reorganization plan for the Commission. Staff and the Steering Committee negotiated an intergovernmental agreement with Outagamie County and the county rescinded their resolution to withdraw membership from the Commission in 2021.

Ms. Connors motioned to reaffirm the intergovernmental agreement between the Commission and Outagamie County, Mr. Albrecht seconded the motion. The motion passed with one abstention (Ms. Homan).

Chair Farrell added that this will provide a levy reduction for all member counties, streamlining of the organization, and more focus on core responsibilities. The negotiating agreement resulted in Outagamie County rescinding its vote to leave East Central. This is a very important agreement. This has already been approved by the Steering Committee but the decision needs to be reaffirmed by the full Commission.

**8. Update and possible action on the Executive Director Position**

Chair Farrell provided an update on the Executive Director position. Earlier this year when the Executive Director position became open, the Steering Committee decided to do a full-scale national search for a successor. They decided to do it more in-house, as in not hire consultants, the Steering Committee did not feel that would be a prudent use of the Commission's resources. They did form a Search Committee that other than Mr. Farrell was composed of people outside the Search Committee, people who had planning backgrounds and expertise. Those included Ryan Brown (Waupaca County), Kara Homan (Outagamie County), Todd Romenesko (Calumet County), Bob Sivick (Waushara County), and Rebecca Frisch (Marathon County). This committee of six met numerous times. The ad for the position was posted in the all the relevant planning associations and a very large number of different sites and was advertised nationally as well as regionally and statewide. As the Search Committee was formulating the advertisement for the position, Commissioner Lori Palmeri made some additional suggestions to make sure that we had a diversified applicant pool. She suggested other websites and organizations to list the position with. Chair Farrell thanked Waushara County, Bob Sivick, and the HR staff of Waushara County and thanked Ms. Kalata for volunteering them. They did the actual administrative work of placing the ads and receiving the applications. Forty applications were received from all over the United States and it was a diverse pool. Out of the 40 applicants, there was a very clear group of four that stood out at the top of the applicant pool. Two of those four removed themselves from consideration. That left two highly qualified applicants that the Search Committee did interviews with and Mr. Brown and other staff at Waupaca County provided a very safe and secure room for the in-person interviews. One of the Search Committee members did attend remotely. The interviews went fairly well and the result was a recommendation by the Search Committee that Ms. Kraemer Badtke be appointed as the new Executive Director of East Central. The Steering Committee in turn reviewing that

recommendation voted unanimously to extend the offer of the Executive Director position to Ms. Kraemer Badtke. In the last week or so, Ms. Kraemer Badtke and Mr. Farrell looked over the existing contract, discussed a few changes, the final contract was sent to the labor attorney, Jim Macy. Ms. Kraemer Badtke and Mr. Farrell have come to an agreement and have signed her contract and it will be effective August 1<sup>st</sup>.

Ms. Connors motioned to affirm the hiring of Ms. Kraemer Badtke as the new Executive Director of the East Central Wisconsin Regional Planning Commission, Ms. Palmeri seconded the motion. The motion passed unanimously.

Ms. Palmeri thanked everyone who worked on the application process and also to the Steering Committee and those supporting them for opening this up for a diverse applicant pool. Ms. Palmeri also added that she was excited to have Ms. Kraemer Badtke take the spot.

Chair Farrell added that it was an annual appointment and will be reviewed December 2020 and any adjustments needed will be made at that time. There will be a full evaluation of the Steering Committee at that time.

Commissioners congratulated Ms. Kraemer Badtke on her appointment.

Mr. Thomas congratulated Ms. Kraemer Badtke and commended her efforts on the intergovernmental agreement. There was brief discussion between Mr. Thomas and Ms. Kraemer Badtke as to whether Ms. Kraemer Badtke's prior position of SRTS Director would be refilled. Ms. Kraemer Badtke also thanked Ms. Scheibe-Johnson for her work on the intergovernmental agreement and replied that her previous position will be potentially looked at to refill and internal staff capacity would be looked at, however it is likely that the position will need to be refilled in some form or fashion moving forward to assist in the Safe Routes to School Program and the Transportation Program. Part of Ms. Kraemer Badtke's time will remain in transportation to ensure approximately 50 percent of her billable time to a large core program, which was part of the reorganization plan. That will be split between administrative duties and the transportation program.

