

JANUARY 2022 QUARTERLY COMMISSION MEETING MINUTES
East Central Wisconsin Regional Planning Commission

Date: Friday, January 28, 2022 **Time:** 10:00 a.m. **Place:** Virtual Meeting

1. **Call to Order** – Chair Nooyen called the meeting to order at 10:00 a.m.
2. **Roll Call** - showing the following attendance:

Commission Members Present:

Alice Connors	Calumet County
David DeTroye (Alt. for Tom Reinl)	Calumet County
Merlin Gentz	Calumet County
Nick Kesler	Calumet County
Allen Buechel	Fond du Lac County
Martin Farrell	Fond du Lac County
Kay Miller	Fond du Lac County
Brenda Schneider	Fond du Lac County
Jeremy Johnson (Alt. for Elizabeth Moses)	Menominee County
James Lowey	Menominee County
Ruth Winter	Menominee County
Lee Hammen	Outagamie County
Kara Homan (Alt. for Thomas Nelson)	Outagamie County
Nadine Miller	Outagamie County
Jeff Nooyen	Outagamie County
Michael Thomas	Outagamie County
Jake Woodford	Outagamie County
DuWayne Federwitz	Waupaca County
Dick Koeppen	Waupaca County
Aaron Jenson (Alt. for Brian Smith)	Waupaca County
Donna Kalata	Waushara County
Larry Timm	Waushara County
David Albrecht (Alt. for Shiloh Ramos)	Winnebago County
Jerry Bougie (Alt. for Jon Doemel)	Winnebago County
Robert Keller	Winnebago County
Lori Palmeri	Winnebago County
Mark Rohloff (Alt. of Lori Palmeri)	Winnebago County
Robert Schmeichel	Winnebago County
Ronald McDonald	Ex-Officio Member

Commission Members Excused:

Chuck Hornung	Fond du Lac County
Steve Gueths	Shawano County
Tom Kautza	Shawano County
Brian Smith	Waupaca County
Scott Nelson	Ex-Officio Member

Staff Members & Guests Present:

Melissa Kraemer Badtke	Executive Director
Kevin Englebert	Deputy Director
Sara Otting	Controller
Mike Zuege	GIS Manager
Matt Halada	Principal Planner
Kim Biedermann	Senior Planner
Jennie Mayer	Associate Planner
Tanner Russell	Associate Planner
Leann Buboltz	Administrative Coordinator

3. **Public Comment** - There was no public comment.

4. **Approval of Agenda / Motion to Deviate**

Mr. Albrecht motioned to approve the agenda as distributed, Ms. Palmeri seconded the motion. The motion passed unanimously.

5. **Approval of the Minutes of the October 29, 2021 Quarterly Commission Meeting Summary of Proceedings**

Mr. Woodford motioned to approve the meeting minutes, Mr. Albrecht seconded the motion. The motion passed. Note that Mr. Lowey abstained from the vote.

6. **Announcements and Reports**

A. Director's Reports

1. **East Central Wisconsin Regional Planning Commission**

By Melissa Kraemer Badtke, Executive Director. Update on highlighted activities.

Updates: The Commission recently hired Leann Buboltz for the administrative coordinator position along with Jennie Mayer and Casey Peters as Associate Planners. Jennie and Casey will both be working on the Transportation and Safe Routes to School Programs.

2022 Indirect Cost Rate: The Commission staff has been working with staff from the Department of Interior to develop the 2022 indirect cost rate. The rate has been approved for next year and we received our NICRA.

WEDC Funding: East Central will be receiving an additional \$3 million for the WEDC Main Street Bounceback Program (that is a total of \$6 million for the region). The Main Street Bounceback Program was an unanticipated program at the time the Strategic Plan was approved and we have worked with the Wisconsin Economic Development Corporation, the Regional Planning Commissions, and local municipalities and business to award grants for the program. Currently we have provided over \$2.7million in grants to small businesses.

NR-135 Non-Metallic Mining Program: East Central staff will be administering the NR-135 program on behalf of Calumet County beginning in 2022.

Gubernatorial Appointments: Staff is continuing to work with local municipalities to approved the resolutions to change the board composition. The goal is to have this completed by mid-March. Staff will then work with our legal counsel to submit the appropriate paperwork to the Governor's office and file the new articles of organization prior to the nominating committee meeting for the Commission in April. Once the change occurred, staff will notify the Gubernatorial Appointments and each of the members Counties prior to their reorganization meetings in April.

7. **Business**

A. Steering Committee

1. Approval of the Minutes for the October 29, 2021 Meeting.
2. Approval of the Minutes for the November 11, 2021 Meeting.
3. Approval of the Minutes for the December 15, 2021 Meeting.

A motion was made by Mr. Farrell and a second by Ms. Kalata to approved of the October 29, November 11 and December 15 minutes. Hearing of no further discussion, motion carried unanimously.

4. 2021 Fourth Quarter Financial Report. Ms. Otting gave the overview.

A motion was made by Ms. Palmeri and a second by Mr. Lowey to approve of the 2021 Fourth Quarter Financial Report as presented. Hearing of no further discussion, motion carried unanimously

5. Fourth Quarter 2021 Work Program Progress Report. Ms. Otting gave the overview.

A motion was made by Mr. Albrecht and a second by Mr. Federwitz to place the 4th Quarter 2021 Work Program Progress Report on file as presented. Hearing of no further discussion, motion carried unanimously

6. **Reaffirmation Resolution 31-21:** Amending the 2020 Unified Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility period to complete work from Calendar Year 2020 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations. Ms. Kraemer-Badtke presented the Resolution.

