

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: In person at – or Virtual Meeting
Date: Wednesday, April 21, 2021
Time: 1:30 p.m.

AMENDED AGENDA

1) Welcome and Introductions

Chair Farrell called the meeting to order at 1:31 p.m. and welcomed attendees to the meeting.

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 and Guests:

Melissa Kraemer Badtke	Executive Director
Kevin Englebert	Assistant Director
Sara Otting	Controller
Kim Biedermann.....	Associate Planner – Regional Bicycle & Pedestrian Coordinator
Erin Bonnin.....	Administrative Coordinator
Amber Danielski	CliftonLarsonAllen

A. Introduction of Alternates, Staff and Guests

Ms. Kraemer Badtke announced the ECWRPC staff in attendance and new staff attending the meeting.

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

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

7) Public Comment

There was no public comment.

8) Special Order of Business/Action Item

A. Presentation and Approval of the Draft 2020 Annual Audit – Ms. Amber Danielski, Director, Clifton Larson Allen

Ms. Danielski provided an overview of the draft annual audit which included a summarization of the following items included in the packet materials: independent auditor’s report, financial statements, income statement, revenues and expenses statement, and the single audit schedule. Ms. Danielski noted that the financial statements represented fairly the position of the Commission. Ms. Danielski concluded the presentation by noting that no compliance issues or deficiencies were found in the single audit.

Discussion took place regarding comparison of the 2020 audit to the previous annual audit, recommendations as to how things could be done different, and the transition in the Controller position.

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

9) Approval of the March 17, 2021 Steering Committee Meeting Summary of Proceedings

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

10) Announcements and Discussion Items

A. Director's Report

Ms. Kraemer Badtke provided an overview of the director's report and an update regarding the streamlining of the Sewer Service Area Program. The U.S. Census Bureau released information regarding defining the urban area boundaries and funding allocations. Staff are working closely with GO Transit and Valley Transit on this item. Ms. Kraemer Badtke also provided an update on the NR-135 Program and noted that quarterly progress reports will be submitted to the counties moving forward. Mr. Englebert provided an update regarding the CARES Act grant, the disaster recovery and resiliency plan, the creation of an economic data hub, and technical assistance program.

There was discussion regarding the counties receiving funding from the relief act that has been passed and if anything was included for regional planning commissions.

B. 1st Quarter, 2021 Financial Report

Ms. Otting presented the first quarter financial report. Items included in the report were as follows: statement of revenue and expenses, revenues, intergovernmental charges for services, NR-135 Program, miscellaneous, operating expenses, salaries and expenses, fringe benefits, direct grant expenses, program expenses, TDM training, Safe Routes to School, overhead expenses, dues and subscriptions, postage, insurance/audit/legal, cash and cash equivalents, accounts receivable, prepaids, assets, accounts payable, payroll taxes, and annual leave.

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

C. 1st Quarter, 2021 Work Program Performance Report

Ms. Otting and Ms. Kraemer Badtke provided an overview of the work program performance report. Items included in the overview were invoicing progress and status for: comprehensive plans, the sewer service area program (water quality management program), Fox Cities and Oshkosh transportation program, FRIIP grant, regional transportation, Fond du Lac projects, Safe Routes to School, 3-year EDA planning grant, CARES Act, and GO Transit and commuter service.

Discussion took place regarding the status of comprehensive plan projects and the cost of comprehensive plans and how that is determined.

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

D. 2020 and 2021 Negotiated Indirect Cost Rate

Ms. Kraemer Badtke provided an overview and background history of the negotiated indirect cost rate. Staff have continued to work with the Department of Interior regarding the negotiation of the indirect cost rate. The indirect cost rate for 2020 and

2021 are approved as presented and staff will be using a fixed cost rate moving forward as noted in the packet materials. Mr. Englebert explained how the adjustments of the indirect cost rate will function moving forward and how the rate is reflected over time when changes are made.

Discussion took place regarding the negotiating process and future adjustments to the indirect cost rate, and how the Economic Development Administration (EDA) and Department of Interior function together to complete work.

