

## SUMMARY OF PROCEEDINGS

### QUARTERLY COMMISSION MEETING

East Central Wisconsin Regional Planning Commission

**Place:** Virtual Meeting  
**Date:** Friday, January 29, 2021  
**Time:** The meeting was called to order at 10:01 a.m. by Chair Farrell.

#### AGENDA

#### I. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

#### 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
David DeTroye (Alt. for Tom Reinl) .....	Calumet County
Martin Farrell .....	Fond du Lac County
Brian Kolstad .....	Fond du Lac County
Brenda Schneider .....	Fond du Lac County
Chuck Hornung .....	Fond du Lac County
James Lowey .....	Menominee County
Nadine Miller .....	Outagamie County
Kara Homan (Alt. for Thomas Nelson) .....	Outagamie County
Jeff Nooyen .....	Outagamie County
Michael Thomas.....	Outagamie County
Jake Woodford.....	Outagamie County
Lee Hammen .....	Outagamie County
Tom Kautza.....	Shawano County
Dick Koeppen .....	Waupaca County
Aaron Jenson (Alt. for Brian Smith).....	Waupaca County
Bob Sivick (Alt. for Neal Strehlow) .....	Waushara County
Mark Harris.....	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**

Ruth Winter ..... Menominee County  
DuWayne Federwitz ..... Waupaca County  
Donna Kalata ..... Waushara County  
Jeremy Johnson (Alt. for Elizabeth Moses) ..... Menominee County

**Commission Members Absent (Unexcused)**

Allen Buechel ..... Fond du Lac County  
Nick Kesler ..... Calumet County  
Chuck Dallas ..... Shawano County  
Lori Palmeri ..... Winnebago County  
Steve Gueths ..... Shawano County  
Larry Timm ..... Waushara County

**Staff Members & Guests Present**

Melissa Kraemer Badtke ..... Executive Director  
Kevin Englebert ..... Assistant Director  
Erin Bonnin ..... Administrative Coordinator  
Dave Moesch ..... Associate Planner  
Kim Biedermann ..... Associate Planner  
Pam Scheibe-Johnson ..... Controller  
Matt Halada ..... Principal Planner - Transportation

**A. Introduction of Alternates, Staff and Guests**

Ms. Kraemer Badtke introduced the ECWRPC staff present at the meeting. There were no guests present.

**B. Welcome**

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 was no public comment.

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

Mr. Bellin motioned to approve the agenda as distributed, Mr. Gentz seconded the motion. The motion passed unanimously.

**VII. APPROVAL OF THE MINUTES OF THE OCTOBER 30, 2020 QUARTERLY MEETING**

Mr. Albrecht motioned to approve the minutes of the quarterly meeting, Mr. Kautza seconded the motion. The motion passed unanimously.

**VIII. ANNOUNCEMENTS AND REPORTS**

**A. Director's Report**

Ms. Kraemer Badtke provided an overview of the director's report. Items included in the overview were as follows: NEWREP award; reorganization plan updates (streamlining of sewer service area program and NR-135 program updates); and the reduction in overhead cost of the work program which included a description of the lease agreement and rate, health insurance, work program budget and staffing plan, and new staff and promotions.

Chair Farrell commented that he was looking forward to the new staff hires and current staff entering into their new roles.

**B. Other Announcements**

There were no other announcements.

**C. County Roundtable Discussion**

There was no county roundtable discussion.

**IX. BUSINESS**

**A. Steering Committee**

**1. Acceptance of the Summaries of Proceedings for the October 22, 2020 Meeting**

Mr. Nooyen motioned to approve agenda items IX-A-1 thru IX-A-3, Mr. Woodford seconded the motion. The motion passed unanimously.

**2. Acceptance of the Summaries of Proceedings for the November 11, 2020 Meeting**

Mr. Nooyen motioned to approve agenda items IX-A-1 thru IX-A-3, Mr. Woodford seconded the motion. The motion passed unanimously.

**3. Acceptance of the Summaries of Proceedings for the December 9, 2020 Meeting**

Mr. Nooyen motioned to approve agenda items IX-A-1 thru IX-A-3, Mr. Woodford seconded the motion. The motion passed unanimously.

**4. 2020 Fourth Quarter Financial Report**

Ms. Scheibe-Johnson provided an overview of the financial report. Items included in the overview were as follows: statement of net position, balance sheet, pre-audit GASB 68 and 75 information, cash position, accounts receivable, accounts payable, deferred revenue, minimum capital equipment purchases, total assets, accrued liabilities, accrued payroll, accrued annual leave, notes payable, retained earnings, 2019 deficit, statement of revenue and expenses, federal grants, housing study, transitions and COVID-19, funding impact, direct grant expenses, transit sub-awards, intermodal study, overhead expenses, and projected surplus.

