

SUMMARY OF PROCEEDINGS

STEERING COMMITTEE MEETING

East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: *Martin Farrell (Chair), Jeff Nooyen (Vice Chair), Dick Koeppen, Thomas Kautza, Donna Kalata, Jeremy Johnson, Dave Albrecht, Alice Connors*

Place: Virtual Meeting
Date: Wednesday, January 20, 2021
Time: 1:30 p.m.

AGENDA

1) WELCOME AND INTRODUCTIONS

Chair Farrell welcomed attendees to the meeting. The meeting was called to order at 1:34 p.m.

2) ROLL CALL

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
Kevin Englebert	Assistant Director
Pam Scheibe-Johnson	Controller
Erin Bonnin.....	Administrative Coordinator
Kim Biedermann.....	Affirmative Action Officer

A. Introduction of Alternates, Staff and Guests

Chair Farrell welcomed attendees to the meeting.

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

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.

4) PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

5) MOMENT OF SILENT MEDITATION

6) APPROVAL OF AGENDA / MOTION TO DEVIATE

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

7) PUBLIC COMMENT

There was no public comment.

8) APPROVAL OF THE MINUTES OF THE DECEMBER 9, 2020 STEERING COMMITTEE MEETING SUMMARY OF PROCEEDINGS

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

9) ANNOUNCEMENTS AND UPDATES

A. Staffing Updates

Ms. Kraemer Badtke noted the staffing changes that had taken place since the last Steering Committee meeting.

Chair Farrell commented on the experience that was lost over the past year with Mr. Raith's retirement and was pleased that the agency was able to replace what was lost with quality appointments.

10) INFORMATIONAL/DISCUSSION ITEMS

A. County Roundtable Discussion

There was no roundtable discussion.

B. Director's Report

i. Reorganization Plan Update

Ms. Kraemer Badtke provided an update of the reorganization plan which included the streamlining process of the sewer service area program and NR-135 Program changes and updates.

ii. Controller Position

Ms. Kraemer Badtke provided an overview of the Controller position and noted that the position had previously undergone two rounds of hiring and the process had been unsuccessful in producing a candidate. Discussions were held with the Commission Chair regarding entering into a contract with Baker Tilly to help recruit for this position or to enter into a contract for a temp-to-hire position. Interviews are currently being held and an offer is anticipated to be extended this afternoon.

Ms. Kraemer Badtke also noted that the NEWREP presented East Central with an award for continued service and partnership. This award was presented at the Economic Development Committee this month.

Ms. Kraemer Badtke also noted the list of completed contracts for 2020.

There was discussion between Chair Farrell, Ms. Kraemer Badtke, and Mr. Englebert regarding the hiring of the Controller position. Two separate contracts were entered into with Baker Tilly, one is for recruiting services. Ms. Kraemer Badtke and Mr. Englebert described the process of partnering with Baker Tilly in the hiring effort. Baker Tilly has been involved with the hiring process, the organization has sent over two resumes and the hire will be through Baker Tilly and over time the hire will work at East Central to see if they are a good fit. There will be a trial period of three months. Mr. Englebert added that the ultimate goal was to permanently fill the position.

C. 4th Quarter, 2020 Financial Report

Ms. Scheibe-Johnson provided an overview of the financial report and explained that this was pre-audit and before GASB 68 and 75. The net effect of the audit will be reported. Items included in the overview were as follows: balance sheet, cash position, accounts receivable, accounts payable, FRIIP grant, deferred revenues, NR-135 Program, other deferred revenue, deferred outflow, capital equipment, net pension asset, accounts payable, liabilities, accrued payroll, accrued annual leave, notes payable, capital lease payable, retained earnings, annual surplus, deficit after GASB 68 and 75, statement of revenue and expenses, revenue, approved carryover funding, Safe Routes to School under budget, FRIIP grant delayed and funds carrying over into 2021, staff transitions, mobility management grant, CARES Act funding, local contracts, direct grant expenses, pass through for transit subawards, insurance legal audits, and overall overhead expenses.

