

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, March 17, 2021
Time: 1:30 p.m.

AGENDA

1) Welcome and Introductions

Chair Farrell welcomed attendees to the meeting and called the meeting to order at 1:30 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 (Vice Chair)..... 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
Sara Otting Controller
Erin Bonnin..... Administrative Coordinator

A. Introduction of Alternates, Staff and Guests

Ms. Kraemer Badtke noted that Mr. Albrecht would be joining the meeting late and introduced staff in attendance. Ms. Otting was introduced to the Steering Committee as the new Controller. Chair Farrell welcomed Ms. Otting to the Commission Board.

3) Statement of Compliance with Wis. Stats. §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

5) Moment of Silent Meditation

6) Approval of the Agenda/Motion to Deviate

Mr. Kautza motioned to approve the agenda as distributed, Mr. Nooyen seconded the motion. The motion passed unanimously.

7) Public Comment

There was no public comment.

8) Approval of the January 20, 2021 Steering Committee Meeting Summary of Proceedings

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

9) Announcements and Discussion Items

A. County Roundtable Discussion

Items included in the roundtable discussion were as follows: building of new Waushara County Courthouse, Calumet County jail project update, refinancing of previous debt in Waupaca County, moving roundtable discussion to the end of the meeting, Steering Committee consensus to move the roundtable discussion to the end of the meeting, next Steering Committee meeting, and future meetings of the Steering Committee whether to meet in-person or virtual.

There was committee consensus that upcoming Steering Committee meetings be held in a hybrid manner to accommodate all attendees. The Quarterly Commission meeting will continue to be held virtually at this time until herd immunity has been achieved. There was consensus for the Quarterly Commission meetings to remain virtual at this time.

B. Director's Report

i. Staffing Updates

Ms. Kraemer Badtke announced the new staff hires and continued that the indirect cost rate continues to be negotiated with the Department of Interior.

ii. Reorganization Plan Update

Ms. Kraemer Badtke and Mr. Englebert will be meeting with Ms. Homan and Mr. Moser regarding the reorganization plan and intergovernmental agreement with Outagamie County. Ms. Kraemer Badtke also noted that the strategic plan was adopted and that the internal team is working on the regional comprehensive plan. Staff are beginning to have conversations with the transit agencies regarding the conglomeration of the Appleton Transportation Management Area (TMA) and Oshkosh Metropolitan Planning Organization (MPO). Staff are continuing to work with the DNR on the water quality management program and trying to align that with some of the other ways that the state program projects are managed.

Mr. Englebert added that regarding the CARES Act, progress is being made on the recovery and resiliency plan. Mr. Englebert also discussed the stakeholder interviews for the planning process and the preparation of a request for qualifications (RFQ) for a technical assistance program for small communities and small businesses funded through the CARES Act.

10) Business/Action Items

A. New Business

i. Proposed Resolution 07-21: Authorizing the Executive Director of the Commission to Enter into a Copier Lease Agreement with Gordon Flesch Company, LLC (*being addressed under the full authority of the Commission*)

Ms. Kraemer Badtke provided an overview of the resolution. The copier lease agreement is a financial commitment that will be made over a 5-year term. There is a new model available at a lower cost savings rate of \$50 per month.

The Steering Committee discussed if staff had looked at leasing versus buying a copier and what was included in the lease.

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

ii. Discussion and potential action regarding Guidance for the Nominating Committee regarding the Term of the Chair and Vice Chair

Ms. Kraemer Badtke noted that in previous meetings the terms of the chair and vice chair were changed from one year to two year terms. There will be one year that is off-cycle from the county board appointments that will be made in 2022. Ms. Kraemer Badtke outlined the options available to realign the timing of the Commission appointments with the county board appointments.

The Steering Committee discussed electing the offices for a one year term and then transitioning to two year terms, and Menominee County elections occurring opposite the other counties. There was committee consensus to continue with the one year term to remain synchronized.

Chair Farrell called for a motion to direct the Nominating Committee to nominate a chair and vice chair at the upcoming meeting for a one year term and the two year terms would begin in 2022.

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

iii. Discussion and potential action regarding the East Central Wisconsin Regional Planning Commission's Bylaws and Board Composition

Ms. Kraemer Badtke noted the current board composition and discussed the new bylaws Board composition which was approved on January 29th. The 50,000 in population was taken out when the bylaws were approved and the gubernatorial appointments were removed. Ms. Kraemer Badtke provided options regarding the potential removal of the gubernatorial appointments and the 50,000 population threshold. Ms. Kraemer Badtke had a conversation with the Federal Highway Administration, because the Commission Board is also the Policy Board for the Appleton TMA and the Oshkosh MPO. They stated it would not be a substantial change in the board composition.