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

**5. 2020 Fourth Quarter Work Program Progress Report**

Ms. Scheibe-Johnson provided an overview of the work program progress report. Items included in the overview were as follows: number of budget hours remaining, changes due to the reorganization plan, progress of projects/programs, budget updates, COVID-19 impact on projects, CARES Act funding, and contracts.

There was discussion amongst Mr. Thomas, Chair Farrell, Ms. Kraemer Badtke, and Ms. Scheibe-Johnson regarding the difficulty of receiving packet materials in segments.

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

**6. Reaffirmation of Resolution 33-20: Amending the 2020 Unified Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility Period to Complete Work from Calendar Year 2020**

Ms. Kraemer Badtke provided an overview of the resolution and noted that due to timing, this resolution was sent to the Steering Commission on behalf of the Full Commission. Due to staff transitions, there were transportation activities that were unable to be completed in 2020 which included the Appleton TMA congestion management plan and the Appleton TMA and Oshkosh MPO bicycle and pedestrian plan. An extension of funding eligibility period was requested to be extended into 2021 to allow time to complete the projects. There would also be a local match committed by the Commission to extend the projects. This has been approved by the Wisconsin Department of Transportation and the Federal Highway Administration and is under the amount of \$130,000. Staff are currently working on the deliverables for these two plans.

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

**7. Reaffirmation of Resolution 34-20: Amending the 2021 Unified Transportation Work Program and Budget to Include Work Activities from the Period of Availability Extension of the 2020 Work Program**

Ms. Kraemer Badtke noted Resolution 34-20 was to amend the 2021 Transportation Work Program and Budget extending the period of funding eligibility. This has been approved by the Wisconsin Department of Transportation and Federal Highway Administration.

Chair Farrell added this was also approved by the Steering Committee acting on behalf of the Full Commission.

Mr. Koeppen motioned to reaffirm the resolution, Mr. Hammen seconded the motion. The motion passed unanimously.

**8. Resolution 35-20: Amending the Articles of Organization and the By-Laws of East Central Wisconsin Regional Planning Commission**

Ms. Kraemer Badtke provided an overview of the resolution. Ms. Kraemer Badtke noted there are several potential appointments and it has been noted by Commissioners that the process of obtaining a gubernatorial appointment is cumbersome. Ms. Kraemer Badtke has been working with the Steering Committee and legal counsel to go over the documentation and process to move forward with the removal of the gubernatorial appointments. The recommended steps to remove the gubernatorial appointments provided by Mr. St. Peter were outlined in detail as well as the anticipated timeline of that process. Revisions to the bylaws were also made by the Steering Committee; Ms. Kraemer Badtke noted those changes to the Commission Board.

Chair Farrell commented regarding the composition of the Commission Board and removal of the gubernatorial appointments, that the passing of the resolution was the first step. Chair Farrell reiterated the steps in the process and noted that there was a strict standard for changing that part of the bylaw (composition of the Board). Chair Farrell provided reasons to streamline the Board. Chair Farrell also referenced the changes to the terminology and other items listed in the bylaws. He also noted that these items were open for discussion.

There was discussion amongst Mr. Thomas, Ms. Kraemer Badtke, Mr. Koeppen, Mr. Nooyen, and Chair Farrell regarding the final composition of the Commission Board as regards the staffing of the standing committees, the length of the time the process would take, removal of county gubernatorial appointments that had already taken place at the county level, bringing East Central in line with the operations of the other regional planning commissions (RCPs), aligning the agency according to the reorganization plan, changes that would take effect immediately such as the terms of the chair and vice-chair and terminology updates, long-term changes (removal of the gubernatorial appointments), clarification of the items being voted

on as regards the steps needed to change the composition of the Commission Board, and the policy board MPO stipulations.

Ms. Connors motioned to approve the resolution, Mr. Bellin seconded the motion. The motion was approved by majority vote with 1 opposed (Mr. Bellin).

**9. Reaffirmation of 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)**

Ms. Scheibe-Johnson provided an overview of the resolution. This changes the competitive bid/procurement policy to align with the verbiage in the uniform guidance language, 2 CFR 200. It was deemed prudent to use the same language that is in the 2 CFR 200 and to state in the policy that as 2 CFR 200 is adjusted, so the agency limit will adjust in accordance with 2 CFR 200.

