

SUMMARY OF PROCEEDINGS

QUARTERLY COMMISSION MEETING

East Central Wisconsin Regional Planning Commission

Place: Virtual Meeting
Date: Friday, April 30, 2021
Time: 10:00 a.m.

AGENDA

I. Call to Order

Chair Farrell called the meeting to order at 10:05 a.m.

II. Pledge of Allegiance

III. Moment of Silent Mediation

IV. 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
Brenda Schneider	Fond du Lac County
Dyann Benson (Alt. for Kay Miller)	Fond du Lac County
Allen Buechel	Fond du Lac County
Jeremy Johnson (Alt. for Elizabeth Moses)	Menominee County
Ruth Winter	Menominee County
Nadine Miller	Outagamie County
Kara Homan (Alt. for Thomas Nelson)	Outagamie County
Jake Woodford	Outagamie County
Lee Hammen	Outagamie County
Jeff Nooyen	Outagamie County
Michael Thomas	Outagamie County
Tom Kautza	Shawano County
Steve Gueths	Shawano County

Dick Koeppen	Waupaca County
DuWayne Federwitz	Waupaca County
Donna Kalata	Waushara County
Larry Timm.....	Waushara County
David Albrecht (Alt. for Shiloh Ramos).....	Winnebago County
Jon Doemel	Winnebago County
Lori Palmeri	Winnebago County
Robert Keller.....	Winnebago County
Ernie Bellin.....	Winnebago County
Robert Schmeichel.....	Winnebago County
Jill Michaelson.....	Ex-Officio Member
Ronald McDonald.....	Ex-Officio Member

Commission Members Excused

Brian Smith.....	Waupaca County
Chuck Hornung.....	Fond du Lac County
James Lowey.....	Menominee County

Commission Members Absent (Unexcused)

Nick Kesler	Calumet County
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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
Sara Otting	Controller
Trish Nau	Principal Planner – Recreation
Rachel Roth.....	GIS Assistant
Alex Gramovot	WisDOT

A. Introduction of Alternates and Guests

B. Welcome

Chair Farrell welcomed attendees to the meeting and noted that outgoing Commissioners would be recognized at the Annual Meeting. Chair Farrell also provided an overview of meeting procedure.

V. Statement of Compliance with Wis. Stats. § 19.84 Regarding Open Meeting Requirements

Ms. Kraemer Badtke acknowledged compliance with Wisconsin’s open meeting requirements.

VI. Public Comment

There was no public comment.

VII. Approval of Agenda / Motion to Deviate

Mr. Bellin motioned to approve the agenda as distributed, Ms. Connors seconded the motion. The motion to approve the agenda as distributed was approved unanimously.

VIII. Approval of the Minutes of the January 29, 2021 Quarterly Meeting

Mr. Gentz motioned to approve the minutes, Ms. Kalata seconded the motion. The motion passed unanimously.

IX. Announcements and Reports

A. Director's Report

Ms. Kraemer Badtke provided an overview of the Director's Reports. Regarding the Oshkosh and Appleton Metropolitan Planning Organizations (MPOs), transportation staff have been working with Oshkosh GO Transit and Valley Transit concerning the potential agglomeration of these two MPOs. Ms. Kraemer Badtke provided staffing updates and introductions of new staff to the Commission. Ms. Kraemer Badtke also provided Non-Metallic Mining Program updates and noted the provision of quarterly progress reports to the counties moving forward.

B. Reorganization Plan Update

Ms. Kraemer Badtke provided an overview of the progress report and noted the plan was a three-year staggered plan. Staff are working to finish projects started in 2018 and 2019 which are mainly comprehensive plans. Staff are continuing to look at overhead costs and those will be reviewed annually. The strategic plan has been adopted and the regional comprehensive planning process has been started. The reorganization plan is tied to the intergovernmental agreement with Outagamie County and the county is pleased with the progress of the plan and items in the plan continue to move forward and be worked on.

There was discussion regarding the format of the packet materials provided for this handout and a review of the discussion that occurred with Outagamie County regarding the reorganization plan. There was also discussion of the new executive leadership team transition and new table of organization reflecting the staff updates.

C. Community Foundation for the Fox Valley Region Grant Request

Ms. Biedermann provided an overview of the grant request. The grant request is for a potential connection from the Fox Cities to High Cliff State Park. If awarded, East Central would administer the grant funds through hiring a consultant to do a feasibility study and master plan for the connection. If awarded, this will be included on the May Steering Committee agenda which would be accepted on behalf of the full Commission and require an amendment to the work program and budget as this was not initially included.