A motion was made by Ms. Palmeri and a second by Mr. Albrecht to approve as presented. Hearing of no further discussion, motion carried unanimously

7. **Reaffirmation Resolution 32-21:** Amending the 2021 Unified Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility period to complete work from Calendar Year 2021 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations. Ms. Kraemer-Badtke presented the Resolution.

A motion was made by Mr. Koeppen and a second by Mr. Albrecht to approve as presented. Hearing of no further discussion, motion carried unanimously.

8. **Reaffirmation Resolution 33-21:** Amending the 2022 Unified Transportation Work Program and Budget to include Work Activities from the Period of Availability in calendar years 2020 and 2021 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations. Ms. Kraemer-Badtke presented the Resolution.

A motion was made by Mr. Hammen and a second by Mr. Lowey. Hearing of no further discussion, motion carried unanimously.

Resolution 01-22: Adopting the Final 2022 Work Program and Budget for East Central Wisconsin Regional Planning Commission (The Work Program and Budget can be reviewed at the following link: <https://www.ecwrpc.org/programs/transportation/work-program-and-budget/>)

Ms. Kraemer-Badtke presented the Commission with an overview of the Final 2022 Work Program and Budget, addressing all the questions and comments that were shared. **Levy Increase** - While the goal is to reduce the levy, in 2023 the Commission will likely need to consider increasing the levy to leverage in additional federal and state dollars to support the Commission's core program areas. **Transportation** - For example, the new federal transportation bill, which is a 5-year bill, has substantial funding that will be available for Metropolitan Planning Organizations. In addition, this additional funding will allow the Commission to support local municipalities and Counties in potentially applying for additional funding for transportation projects. **Regional Safe Routes to School program** - The Regional Safe Routes to School Program has had gaps in staffing and the program awards for these grants need to be completed in 2023, 2024, and 2026. In order to be fully staffed, complete the program deliverables outlined in the grant, the Commission will need to match the federal funds. **Economic Development Program** - For the economic development program, the Commission received two years of CARES act funding in addition to the 3-year planning partnership grant that the Commission receives from the Economic Development Administration. The Commission staff focused the first two years on the CARES act funding because it was 100% funding and back filed the 3rd year with the 3-year planning partnership grant – which is 60% federal funds, 40% local match. **Water Quality Management/SSA Program** - This year staff is requesting the Commission to make a significant investment to the Water Quality Management Program/Sewer Service Area Program. This is because many of the SSA Plans are 10-20 years old and should be updated every 5 years. Staff is requesting the Commission to make a significant investment to this program to continue to update SSA plans and provide additional staff support to our communities for this program. The **Regional Comprehensive Plan** update is underway and slated for completion at the end of 2022.

Benefits

- Increasing the levy will allow the Commission to leverage in additional funding for transportation and assist local communities with additional federal transportation projects.
- It will also allow us to continue to enhance the Commission's core program areas.
- Increases in the levy will be spread across all counties.

A motion was made by Mr. Albrecht and a second by Ms. Connors. Hearing of no further discussion, motion carried unanimously.

9. **Resolution 02-22:** Adoption of the Annual Affirmative Action Program for Equal Employment Opportunities – Presented by Ms. Biedermann.

A motion was made by Mr. Woodford and a second by Ms. Connors. Hearing of no further discussion, motion carried unanimously.

10. **Resolution 08-22:** Amending the 2021 Unified Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility period to complete work from calendar year 2021 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations. Presented by Ms. Kraemer-Badtke.

A motion was made by Ms. Kalata and a second by Ms. Palmeri. Hearing of no further discussion, motion carried unanimously.

11. **Resolution 09-22:** Amending the 2022 Unified Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility period to complete work from calendar year 2021 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization. Presented by Ms. Kraemer-Badtke.

A motion was made by Mr. Farrell and a second by Mr. Federwitz. Hearing of no further discussion, motion carried unanimously.

12. **Resolution 10-22:** Authorizing the Commission to in enter into a Contract with Toole Design Group, LLC as noted in the attached contract and authorizing the Executive Director to execute the contract on behalf of the Commission. Presented by Ms. Biedermann. This resolution is to enter into contract Toole Design Group to develop a Community Engagement Guidebook and Toolkit.

A motion was made by Ms. Schneider and a second by Ms. Kalata. Hearing of no further discussion, motion carried unanimously.

13. **Resolution 11-22:** Authorizing the Commission to enter into a Contract with Toole Design Group, LLC as noted in the attached contract and authorizing the Executive Director to execute the contract on behalf of the Commission Presented by Mr. Halada.

A motion was made by Mr. Koeppen and a second by Ms. Palmeri. Hearing of no further discussion, motion carried unanimously.

14. **Resolution 12-22:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2022. Presented by Mr. Russell.

A motion was made by Mr. Albrecht and a second by Ms. Connors. Hearing of no further discussion, motion carried unanimously.

15. Reaffirmation Contract Amendments

- a. Contract Amendment with CPCS and their subconsultant SEH for the Northeast Intermodal Freight Facility Contract
- b. Contract Amendment with the Wisconsin Economic Development Corporation for the Main Street Bounce Back Program
- c. Contract Amendment with Econsult Solutions for the Economic Impact of Bicycling and Walking Study
- d. Contract Amendment with HGKI for the High Cliff Feasibility Project
- e. Contract Amendment with Ayres Associates: Authorizing the Commission to enter into a Contract Amendment with Ayres Associates, Inc as noted in the attached contract amendment and authorizing the Executive Director to execute the contract amendment on behalf of the Commission

A motion was made by Ms. Connors and a second by Mr. Lowey to reaffirm the Contract Amendments. (Motion included a, b, c, d & e). