

## DRAFT 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 (400 Ahnaip Street, Suite 100; Menasha) or Virtual  
**Date:** Wednesday, July 21, 2021  
**Time:** 1:30 p.m.

#### AGENDA

##### 1. Welcome and Introductions

Chair Nooyen called the meeting to order.

##### 2. Roll Call

###### Committee Members Present:

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

###### Committee Members Absent (Excused):

Donna Kalata ..... Waushara County  
 Dave Albrecht (Perm. Alt. for Shiloh Ramos) ..... Winnebago County

###### ECWRPC Staff and Guests:

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

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

There were no guests present.

**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 as distributed, Mr. Farrell seconded the motion. The motion passed unanimously.

**7. Public Comment**

There was no public comment.

**8. Approval of the June 16, 2021 Steering Committee Meeting Summary of Proceedings**

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

**9. Announcements and Discussion Items**

Ms. Kraemer Badtke shared staff updates with the Steering Committee.

**A. 2<sup>nd</sup> Quarter Financial Report**

Ms. Otting provided an overview of the quarterly financial report, items included in the overview were as follows: balance sheet; cash and cash equivalent; surplus; accounts receivable; prepaids and deposits; accounts payable; accrued liabilities; capital lease payable; statement of revenue and expenses; federal and state grants; membership levy; staff commissions; health insurance; Safe Routes to School; NR-135 Program; commuter service and Oshkosh Transit Study; FRIIP grant; reference materials, subscriptions, and dues; postage; and insurance, legal, and audit.

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

**B. 2<sup>nd</sup> Quarter Project Status Report**

Ms. Otting provided an overview of the project status report, items included in the overview were as follows: sewer service area invoicing, Fox Cities regional transportation and Fond du Lac transportation, regional Safe Routes to School, comprehensive outdoor recreation plans (CORPs), CARES Act and three year planning, commuter service study, GO Transit Facility Site Study, Village of North Fond du Lac comprehensive plan update, Town of Lessor comprehensive plan

update, City of Shawano bicycle and pedestrian plan, Town of Caledonia comprehensive plan update, and annual Greenville non-metallic mining inspection.

There was discussion regarding transit service connectors in the Fox Valley region as a service provided by Valley Transit.

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

## **10. New Business/Action Items**

### **A. Discussion and possible action on an Associate Planner Position for Limited Term Employment for the Transportation and Economic Development Programs**

Mr. Englebert provided an overview of the limited term employment position. The position description and request is for authorization for a limited term employment position for a one-year full-time hire. There is staff capacity and funding sources coming in for transportation and economic development for a limited term employment position. Mr. Englebert briefly outlined the anticipated economic development and transportation project items that the position would be involved in and detailed how the time would be allocated. Mr. Englebert noted that it was proposed to have one position authorization for the limited term employee with the caveat that it may be changed to mostly or all economic development to work on deliverables. Ms. Kraemer Badtke commented on the transportation capacity that will still need to be evaluated and addressed at a future meeting and a new full-time position may be discussed at a later date. Economic development is a higher priority at this time.

Ms. Connors motioned to approve the position authorization and description, Mr. Kautza seconded the motion. The motion passed unanimously.

Discussion occurred regarding the limited term employment and the possibility of the renewal given staffing. Only one year of full-time employment can be guaranteed at this time with an examination of capacity availability moving forward. There was discussion that all employees of the Commission are at will employees and was noted the Executive Director has a contract.

### **B. Proposed Resolution 16-21: Adoption of the Preliminary Year 2022 Budget & Final Tax Levy for the East Central Wisconsin Regional Planning Commission**

Ms. Kraemer Badtke provided an overview of the resolution. Based on the reorganization plan, there is a reduction in the levy for 2022. All levy letters are to be sent out by August 1<sup>st</sup>. Ms. Kraemer Badtke detailed the anticipated levy and noted that this was aligned with staffing needs of the program funding being received or that was anticipated being received. Ms. Kraemer Badtke provided an overview of the following funding items: preliminary 2022 transportation budget; Fond du Lac transit grant to develop the transit development plan; freight railroad intermodal site facility; Wisconsin Economic Development Corporation (WEDC) Mainstream Bounceback program funding; comprehensive plan updates; federal

grants; intergovernmental charges for services; NR-135 program; public charges for services; projected operating expenses; staffing adjustments; employee fringe benefits; direct program expenses; overhead expenses; and legal, human resources, and audit fees. Ms. Kraemer Badtke also provided an overview of the overhead budget attachment which included: staff development; office space and equipment; printing and publishing; 50<sup>th</sup> anniversary of the Commission; staff expenses; and insurance, legal, and audit.

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

**C. Proposed Resolution 17-21: Authorizing the Commission to enter into a contract with Clifton Larson Allen as noted in the attached contract and authorizing the Executive Director to execute the contract on behalf of the Commission**

Ms. Connors motioned to approve the resolution, Mr. Farrell seconded the motion.

