

SUMMARY OF PROCEEDINGS STEERING COMMITTEE

COMMITTEE MEMBERS: *Martin Farrell (Chair), Jeff Nooyen (Vice-Chair), Tom Kautza, Dick Koeppen, David Albrecht (Perm. Alt. for Shiloh Ramos), Donna Kalata, Alice Connors, Jeremy Johnson*

Date: Wednesday, December 9, 2020

Time: 1:30 p.m.

Place: Virtual Meeting

Committee Members Present:

Martin Farrell (Chair)	Fond du Lac County
Alice Connors	Calumet County
Dick Koeppen	Waupaca County
Dave Albrecht (Perm. Alt. for Shiloh Ramos)	Winnebago County
Donna Kalata	Waushara County
Jeff Nooyen	Outagamie County
Tom Kautza	Shawano County
Jeremy Johnson (Perm. Alt. for Elizabeth Moses)	Menominee County

ECWRPC Staff:

Melissa Kraemer Badtke	Executive Director
Walt Raith	Assistant Director
Pam Scheibe-Johnson	Controller

Other Commissioners:

Nicholas Kesler	Calumet County
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Agenda

1) Welcome & Introductions

Chair Farrell welcomed attendees to the meeting

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

Ms. Kraemer Badtke stated the meeting was posted in compliance with Wis. Stats. Sec. 19.84 regarding the Open Meetings requirement and that it was a legal meeting.

3) Pledge of Allegiance

4) Approval of Agenda/Motion to Deviate

Mr. Albrecht motioned to approve the agenda. Mr. Nooyen seconded the motion and the motion carried unanimously.

5) Public Comment

There was no public comment.

6) Approval of the November 11, 2020 Steering Committee Meeting Summary of Proceedings

Mr. Kautza motioned to approve the summary of proceedings, Ms. Kalata seconded the motion. Mr. Johnson abstained from the vote and the motion carried.

7) Announcements/Updates

a) Staff Positions and Hiring

Ms. Kraemer Badtke stated that Nitta Charnon, the Finance Director from Shawano County will be serving on the selection team for the controller position. Ms. Kraemer Badtke and Ms. Scheibe-Johnson have begun reviewing the applications.

b) Other

There was no other business at this time.

8) Informational/Discussion Items

a) County Issue Sharing/Roundtable

There were no items discussed under County Issue Sharing/Roundtable.

9) New Business/Action Items

a) Review and Discussion on the Draft 2021-2023 Strategic Plan

Ms. Kraemer Badtke provided an overview of the draft 2021-2023 Strategic Plan. The Strategic Plan aligns with the reorganization plan, the intergovernmental agreement with Outagamie County and with the annual work program. Ms. Kraemer Badtke stated it is anticipated each Committee in January will review their section of the implementation table and then it will be brought back to the steering committee for their consideration at the January meeting. Ms. Connors mentioned that she would like periodic updates. Ms. Kraemer Badtke stated that she would be providing quarterly updates on the progress of the strategic plan.

b) Discussion and potential action on Proposed Resolution 35-20: Amending the Articles of Organization and the By-Laws of East Central Wisconsin Regional Planning Commission

Ms. Kraemer Badtke stated she worked with Attorney John St. Peter and enclosed in the meeting packet were the redlined Bylaws and Articles of Organization for the

Committee's review. Ms. Kraemer Badtke discussed the timeline and it was recommended by Attorney John St. Peter the Steering Committee approve and make a recommendation to the Commission board to approve the revised Bylaws and Articles of Organization. Ms. Kraemer Badtke explained that after the Commission board approved the Bylaws and Articles of Organization, a resolution would be developed and would go to each of the County Board's for their consideration. In order to make this revision in the Bylaws and Articles of Organization, there will need to be a majority of the local units of government (including the Counties, Towns, Villages and Cities) within the region that would approve resolution that supports revising the composition of the Commission board. Ms. Connors stated it would may be appropriate to take the resolution to the local units of government first and then to the County Boards for their approval. Ms. Kraemer Badtke stated that Attorney John St. Peter had recommended the Commission approve the resolution first and then each of the member Counties approve it, which will show the local units of governments that there is support for this revision to the composition of the Commission Board. The Committee discussed this further and it was decided by the Committee to follow Attorney John St. Peter's recommendation regarding the next steps.