Ms. Connors briefly commented regarding the timeline of the grant.

There was discussion regarding whether this project was tied to the Loop the Locks project.

D. Other Announcements

There were no other announcements.

X. Business

A. Steering Committee

1. Acceptance of the Summaries of Proceedings for the January 20, 2021 Meeting

Ms. Connors motioned to accept the summaries of proceedings, Mr. Woodford seconded the motion. The motion passed unanimously.

2. Acceptance of the Summaries of Proceedings for the March 17, 2021 Meeting

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

3. Review and Acceptance of the CY 2020 Audit Report

Ms. Otting provided an overview of the audit report. Items included in the overview were as follows: responsibilities, auditor's clean opinion, statement of net position, assets, cash increase, net pension asset, OPEB liability, total liabilities, net position, net investment and capital assets, pension benefits, and unrestricted assets.

Ms. Otting provided an overview of the statement of revenues and expenses which included: total revenue, state and federal grants, Safe Routes to School, total operating expenses, salaries and wages, and net position.

Ms. Otting provided an overview of the schedule of revenue expenses and net position which included: budget to actual, operating expenses, and operating income.

Ms. Otting provided an overview of the schedule of expenditures for federal awards which included: single audit, total expenditures, economic development support, COVID-19, transportation grants, metropolitan planning organization (MPO) and transit services cluster, and EPA water quality management.

Ms. Otting provided an overview of the expenditures for state awards report which included: water quality management and department of transportation items.

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

4. 2021 First Quarter Financial Report

Ms. Otting provided an overview of the statement of revenue and expenses. Items included in the overview were as follows: approved budget, percentage of budget, revenue, charges for services, levy, operating expenses, staff expenses, fringe benefits, direct grant expenses, Safe Routes to School, Travel Demand Model training, postage, insurance and legal, balance sheet, cash situation, accounts receivable, contracts, total assets, accounts payable, vendor items, total liabilities, net position, and assets.

There was discussion regarding the budget numbers and projects included which were the comprehensive plan contracts, open space recreation plan contracts, and transit studies and projects.

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

5. 2021 First Quarter Work Program Performance Report

Ms. Otting provided an overview of the work program performance report which included the sewer service area, Oshkosh and Fox Cities, regional transportation, Fond du Lac, Safe Routes to School Program, EDA three-year planning grant, CARES Act, and commuter service and GO Transit.

There was discussion regarding projects that have been finished and completed and how new projects are developed.

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

6. 2020 and 2021 Negotiated Indirect Cost Rate

Ms. Kraemer Badtke provided an overview of the negotiated indirect cost rate. Staff were notified in June, 2020 that the indirect cost rate would not be approved as presented. Staff would have to work with the Department of Interior (DOI) and Economic Development Administration (EDA) to negotiate a new indirect cost rate. The required information was submitted to the Department of Interior in the fall. The negotiation process began in the spring of 2021. In the past, the rate was provisional which was finalized by EDA. The new rate will be a fixed carry forward rate. The 2020 audited financial statements and indirect cost rate were approved which utilizes 2019 audited financial statements. This will also be utilized for 2021 and staff are working to submit the fixed cost rate to the Department of Interior for the 2020 audit, which will then be applied two years after the approval. The new rate will be applied two years ahead moving forward. This will be helpful moving forward as it will assist with the budgeting processes. EDA has contracted with DOI to do all the negotiations for the indirect cost rate. The fixed rate will be applied two years into the future.

Mr. Englebert added this this will be negotiated annually with the Department of Interior.

There was discussion that this was being negotiated with federal agencies.

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

7. Reaffirmation of Resolution 07-21: Authorizing the Executive Director of the Commission to Enter into a Copier Lease Agreement with the Gordon Flesch Company, LLC

Ms. Kraemer Badtke provided an overview of the resolution. Staff were notified by Gordon Flesch Company that a new copy machine was available at a cost savings. The Steering

Committee approved the lease with the full authority of the Commission. The copy machine has been installed.

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

8. Ratify action of the Steering Committee regarding Articles of Organization and the By-Laws of the East Central Wisconsin Regional Planning Commission

Ms. Kraemer Badtke provided an overview of the resolution. The 50,000 population appointments were unintentionally omitted with the previous approval of the articles of organization and bylaw approval that was brought forward to the Commission Board previously. The table for the Commission Board composition process was discussed as provided in the packet materials. At the March Steering Committee meeting action was taken to reconsider the motion.