Ms. Scheibe-Johnson highlighted the cash position, that it was extremely strong. There was an increase of \$139,000 from 2020 to 2021. Accounts receivable also increased by \$38,000. Ms. Scheibe-Johnson cautioned because accounts payable increased by \$31,000 in consultants for projects. Regarding deferred revenue, the NR-135 Program was reduced by \$10,000, there will be further reduction in that account that will take place over the upcoming year. Other deferred revenue over \$3,000 represents some restricted funds received as a result of interest in promoting wayfinding signage on the trails, that money will be spent accordingly in 2021. Regarding liabilities, there is accrued payroll this year of \$5,050 for the bonuses that were approved by the Steering Committee for 2020 efforts. Accrued annual leave of almost \$25,000 had decreased about \$4,000 annually. There were a few long-term employees who are no longer with the agency who were accruing vacation time at the maximum number of days per year and as a result when they left they were paid out so that accrual has gone down. Under notes payable, the loan to Winnebago County was paid off for the unfunded pension liability. The capital lease payable is in the final year which is for the printer copier. That will be coming off of the books by the end of the coming year unless a new lease agreement is entertained. The retained earnings for the current year have a surplus of over \$172,000 and Ms. Scheibe-Johnson provided a comparison of this line item to the previous year.

Regarding the statement of revenue and expenses, Ms. Scheibe-Johnson highlighted the revenue areas that fell short. East Central was approved for a carryover on the Fox Cities Oshkosh MPO PO funding of \$114,000. That will be carried over into next year. With Ms. Kraemer Badtke's dual position and COVID-19, the Safe Routes to School Program came in about \$100,000 under budget in the revenue category. Additionally, the FRIIP grant got off to a slow start and delayed the recognition of funds of about \$18,000, that finally got going in December and those funds will carryover into 2021. The transit awards as a result of staff transitions had unrecognized revenue of about \$34,000 and about \$19,000 of that has been lost because Federal Transit Administration (FTA) and the Wisconsin Department of Revenue decided not to extend the award period regarding the mobility management grant. CARES Act funding was received for 2020, \$30,000 was recognized from that grant. In total, there were operating revenues at 82 percent. Regarding local contracts, about \$9,500 was not secured that was in the budget for the year prior, but when the municipalities were approached, they no longer had a need for the services which was GIS web mapping. In addition, it was in the budget to do the housing studies but as a result of plan A of the reorganization plan, there was not the staffing available. Some staff transitions are causing some delays in the performance on some of the contracts that results in monies that were not recognized in 2020 and those programs or contracts are carrying over into 2021. Regarding direct grant expenses, the Safe Routes to School Program revenue fell short by about \$100,000. Expenses also fell short because of the children not being in school and unable to do a number of those activities. The pass through for the transit sub-awards is over spent. As a result of the RFP response staff were able to go back to WisDOT to ask for more funding because the RFPs came in higher than anticipated and that was able to be secured from WisDOT. Overhead expenses had the exception of the insurance, legal and audit section as there were some unexpected attorney fees. COVID-19 also postponed or cancelled staff development and reduced utility fees for the office space and equipment. The projected surplus is \$172,000.

Chair Farrell commented on the report and noted that the bottom line was strong. He also congratulated Ms. Kraemer Badtke on her first year of management.

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

D. 4th Quarter, 2020 Work Program Progress Report

Ms. Scheibe-Johnson provided an overview of the work program progress report and clarified and expanded on the color coding provided in the packet materials. Ms. Scheibe-Johnson also explained the percentage of hours remaining, grouped and color coded projects (sewer service area, water quality management planning, transportation, FRIIP grant, regional transportation projects, Fond du Lac MPO projects, and Safe Routes to School Program), and provided an update of the Economic Development program progress, CARES Act, levy funded projects, and individual contracts.