Chair Farrell added that Mr. Raith will continue in his position of Deputy Executive Director.

Chair Farrell asked Ms. Kraemer Badtke how long she had been with East Central. Ms. Kraemer Badtke responded, 17 years and provided a brief background of her work experience with the agency. Ms. Kraemer Badtke also thanked the Steering Committee for their support over the past 5 months and added that she was excited to take on this role and work with the staff and the Commission Board.

Chair Farrell added that of all of the 40 applicants from across the country, both the Steering Committee and the Search Committee felt that there was a clear cut leader and that we have obtained the services of the best person out of that pool by a significant margin.

**9. Reaffirmation of Proposed Resolution 13-20: Approval of the Appleton (Fox Cities) Transportation Management Area (TMA) 2020-2024 Transportation Alternatives Program (TAP) Projects (approved by the Steering Committee using the full authority of the Commission on May 7, 2020)**

Ms. Kraemer Badtke provided an overview of the resolution. As the Appleton Designated Transportation Management Area, we receive approximately \$750,000. There were three projects that were submitted for the transportation alternatives program. The Selection Committee met and selected two projects to continue to move forward. The City of Appleton WE Energies Trail at a 50 percent federal funding level and a 50 percent local match level. The City of Appleton Common Council has approved the project at those funding levels. The other project that was selected was for the Regional Safe Routes to School Program for the Appleton Transportation Management Area Only with a federal funding level of 64 percent and local funds at 36 percent. Those two projects were approved and the one remaining project was the Town of Greenville State Highway 76 Underpass Project. This project was not selected at this time and did move to the state consideration for their TAP funding. Ms. Kraemer Badtke received a DOT update this week that their statewide TAP Selection Committee had met. They are just waiting approval from the Secretary and the Governor's Office and the Transportation Alternatives Program will be announced within the next few weeks.

Ms. Kalata motioned to reaffirm the resolution, Mr. Nooyen seconded the motion. The motion passed unanimously.

**10. Reaffirmation of Resolution 18-20: Authorizing the Commission to Submit and Support an Application for Economic Development Administration Funding from the CARES Act Institutional Grant**

Ms. Connors motioned to reaffirm the resolution, Mr. Albrecht seconded the motion. The motion passed unanimously.

Ms. Kraemer Badtke explained that we received notification as the Economic Development District that we are eligible to receive an institutional grant through the CARES Act funding. We had about 30 days to apply for the funding and the funding was up to \$400,000 with no local match. This was a unique situation. It would be a two year grant and then Economic Development Administration would notify us if we received the funding award letter. There was a notice that was sent over by the US Department of Commerce earlier this week with regards that we have received the \$400,000 over the two-year period to assist in developing a resiliency plan for the entire region along with assisting our communities and our businesses in training and some workshops but also in recovery from COVID-19. That information will be detailed out in an administrative plan which we have 60 days approximately to develop and finalize with EDA.

Chair Farrell added that is a nice award for the organization and congratulated Ms. Kraemer Badtke and the staff who worked very hard to put together the grant proposal. This is very significant, \$400,000 with no local match, the levy will not



be touched for this. Chair Farrell also asked generally, what sort of things might be done with this money in a general way.

Ms. Kraemer Badtke replied that we will be developing a resiliency plan with regards to COVID-19 impacts for the entire region. We will also be working with communities on assisting them on competitive grants. We have had a couple of phone calls with regards to communities that are looking to apply for competitive grants through the CARES Act funding and we will be providing letters of support and potentially some data. There has also been some discussion about developing an ArcGIS hub and having a dashboard for data and information related to economic recovery and impacts with COVID-19 and what that looks like as far as unemployment, job loss, job gain, as we move into the recovery period.

Chair Farrell added that the application was already approved by the Steering Committee and has been accepted, we still need to reaffirm by the Full Commission the authorization to submit and support the application.