Chair Farrell commented regarding the table layout and presentation of the information regarding the bylaw changes and proposed composition of the Commission Board and reviewed the formal motion to reconsider the vote which has been brought to the Commission Board.

There was discussion regarding the reasoning behind the removal of the gubernatorial appointments and the effort to streamline the Commission Board and to mirror the structure of the other regional planning commissions. There was also discussion regarding the ratification and approval process that needs to occur with the majority of local governments and the majority of the populations before this change can go into effect.

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

9. Resolution 11-21: Amending the Articles of Organization and the Bylaws of the East Central Wisconsin Regional Planning Commission

Ms. Kraemer Badtke provided an overview of the resolution. If the Commission Board approves this item, staff will be working with each of the counties to get a similar resolution on their agendas for approval and then it would move to the local units of government for approval.

Chair Farrell added that this vote is necessary to approve the wording of the proposed changes.

Mr. Buechel motioned to approve, Mr. Schmeichel seconded the motion. The motion passed unanimously.

B. Economic Development Committee

1. Acceptance of the Summary of Proceedings for the January 6, 2021 Meeting

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

C. Open Space and Environmental Management Committee

1. No business items.

D. Community Facilities Committee

1. No business items.

E. Transportation Committee

1. Acceptance of the Summary of Proceedings for the January 12, 2021 Meeting

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

2. Resolution 08-21: Amending the Transportation Improvement Program for the Fox Cities Transportation Management Area (TMA) - 2021

Mr. Moesch provided an overview of the resolution. The amendment is for a resurface project in the City of Menasha on Wisconsin 47 and there is also an amendment for the I-41 6 lane expansion design from Appleton to De Pere. This is a priority item. No construction is scheduled as yet, however this is considered a major amendment and went through the 30-day public review period and was posted as required. There are transit projects that need to be amended as well and Section 5310 projects, Mr. Moesch provided a brief listing of the projects provided in the packet materials. Mr. Moesch added that this is a three-part amendment. Valley Transit requested a capital project request for 2021. There is a data management systems software update that is being requested. The transit agencies require a public transportation agency safety plan that is required for the agencies to receive federal funding. This is done annually and performance measures are established as well.

There was discussion regarding the I-41 expansion project request.

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

3. Resolution 09-21: Amending the Transportation Improvement Program for the Oshkosh Urbanized Area - 2021

Mr. Moesch provided an overview of the resolution. Mr. Moesch briefly described the projects listed in the packet materials and noted that some of the projects were the same as approved for Resolution 08-21, however these projects have service areas in both metropolitan planning organizations and subsequently need to be included in both transportation improvement programs. GO Transit in Oshkosh had to develop a public transportation safety plan as well. Mr. Moesch also noted the performance measures provided in the packet materials and added that once the plan is approved, staff have 180 days to include these items in the transportation improvement program so the funding for these items is not obstructed.

Mr. Federwitz motioned to approve, Ms. Palmeri seconded. The motion passed unanimously.

F. Regional Comprehensive Planning Committee

1. Acceptance of the Summary of Proceedings for the January 20, 2021 Meeting

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

2. Discussion and potential action on the Regional Comprehensive Plan Update and Regional Comprehensive Plan 2040 Timeline

Ms. Kraemer Badtke provided an overview of the regional comprehensive plan update. The regional comprehensive plan needs to be updated every ten years. The internal team is working on the regional comprehensive plan. Ms. Nau provided an overview of the timeline included in the packet materials. This will be completed by December, 2022. Ms. Nau provided an overview of the timeline phases included in the packet materials: plan oversight, data collection, community engagement and public participation plan, plan structure, and final review and adoption.

Ms. Palmeri thanked the staff who worked on the format and the equity consideration of the piece.

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

3. Resolution 10-21: Adopting the East Central Wisconsin Regional Planning Commission Public Participation Plan

Ms. Nau provided an overview of the resolution. The staff have a public participation plan for the regional plan. This is part of the state statute requirement to have this plan in place. The plan is divided into the purpose, goals and objectives, and methods of public participation. Ms. Nau provided an overview of the methods used to engage the public and make the plan available as widely as possible.

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

XI. Other Business

A. County Roundtable Discussion

Items included in the roundtable discussion were as follows: EAA returning to the Oshkosh area and welcoming new Commissioners.

XII. Next Meeting

A. 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.

XIII. Adjourn

Mr. Bellin motioned to adjourn, Mr. Nooyen seconded the motion.

The meeting adjourned at 11:38 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.