Ms. Scheibe-Johnson highlighted the projects that were in the work program, but as a result of the reorganization plan which is a result of the strategic plan, it was decided to not be involved in those particular areas, or staff would be for 2020 with full knowledge that going into 2021 those items would no longer appear in the work program. Those items would not have color coding on the progress report materials. The color coded items are grouped together as there is leeway between the projects as to how the funds will be spent. The sewer service area water quality management planning area, over \$100,000 in effort, billed the DNR \$32,000 of that. It is supposed to have a 50 percent local match. This program area is greatly over-extended. There is a need to streamline that process or find some additional funding. Transportation for the Fox Cities Oshkosh MPO program requires a 15 percent local match and that is right where that program area is at. Staff did request and receive approval for an extension of the period of availability of funds so \$137,000 worth of total effort will be carried over with \$114,000 being reimbursed by federal and state grants. That shows in the 2021 budget. The FRIIP grant just got started, \$25,000 was budgeted for that particular program, and there was a delayed start. That particular project is 100 percent through a consultant of which 99.5 percent is being funded. Only .5 percent will be coming from the levy for that award. The regional transportation projects have a 15 percent local match as does the Fond du Lac MPO and that is what is present. The Fond du Lac MPO is slightly over-leveraged, but it is less than \$2,000. The Safe Routes to School Program requires a 20 percent local match. The multiple roles of the Executive Director and COVID-19 had a major impact on that. The Economic Development Program requires a 30 percent match and that came in slightly over-leveraged. That program also performed very well. The CARES Act was not planned funding, hence the zero budget, and the agency generated almost \$30,000 worth of expenses as well as revenue since there is no match required. Ms. Scheibe-Johnson highlighted the progress of the levy funded projects. Ms. Scheibe-Johnson noted that there have been issues with the individual contracts, mostly a result of staff transition. The Town of Algoma which was overspent by 146 percent has been closed out as of the end of 2020. The Eldorado comprehensive plan update is overspent by about 75 percent hours, that plan is also wrapped up. The Town of Caledonia is 179 percent overspent and is not finished and will be ongoing into 2021. All of the CORPs were entered into with discounts which

is why there is a substantial difference in the effort put in and what was billed. That was by the contract that was entered into that was by design that substantial savings would be offered. The reorganization plan states that the agency is in a phased move toward sustainability regarding the CORPs.

There was discussion amongst Steering Committee members regarding the progress and improved presentation of the work program progress report.

Mr. Koeppen motioned to receive the report and place on file. Mr. Nooyen seconded the motion. The motion passed unanimously.

11) BUSINESS / ACTION ITEMS

A. New Business

i. Discussion and action on Proposed Resolution 01-21: Adopting the 2021 Work Program and Budget for the East Central Wisconsin Regional Planning Commission

Ms. Kraemer Badtke provided an overview of the resolution. She explained that all of the documents were in alignment and that core program areas were included as well as the funding received, and the document was updated substantially. The levy was adopted in July which includes the \$200,000 decrease in the levy as discussed as related to the reorganization plan. Ms. Kraemer Badtke also provided an overview of the following items in the work program: estimated federal and state program revenues and matches, CARES Act funding, general projected operating grants, intergovernmental charges for services, decrease in local contracts, increase in projected dollar amount for local contracts, current plans in progress, operating revenues, projected operating expenses, employee fringe benefits, grant expenses, overhead operating expenses, amended budget to include staff development for the Controller position, total operating expenses, program deliverables over the core program areas, and work program table updates due to an incorrect formula.

Chair Farrell commented that in summary, there was a projected \$200,000+ surplus even though the levy from the member counties will be substantially lower.

Ms. Kraemer Badtke replied that is correct, if the CARES Act funding was removed, there would be a balanced budget or a slight deficit. The CARES Act funding is in the amount of \$200,000 and does not have a local match. There is a projected surplus of just over \$200,000.

Ms. Scheibe-Johnson added that regarding the \$200,000 surplus, the \$3,000 under staff development needs to be added and accounted for. This will be in the budget that is presented to the Full Commission which will be just under \$200,000. One item included in the budget, which is why the insurance, legal and audit line item shows a significant increase is that there is an inclusion for the fee that will need to be paid to Baker Tilly assuming

East Central moves forward with using their service for the hiring of the Controller position.

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

ii. Discussion and action on Proposed Resolution 02-21: Adoption of the Annual Affirmative Action Program for Equal Employment Opportunities

Ms. Biedermann provided an overview of the resolution and annual affirmative action program. Items included in the overview were as follows: staff departures, hirings and promotions from 2020, hiring goals in 2021, hirings of females and minorities compared to the market within the region as a whole, position openings, hirings for 2020 (internal, promotions, and hirings between 2020 and 2021), job actions, Controller position, new positions to be filled, male/female ratio, level of diversity, and changes to the affirmative action form.