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

**10. Reaffirmation of 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**

Ms. Kraemer Badtke noted that the Steering Committee acted on behalf of the Full Commission to be able to enter into a lease agreement for the current office space that the agency is currently located in. A lower lease rate was able to be negotiated for the current lease which goes through July 31, 2021. The new lease agreement is a three-year agreement at the same rate with no inflation factors. The other item to note about the new lease agreement is that in year two, the agency is able to move out of the office space.

Chair Farrell added that the Steering Committee looked at this item very carefully and did consider alternative spaces for the Commission. The owners of the building were willing to reduce the rent substantially and give the option to move in year two, those were the reasons the Steering Committee decided to continue at the current location for the time being. This will be continually looked at and considered going forward.

Mr. Bellin motioned to reaffirm the resolution, Ms. Schneider seconded the motion. The motion passed unanimously.

**11. 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. The annual work program was aligned with the strategic plan and the reorganization plan. The element numbers in the work program were pared down and focused on the program deliverables in the core program areas of the regional comprehensive plan,

transportation program, economic development program, sewer service area and water quality program, NR-135 program, and the comprehensive open space recreation plans (CORPS). The levy was reduced by \$200,000 for this year as part of the reorganization plan and will continue to be reduced subsequently every year for the next two years. Ms. Kraemer Badtke also provided an overview of the estimated federal and state program revenue matches as well as the Appleton and Oshkosh MPO area funds. Ms. Kraemer Badtke also outlined the following items: \$48,000 that was leveraged for the economic impact study of bicycling and walking, the FRIIP study for \$200,000, CARES Act funding, GO Transit site selection study and commuter service study, state and federal funds, levy match for programs, draft budget summary, projected operating grants, intergovernmental charges for services, total operating revenues, projected operating expenses, health insurance decrease, direct grant expenses, overhead expenses, additional funding for staff development, total operating expenses, regional comprehensive plan update, sewer service area (SSA) program streamlining and leveraging additional funding, transportation budget and work program, open space and recreation program contracts, comprehensive plan contracts, and minimizing the amount of overage.

Chair Farrell summarized the levy reduction charts and noted that the reduction was approximately 25 percent per county and is in accord with the reorganization plan.

There was brief discussion regarding sending information out in segments versus one large informational packet.

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

## **12. Resolution 02-21: Adoption of the Annual Affirmative Action Program for Equal Employment Opportunities**

Ms. Biedermann provided an overview of the resolution. Ms. Biedermann explained the annual affirmative action plan is updated on an annual basis and the plan outlines the steps East Central has taken and will take to ensure equal employment opportunity. This plan is prepared based on data for the previous year and looks forward to what steps will be taken over the next year. Ms. Biedermann provided an overview of the plan outlining the employment data for the East Central staff, employment data for the Appleton-Neenah-Oshkosh area, candidates for the positions listed in 2020, the hiring for 2020, positions that would be open in 2021, East Central's success in attracting minority candidates, disabled candidates, and protected status veteran candidates in 2020. This information is based off what applicants disclose in a voluntary confidential form. In 2020, the equal employment opportunity form was updated to align the race and ethnicity categories with the US Census, and other demographic data was updated as well. In 2021, East Central will be updating its hiring process to include a hiring procedure checklist and a candidate qualifications matrix. Both are intended to increase transparency and standardize the hiring process. The hiring procedure checklist will also require job openings within the agency be posted in at least three publications/sources, with one of those being in a minority-specific publication. The last sections and appendices of this report look to the annual staffing activities and approved

positions for 2020, which ultimately lead to eight closed out job searches. The controller search was still active as of December 31, 2020.

Chair Farrell added to Ms. Biedermann's comments by briefly discussing the executive director search process as related to affirmative action. Chair Farrell outlined the search process and noted that the position listing was posted on sites recommended by Ms. Palmeri to ensure that the process was as inclusive as possible. The Commission as a whole has now added those sites to advertise subsequent staff openings when they occur. Chair Farrell provided an estimate of the affirmative action for the executive director search.

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

**13. Resolution 03-21: Adoption of East Central Wisconsin Regional Planning Commission's 2021-2023 Strategic Plan**

Ms. Kraemer Badtke stated that the strategic plan had been reviewed by each standing committee for the Commission. There were a few minor edits that were brought forward in regards to a couple of things related to the community facilities portion and Ms. Kraemer Badtke provided an overview of the edits. The strategic plan was aligned with the reorganization plan and work program. Moving forward, these documents will be looked at to ensure that they coincide. The strategic plan is only through 2023 which is the timeframe for the reorganization plan. It is anticipated that in 2023, or earlier in 2022, that a new strategic plan would be developed for the organization.