Chair Farrell noted that it was initially thought that just the gubernatorial appointments would be removed, but that also inadvertently removed the additional representatives regarding the 50,000 population. The bylaw changes approved by the Full Commission in January have not gone into effect. The statutes and bylaws note that this bylaw cannot be changed by the Commission Board, the permission of the majority of the population of the units of government of the Commission would be needed before going into effect. If the Commissioners are satisfied with the smaller board, that could be left. However, if that was not what was intended, it can be reconsidered. The outcome would be brought forward to the Full Commission which would also reconsider the previous vote and ultimately that is what would be brought to the counties and other units of government.

Mr. Nooyen commented that he agreed with Chair Farrell's comments. The discussion historically has been to remove the gubernatorial appointments only and leave everything else the same. Mr. Nooyen continued that this item be reconsidered with the changes and to go back to the original intent which was to remove the gubernatorial appointments only.

A discussion occurred around if the gubernatorial appointments were removed what the process would be moving forward.

Chair Farrell noted that two different motions will be needed if there is going to be a change: a reconsideration motion and then a new motion will be needed moving forward as to what should be done. Then the Full Commission will have to do the same.

Mr. Kautza motioned to reconsider, Mr. Nooyen seconded the motion. The motion reconsider the previous action passed unanimously. The action has been formally reconsidered.

Chair Farrell called for a motion regarding next steps moving forward.

The Steering Committee discussed the impacts of removing the gubernatorial appointments to the smaller counties and what their representation would be for the Commission Board. Ms. Connors commented that all the smaller counties have 3 members: the board chair, and two board appointments and is it necessary for the larger counties to have 6 members on the Board.

Chair Farrell added that removing the gubernatorial appointments would reduce membership in the larger counties as well.

The Steering Committee discussed having three representatives on the Commission Board regardless of the population.

Chair Farrell replied that if this were to move forward, that the motion would be to direct staff to work with the attorney to rewrite the bylaws to remove the gubernatorial appointments, but to keep the additional appointment for each 50,000 population appointment. The final point would be that each member county would have a minimum of three members on the Commission, the additional one being a county board appointment.

Mr. Kautza motioned to direct staff to work with the municipal attorney to rewrite the bylaws to remove the gubernatorial appointments, to retain the additional member for each 50,000 citizens in the county and have a minimum of three Commissioners from each member county. Mr. Koeppen seconded the motion.

Ms. Kraemer Badtke clarified that the Committee is saying for every 50,000 in population, the county would get an additional representative.

Ms. Connors asked if it had to be 50,000.

Mr. Nooyen stated that was why he agreed with the motion as it provided a security to the smaller counties.

Chair Farrell noted that the 50,000 population goes by decennial census.

Ms. Connors added that the 50,000 appointment for Calumet County was added before the census.

Ms. Kalata commented that could be added to go by the census numbers.

Chair Farrell replied that could be added.

Mr. Nooyen added that would keep consistency so that the Commission make-up would not be constantly changing.

Chair Farrell noted that if there was no objection, rather than amending the motion, to add that the population will be determined by the decennial census.

No objections were noted by the committee.

Chair Farrell continued that would be a further directive to staff when talking with the attorney. Chair Farrell restated the motion which is to: Have a minimum of three representatives from each member county, to remove the gubernatorial appointments, but also have one additional member of the Commission for each 50,000 unit of population according to the official decennial census.

The motion passed unanimously.

- B. 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 and, compensation.

Mr. Kautza motioned to move into closed session, Ms. Connors seconded the motion. A roll call vote was taken to move into closed session. The roll call vote passed unanimously. The committee moved into closed session at 2:41 p.m.

- C. 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. Nooyen motioned to reconvene into open session, Mr. Kautza seconded the motion. The motion passed unanimously. The committee reconvened into open session at 3:29 p.m.

i. Action from closed session discussions

No action was needed regarding the closed session.

11) Next Meeting

- A. **Steering Committee Meeting:** *The next Steering Committee meeting will take place on Wednesday, April 21, 2021 at 1:30 p.m. Further details will be forthcoming.*
- B. **Commission Meeting:** *The next Commission meeting will be held on Friday, April 30th, 2021 at 10:00 a.m. An agenda and meeting materials will be forthcoming.*
- C. **Annual Meeting:** *The Commission's Annual Meeting will be held immediately following the Quarterly Commission meeting on Friday, April 30, 2021.*

12) Adjourn

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

The meeting adjourned at 3:38 p.m.