Ms. Biedermann highlighted that in 2020 there were 9 position openings with 8 being noted in the report. The last position was not counted due to the Controller position still being open between December 31, 2020 and today. In 2020, 5 male staff members were hired or promoted and 4 female staff members were hired. Some of the hirings were internal and some were promotions. It should additionally be noted that some of the openings are reflected in 2020, however the official job hiring did not happen until 2021. Those hirings will be represented in the 2022 Affirmative Action Program. Ms. Biedermann noted the changes that will be made prior to this item going before the Commission Board for final approval. The Controller position will remain open until filled. As of December 31st, two new positions are anticipated to be filled. In terms of comparison to the market, the male to female staff ratio is comparable, however the agency is less racially and ethnically diverse. There were a small number of applicants in the categories of race, ethnicity, protected status veteran and disability status. In 2020 there were some changes to the affirmative action form that is filled out by candidates. The race/ethnicity category was updated to reflect the Census status. The protected status veterans category was also updated and included a non-binary gender category for those who do not identify as male or female to make it more inclusive for those filling out the form. In 2021 there will be a few additional changes intended to enhance efforts to attract minority candidates.

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

iii. Discussion and action on Proposed Resolution 03-21: Adoption of East Central Wisconsin Regional Planning Commission's 2021-2023 Strategic Plan

Ms. Kraemer Badtke noted that all the standing committees had reviewed the strategic plan and motioned in support of the strategic plan. Ms. Kraemer Badtke also noted a minor edit to the number of standing committees at the agency. The edit will be made before the January Quarterly Commission Meeting.

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

iv. Discussion and action of Proposed Resolution 04-21: Authorizing the Commission to Enter into an Agreement with the Village of Combined Locks for the Preparation of the Village of Combined Locks Comprehensive Plan

Ms. Kraemer Badtke provided an overview of the resolution. Ms. Kraemer Badtke noted that some 2021 contracts were still in the process of being finalized. Ms. Kraemer Badtke also noted that there are projects that will be worked on for an 18 month period. A comprehensive plan update for a local municipality typically takes 12-18 months. During the COVID situation, the process can take up to 18-24 months. This request is for the Village of Combined Locks to develop the comprehensive plan for the Village. Ms. Kraemer Badtke provided a list of the focus areas requested by the village to be included in the plan. The Village is looking to reduce the overall size of the plan in total. Ms. Kraemer Badtke noted that the contract was currently listed for the amount of \$35,500 and the correct amount should be listed at \$35,000. That amount would be amended with this contract. This contract would be completed within an 18 month time period and would rollover into 2022. This is a substantial difference in how comprehensive plans have been done in the past. Typically a comprehensive plan would be contracted at a cost between \$12,000-\$18,000. What will be done with this particular project is an effort to ensure that the product is quality-based and can be utilized by the community throughout all of the development pieces. This is a new approach and requires a larger budget than in the past.

Mr. Nooyen asked for clarification regarding the start date and asked if that was June 2021. Ms. Kraemer Badtke replied that the start date was February 2021 and the end date would be July, 2022. Ms. Kraemer Badtke explained that the municipality had wanted to get started on the project earlier in the year, so the date had been changed and the project would continue into 2022. Ms. Kraemer Badtke replied that would be clarified for the January Quarterly meeting materials. Mr. Farrell added that the memorandum that was sent in the meeting materials contained the correct date information. Ms. Kraemer Badtke replied that the only correction needed was the contract amount of \$35,500 being changed to \$35,000. This was referenced in both the memorandum and the resolution. This will be corrected for the January Quarterly Commission Meeting.

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

Chair Farrell called for a voice vote to adopt the resolution as amended. The motion passed unanimously.

12) ESTABLISH TIME AND PLACE FOR NEXT COMMISSION MEETING

- A. *Commission Meeting:*** *The next Commission meeting will be held on Friday, January 29, 2021 at 10:00 a.m. An agenda and meeting materials will be forthcoming.*
- B. *Steering Committee Meeting:*** *The next Steering Committee Meeting will take place Wednesday, February 17, 2021 at 1:30 p.m. Further details will be forthcoming.*

13) ADJOURN

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