Ms. Kraemer Badtke stated the Commission sent out a request for proposals to enter into a three-year contract with an audit firm. Last year, the Commission approved a one year extension with Clifton Larson Allen. Ms. Otting developed a request for proposals (RFP) and two responses were received. Clifton Larson Allen was chosen over Kerber Rose. Ms. Otting noted that Kerber Rose came in at a lower cost and that she followed-up regarding the cost of the single audit estimate. Ms. Otting followed-up with Clifton Larson Allen also regarding questions for the audit estimate. Based on the responses, it was decided to go with Clifton Larson Allen as they provided a more accurate preliminary budget estimate based on the Single Audit to include in the audit for consideration.

There was discussion regarding the single audit and the decision to move with Clifton Larson Allen. There was also discussion regarding the cost estimate provided for each RFP, the Wisconsin Economic Development Corporation (WEDC) single audit requirement clarification, and details regarding the single audit process.

The motion passed unanimously.

**D. Proposed Resolution 18-21: Authorizing the Commission to enter into a Contract with Ayres Associates, Inc. as noted in the attached contract and authorizing the Executive Director to execute the contract on behalf of the Commission**

Mr. Kautza motioned to approve the resolution, Ms. Connors seconded the motion.

Mr. Englebert noted this contract is one of the deliverables under the CARES Act grant. There is an amount set aside for a technical assistance program within the region. In March, a request for qualifications (RFQ) was prepared and issued for a small business technical assistance program and a core team was established. Six proposals were received and Ayres Associates was selected. Internally staff looked at the capacity and budget for the CARES Act and it was determined there are

additional funds to expand the program. There was discussion with Economic Development Administration (EDA) and Ayres Associates regarding expansion of the program, and there was agreement to do so. The main task to be completed is the in-person downtown walkabouts and visioning sessions for 6-8 communities in the region. In the original proposal, there were three communities, with the additional funds that expands to 6-8 communities. There are three other aspects: grant guidance webinar, site selection consultation with the community, and a zoning code review for a community for best practices to update the zoning code for adapting to changing economic conditions from COVID-19.

There was discussion regarding ARPA funding and COVID-19 recovery in relation to the walkabouts, why Ayres Associates was chosen, how this opportunity will be publicized to communities, and the main focus being downtown development corridors/commercial business corridors. The goal and development of the program, project funding, and program eligibility were also discussed.

The motion passed unanimously.

**E. Proposed Resolution 19-21: Authorizing the Commission to enter into a Contract with Econsult Solutions, Inc. as noted in the attached contract and authorizing the Executive Director to execute the contract on behalf of the Commission**

Ms. Connors motioned to approve the resolution, Mr. Kautza seconded the motion.

Ms. Biedermann stated the economic impact study will be performed to understand the return of investment regarding bicycle and pedestrian facilities. Funding was received and a background study was done previously. Econsult Solutions, Inc. was chosen to do stakeholder engagement, work with an advisory committee, and analyses. There are a couple of trails that will be utilized as case studies for this project.

Discussion occurred regarding what is done with the economic impact statements, value of the economic impact statements, importance of gathering local data, number of communities that will be studied, areas being examined, and use of consultants and best practices.

The motion passed unanimously.

**F. Proposed Resolution 20-21: Authorizing the Commission to enter into a grant agreement with the Community Foundation for the Fox Valley Region as noted in the attached grant agreement and authorizing the Executive Director to execute the contract on behalf to the Commission**

Ms. Connors motioned to approve the resolution, Mr. Farrell seconded the motion.

Ms. Kraemer Badtke provided an overview of the resolution and noted that a grant was received from the Community Foundation for the Fox Valley to conduct a feasibility study for the High Cliff connection. The contract has been reviewed internally by staff and there are no immediate concerns.

The motion passed unanimously.

**G. Discussion and Possible Action on Proposed Resolution 21-21: Authorizing the Commission to negotiate and enter into a contract with HKGI for the High Cliff Connection Plan Feasibility Study as noted in the attached contract and authorizing the Executive Director to execute the contract on behalf of the Commission**

Ms. Connors motioned to approve the resolution, Mr. Farrell seconded the motion.

Ms. Biedermann stated that East Central has funds from the Community Foundation to enter into a contract to hire a consultant do a feasibility plan and master plan for the High Cliff State Park connection. A request for proposals was issued, proposals were reviewed, and two were selected for interviews. HKGi was selected as the firm due to their extensive experience and they have a strong desire to bring the community into the planning process. The authorization is to negotiate the terms of the contract up to \$90,000 and to enter into said contract. Ms. Kraemer Badtke also noted that a portion of the funding will be used for the administration of the contract and reporting requirements. There are no levy funds contributing to this item.

The motion passed unanimously.

**11. Informational/Discussion Items**

**A. County Roundtable Discussion (*as time permits*)**

Items included in the county roundtable discussion were as follows: American Recovery funds and revenues, Calumet County jail open house, hiring staff, and construction in Menominee County.

**12. Establish Time and Place for Next Commission Meeting**

- A. *Steering Committee Meeting:*** *The next Steering Committee meeting will take place on Wednesday, September 22, 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. at the City of New London City Hall. An agenda and meeting materials will be forthcoming.*

**13. Adjourn**

Mr. Kautza motioned to adjourn, Mr. Koeppen seconded the motion. The motion passed unanimously. The meeting adjourned at: 3:11 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.*