#### **11. Proposed Resolution 21-20: Adoption of the Preliminary Year 2021 Budget & Final Tax Levy for the East Central Wisconsin Regional Planning Commission**

Ms. Kraemer Badtke provided an overview of the resolution. Based on the reorganization plan that Ms. Scheibe-Johnson had talked about earlier, we would be looking at a \$200,000 reduction overall for the Commission. That is a reduction for all of our counties based on what we have in the region. What you will see is that we have our intergovernmental grants that are at about \$1.4 million. We also did include the institutional grant within those dollars because we anticipated that they would be approved and now we have received that notification that they are. As far as intergovernmental charges, we have approximately proposed \$800,000 and that includes our work with the NR-135 along with our membership of the levy, so you will see a reduction within that line item. As far as operating expenses go, there was a reduction in staff, including this year we did a layoff and another staff member left to take a new position and that position was not refilled. Moving forward, those two vacancies will remain vacant and we will not refill them, there will be a decrease in our salaries and wages as we move forward to 2021. With regards to our other programs and projects you will note that the Oshkosh Transit Study will continue to move forward and then the mobility manager program we do not have firmly listed in here, but that is something we will be evaluating as we move forward to see if that is something we would want to apply for or something that we continue to work through on our transportation program. With regards to overhead expenses, as part of the reorganization plan, that was something that would be noted to take a look at and potentially reduce moving into 2021. Our lease does become due at the end of next July and we would be looking to have some conversations with our current landlord about what the options would be. We have to notify our current landlord at the end of December. So there is some opportunity there to look at some potential reductions as well. Overall, the 2021 budget is looking pretty well; it looks like we would have a surplus of just over \$100,000 moving forward into 2021. And then you also have the levy amounts on the next page.

Chair Farrell added that this was the preliminary 2021 budget and will be finalized later in the year, but this is to approve this going forward for planning purposes.

Mr. Kautza motioned to approve, Mr. Bellin seconded the motion. The motion passed unanimously.

Chair Farrell added that this is consistent with the reorganization plan and there is a reduction in the overall budget. There is a reduction in the levy for each of the counties which varies slightly depending on the equalized value. Overall, it is about a 25 percent reduction.

**C. Economic Development Committee**

**1. Acceptance of the Summary of Proceedings for the January 29, 2020 Meeting**

Mr. Buechel motioned to approve agenda items X-C-1 through X-C-2, Ms. Connors seconded the motion. The motion passed unanimously.

**2. Acceptance of the Summary of Proceedings for the May 21, 2020 Meeting**

Mr. Buechel motioned to approve agenda items X-C-1 through X-C-2, Ms. Connors seconded the motion. The motion passed unanimously.

**D. Open Space and Environmental Management Committee**

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

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

**E. Community Facilities Committee**

**1. Acceptance of the Summary of Proceedings for the March 11, 2020 Meeting**

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

**F. Transportation Committee**

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

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

**2. Proposed Resolution 19-20: Amending the Transportation Improvement Program for the Fox Cities Transportation Management Area (TMA) 2020**

Mr. Moesch provided an overview of the resolution and noted that this document contains the transportation projects that have federal transportation funding. The first one being for the Appleton MPO area, this is a major amendment considering there are a number of projects and there is over \$1 million in the calendar year. So we went through a major amendment and 30 day public review period. Mr. Moesch referenced the provided project listing, most of the projects are local bridge projects as well as the STP Urban projects, as well as a couple of regional projects and a pavement marking project as well. A lot of the projects need to be amended as they are starting to be designed this year and construction will take place later.

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

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

Mr. Moesch provided an overview of the resolution and noted that the one project being amended is the Winnebago County Trunk Highway I STP Urban Project as design will be started this year and construction will begin in 2024.

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

**G. Regional Comprehensive Planning Committee**

**1. No action items.**

**XI. ESTABLISH TIME AND PLACE FOR NEXT COMMISSION MEETING**

**Quarterly Commission Meeting, 10:00 a.m., Friday, October 30, 2020, Location TBD.**

**XII. ADJOURNMENT**

Mr. Timm motioned to adjourn, Mr. Albrecht 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.*