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

E. Reorganization Plan Update

Ms. Kraemer Badtke provided an overview of the reorganization plan update. Items included in the update were as follows: adoption of the strategic plan, the regional comprehensive plan update process, the urban area and metropolitan planning organization (MPO) boundary redesignation process, streamlining the sewer service area and water quality management program with the Department of Natural Resources (DNR), and development of the 2022 work program and budget. Mr. Englebert added regarding the water quality management program that the DNR will be visiting to view a GIS platform that staff have created for the environmentally sensitive layers. The program continues to be streamlined overall.

There was discussion regarding the sewer service area program being overbudget.

F. Community Foundation for the Fox Valley Region Grant Request

Ms. Biedermann provided an update of the grant request. The grant request is for a bicycle and pedestrian project in the Menasha area and High Cliff State Park area and is specifically for the feasibility study and master plan. A stakeholder committee was formed to gauge the interest and examine the progress on the connection in relation to High Cliff State Park. The stakeholder committee has continued to meet and has identified the need for a master plan and feasibility study in order to move forward. Ms. Biedermann outlined the costs associated with the grant request and noted that the funding is allocated. The grant was submitted on March 26th. The committee will meet to select the final project in May. The work is anticipated to last approximately 12 months.

Ms. Kraemer Badtke stated that this was not included in the original budget. The work program and budget would need to be amended moving forward if the grant is awarded.

Discussion took place regarding the project, connections and length of the connection, location of the project, and funding available.

11) Communication

A. Communication from Nominating Committee

Ms. Connors provided the appointment recommendation results from the Nominating Committee meeting. The standing committee appointments will remain the same at this time.

Discussion took place regarding ensuring that the language issued on communications remains consistent with the bylaw changes to identify the transitional change that is occurring to eventually have all of the appointments aligned on a two-year term.

12) New Business/Action Items

A. Discussion and potential action on Proposed Resolution 11-21: Amending the Articles of Organization and the By-Laws of the East Central Wisconsin Regional Planning Commission

Ms. Kraemer Badtke provided an overview of the previous Steering Committee discussions on this item as detailed in the memo provided in the packet materials. The smaller member counties will have at least three members represented on the Commission Board. When a county population per the decennial census reaches 50,000 population, the mayor of the largest city will sit on the Commission Board and every decennial census after, each subsequent 50,000 unit in population achieved will result in a new commissioner appointment in that county. Ms. Kraemer Badtke outlined the previous approvals and discussed changes. The March 17th proposed changes and revisions were reviewed and outlined with a visual of the board composition per the recommended changes provided.

There was discussion regarding the formal resolution of what was recommended previously, the reconsideration process moving forward, review of the process and recommended changes, retaining a balance based on population, explanation of the bylaw examples provided in the packet materials, when the changes go into effect and the approval process, and upcoming meetings where the approvals can take place.

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

B. Discussion and potential action on Proposed Resolution 12-21: Adopting the 2021 Cost Allocation Plan and the Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission

Ms. Kraemer Badtke requested that the resolution be held until May as new communication has been received from the Department of the Interior that additional information needs to be included. The materials can be prepared for May and provided to the Department of Interior before being presented for the Commission's approval.

Ms. Kalata motioned to postpone consideration, Mr. Albrecht seconded the motion. The motion passed unanimously.

13) County Roundtable Discussion (as time permits)

The following topics were included in the roundtable discussion: county meetings taking place virtually and in-person, Calumet County jail project, Winnebago County special orders meeting, Waushara County courthouse project, use of Carlson Dettmann as an outside agency, Menominee County elections, and county COVID relief funding.

14) Next Meeting

- A. *Steering Committee Meeting:*** *The next Steering Committee meeting will take place on Wednesday, May 19, 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.*

15) Adjourn

Mr. Albrecht motioned to adjourn, Mr. Kautza seconded the motion. The motion passed unanimously. The meeting adjourned at 3:08 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.