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

**14. 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 Lock's Comprehensive Plan**

Ms. Kraemer Badtke provided an overview of the resolution. The Village of Combined Locks reached out to the Commission to update the comprehensive plan document for the village. The contract would be for approximately \$35,000. The planning process would begin in February and it would be an 18 month process. The cost would be split in between 2021 and 2022. The village has met with staff to discuss the content of the plan and ways to streamline the current plan on file.

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

**B. Economic Development Committee**

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

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



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

**1. Acceptance of the Summary of Proceedings for the October 14, 2020 Meeting**

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

**D. Community Facilities Committee**

**1. Acceptance of the Summary of Proceedings for the September 23, 2020 Meeting**

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

**E. Transportation Committee**

**1. Acceptance of the Summary of Proceedings for the October 6, 2020 Meeting**

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

**2. Resolution 05-21: Amending the Transportation Improvement Program for the Fox Cities Transportation Management Area (TMA) – 2021**

Mr. Moesch noted that the resolution was for the Transportation Improvement Program (TIP) for the Appleton area. The WisDOT Northeast Region requested a project advancement for US Highway 10, a concrete pavement repair and replace bridge approaches, which is a major amendment. There was a 30 day public review period. No public comment was received. The second project is along Highway 10 as well, near Cold Spring Road, this project is for the replacement of a noise wall. Design will be done in 2021 and construction will begin in 2024.

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

**3. Resolution 06-21: Amending the Transportation Improvement Program for the Oshkosh Urbanized Area - 2021**

Mr. Moesch noted that the resolution was for the Oshkosh Urbanized Area and the amendment was for a railroad crossing surface improvement at Wisconsin 91 and Clairville Road which was advanced to 2024. Construction would begin May 25, 2024.

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

**F. Regional Comprehensive Planning Committee**

**1. Acceptance of the Summary of Proceedings for the October 21, 2020 Meeting**

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

**G. Other Business**

**1. Appointment of Nominating Committee**

Ms. Kraemer Badtke announced that the Nominating Committee members had been selected and that additional communication would be issued to the committee members regarding establishing a date and time for the meeting. Commissioners are expected to serve on their respective standing committees and on the Commission Board through April. At the April Annual Meeting, the Nominating Committee will be presenting the nominations for the chair and vice chair along with the standing committee appointments.

Mr. Nooyen asked for clarification of the vote taken earlier in the meeting regarding the chair and vice-chair positions of the Commission, if those positions would serve beginning in 2020 through 2022. Ms. Kraemer Badtke, Chair Farrell, and Mr. Nooyen discussed this item and the outcome of the discussion was that Ms. Kraemer Badtke and Chair Farrell will look into this point before the Nominating Committee meets to ensure that it is in accordance with the bylaws as amended.

Ms. Kraemer Badtke noted Ms. Schneider's comments in the chat box regarding the standing committee appointments that the Nominating Committee had to meet to nominate those individuals to those positions.

The 2021 Nominating Committee was announced as: Alice Connors (Calumet County), Brian Kolstad (Fond du Lac County), James Lowey (Menominee County), Nadine Miller (Outagamie County), Chuck Dallas (Shawano County), DuWayne Federwitz (Waupaca County), Donna Kalata (Waushara County), and Robert Keller (Winnebago County).

There was also discussion amongst Mr. Kolstad, Chair Farrell, and Ms. Kraemer Badtke regarding Commissioner Kolstad's term ending in April and if he could still participate in the Nominating Committee. Chair Farrell noted that the meeting would be in March. Ms. Kraemer Badtke noted that all Commissioners are to serve through the April Quarterly Commission Meeting and the Annual Meeting. Chair Farrell added that his service on the Nominating Committee would be most welcome.

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

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

*The next Quarterly Commission Meeting will take place Friday, April 30, 2021, at 10:00 a.m. Further details will be forthcoming.*

*Annual Commission Meeting, immediately following the Quarterly Meeting (~11:30 a.m.) Friday, April 30, 2021. Further details will be forthcoming.*

**XI. ADJOURNMENT**

Chair Farrell thanked Ms. Scheibe-Johnson for her service.

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

The meeting adjourned at 11:59 a.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.*