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

- c) Proposed Resolution 36-20: Amending the Competitive Bid/Procurement Policy to Align with 2 CFR 200, Uniform Administration Requirements, Cost Principles, and Audits Requirements for Federal Awards (Uniform Guidance) (addressed under the full authority of the Commission)**

Ms. Scheibe-Johnson stated the revision in the Competitive Bid/Procurement Policy to was to align the procurement thresholds with 2 CFR 200, the Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards.

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

- d) Proposed Resolution 37-20: Authorizing the Executive Director of the Commission to Enter into an Office Lease Amendment and a New Lease Agreement with the Gilbert Development Company, LLC for Space at 400 Ahnaip Street, Suite 100; Menasha, WI (addressed under the full authority of the Commission)**

Ms. Kraemer Badtke stated due to the Commission making a financial commitment regarding the lease amendment and the new 3-year lease, it would be appropriate for the steering committee to consider a resolution approving lease amendment and the lease agreement and allowing the Executive Director to enter into the necessary agreements.

Mr. Koepepen motioned to approve the resolution, Mr. Albrecht seconded the motion. The motion carried unanimously.

- e) CLOSED SESSION:** The Committee will convene, if needed, into closed session pursuant to Sections 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters, compensation, the 2021 staffing plan, hiring of an Assistant Director and to conduct the annual performance evaluation and review of the 2021 employment agreement terms for the Executive Director.

Mr. Albrecht motioned to move into closed session, Mr. Nooyen seconded the motion. A roll call vote was taken: Mr. Farrell – aye, Mr. Nooyen – aye, Mr. Kautza – aye, Mr.

Koeppen – aye, Mr. Albrecht – aye, Ms. Kalata – aye, Ms. Connors – aye, Mr. Johnson – aye. Motion carried. Closed session began at

- f) **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.

Mr. Albrecht motioned to move into closed session, Mr. Nooyen seconded the motion. A roll call vote was taken to reconvene into open session: Mr. Farrell – aye, Mr. Nooyen – aye, Mr. Kautza – aye, Mr. Koeppen – aye, Mr. Albrecht – aye, Ms. Kalata – aye, Ms. Connors – aye, Mr. Johnson – aye. Motion carried. The committee reconvened into open session at 3:20 p.m.

- i) Action from closed session discussions

Mr. Albrecht motioned to approve the following items from closed session:

- The appointment and extending an offer to Kevin Englebert for the Assistant Director position.
- Approving the 2021 Staffing Plan and Salary Increases for 2021
- The promotion of Ashley Tracy to Associate Planner and Regional Safe Routes to School Coordinator.
- The Committee comprising of Pam Scheibe-Johnson, Mike Zuege, and Walt Raith to conduct the performance evaluation for the IT Manager.
- The Executive Director and 2% salary increase for 2021.

Mr. Nooyen seconded the motion. A roll call vote was taken to reconvene into open session: Mr. Farrell – aye, Mr. Nooyen – aye, Mr. Kautza – aye, Mr. Koeppen – aye, Mr. Albrecht – aye, Ms. Kalata – aye, Ms. Connors – aye, Mr. Johnson – aye. Motion carried.

10) Review and discussion on the 2021 Draft Budget

Ms. Kraemer Badtke stated the draft 2021 budget is looking very good. Ms. Kraemer Badtke stated there are a few transportation projects that will carryover into 2021 including the Commuter Service Study, the GO Transit Site Selection study, the Appleton (Fox Cities) TMA and Oshkosh MPO Bicycle and Pedestrian Plan, and the Appleton TMA Congestion Management Plan. There is also a significant amount of funding available from the CARES Act. Ms. Kraemer Badtke stated she will be working on the staff allocations regarding program deliverables and priority projects for 2021. A finalized budget and work program will be provided to the Steering Committee at the January meeting.

11) Next meeting - Wednesday, January 13th, 2021 at 1:30 p.m.

Ms. Kraemer Badtke stated the committee's next scheduled meeting is on Wednesday, January 13th, however she is requested the committee to consider moving this meeting to Wednesday, January 20th, 2021 at 1:30 p.m. This will allow time to prepare the financial statements for the 4th quarter of 2020. The Committee agreed to move the meeting to Wednesday, January 20, 2021 at 1:30 p.m.

12) Adjourn

Mr. Albrecht motioned to adjourn the meeting. Mr. Nooyen seconded the motion and the motion passed unanimously. The meeting concluded at 3:40 p.m.

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.