

SUMMARY OF PROCEEDINGS

STEERING COMMITTEE MEETING

East Central Wisconsin Regional Planning Commission

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

Place: In person at East Central Offices or Virtual Meeting
Date: Wednesday, May 19, 2021
Time: 1:30 p.m.

AGENDA

1) Welcome and Introductions

Chair Nooyen called the meeting to order and welcomed attendees to the meeting.

2) Roll Call

Committee Members Present:

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

Committee Members Absent:

Donna Kalata, excused Waushara 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
 Dave Moesch Associate Planner
 Ron McDonald Valley Transit Manager
 Alex Gramovot WisDOT

A. Introduction of Alternates, Staff and Guests

Ms. Kraemer Badtke conducted roll call and announced the staff that were on the call.

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

7) Public Comment

There was no public comment.

8) Approval of the April 21, 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.

9) Announcements and Discussion Items

A. Director's Report

Ms. Kraemer Badtke provided an overview of the Director's Report. Items included in the overview were as follows: technical assistance program project status, and cost allocation plan and indirect cost rate proposal update.

B. Fond du Lac MPO Agreement

Ms. Kraemer Badtke provided an overview of the Fond du Lac Metropolitan Planning Organization (MPO) Agreement. A new agreement must be drafted with the Fond du Lac MPO Policy Board and the East Central Wisconsin Regional Planning Commission to provide staffing services to ensure that program deliverables were completed. The Fond du Lac MPO Policy Board had a meeting on May 5th, the Policy Board requested that East Central staff work with the chair and the vice chair to develop a new agreement that would be brought forward to both the Technical Advisory Committee, the Policy Board, and the ECWRPC Steering Committee.

There was discussion regarding the technical advisory committee and policy board representative composition. There was also discussion regarding the updated content

that East Central staff will be working on with the Fond du Lac MPO Policy Board chair and vice chair.

C. Appleton (Fox Cities) TMA and Oshkosh MPO and U.S. Census Updates

Ms. Kraemer Badtke noted that with the reorganization plan, redesignation was being examined for the Appleton and Oshkosh MPOs. As part of the 2020 U.S. Census update and the Commission's reorganization plan for the Appleton (Fox Cities) and Oshkosh MPOs, separate policy boards and processes would be developed. The U.S. Census has released information as to the new proposed urban area criteria, which has been analyzed by East Central staff by GIS analysis. East Central staff have also been working with Valley Transit and GO Transit staff during the process regarding the potential agglomeration. Ms. Kraemer Badtke discussed the impact the agglomeration could have on the MPOs as well as a tentative timeline for the process. Ms. Kraemer Badtke also noted that she consulted with the Federal Highway Administration for guidance on the agglomeration process as well.

There was discussion regarding the agglomeration of the MPOs and a brief history of this item during previous Census years was shared. Mr. McDonald from Valley Transit explained there would be impacts to the two transit agencies: GO Transit and Valley Transit. There was also discussion in 2010 regarding the agglomeration and the timeline of the agglomeration.

10) New Business/Action Items

A. Discussion and potential action on Proposed Resolution 13-21: Amending the Transportation Improvement Program for the Fox Cities Transportation Management Area - 2021 *(being addressed under the full authority of the Commission)*

Mr. Moesch provided an overview of the resolution. WisDOT Northeast Region requested project advancements, which are federally funded projects that were approved recently, that WisDOT would like to be moved up for the end of July which aligns with the next Quarterly Commission Meeting. Mr. Moesch provided an overview of the projects included in the meeting materials.

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

B. Discussion and potential action on Proposed Resolution 14-21: Amending the 2021 Work Program and Budget for the East Central Wisconsin Regional Planning Commission *(being addressed under the full authority of the Commission)*

Ms. Kraemer Badtke provided an overview of the resolution. There are two items for the potential amendment. The first item is the hiring of a human resources consultant to help the leadership team with the personnel policies update, revising and developing a salary reward program, developing employee development plans, performance evaluations, and other personnel matters. This item was not included in

the 2021 budget and work program and would be considered a pilot as this has not been done in the past. Ms. Kraemer Badtke noted the amount allocated in the budget for the hiring, if the amount was exceeded the \$15,000, there would need to be a request for proposals (RFP) process per the competitive bid policy. This item will be reevaluated to see if this service will continue in the 2022 budget.

There was discussion regarding items having to be sent to an attorney in the past and the cost associated with that, reduction in expense with the hiring of a human resources consultant, agency changes and updates, and the benefits to utilizing a human resources consultant to assist the leadership team on the development of new policies and procedures.

Ms. Kraemer Badtke continued with the second item which was amending the work program and budget for funding that will be received for the extension of the Friendship State Trail to the east and doing a feasibility plan. Ms. Biedermann continued by providing a brief background of the discussion item. The request was to hire a consultant to conduct a feasibility study and master plan for a connection that would extend the Friendship State Trail to the east from Menasha to High Cliff State Park. ECWRPC staff received notification that full funding for this project was received. Ms. Biedermann provided an overview of the funds and how they are planned to be utilized. Ms. Biedermann also provided an overview of the timeline for the project that was provided by the Community Foundation.

Ms. Connors motioned to amend the budget to consider the human resource consultant and the Community Foundation funds, Mr. Albrecht seconded the motion. The motion passed unanimously.

11) County Roundtable Discussion

Items included in the roundtable discussion were as follows: Calumet County jail project, county conceal and carry policies, virtual and in-person Steering Committee meeting attendance.

12) Next Meeting

- A. *Steering Committee Meeting:*** *The next Steering Committee meeting will take place on Wednesday, June 16, 2021 at 1:30 p.m. Further details will be forthcoming.*
- B. *Commission Meeting:*** *The next Commission meeting will be held on Friday, July 30, 2021 at 10:00 a.m. An agenda and meeting materials will be forthcoming.*

13) Adjourn

Mr. Farrell motioned to adjourn, Mr. Albrecht seconded the motion. The motion passed unanimously and the meeting adjourned at 2:20 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.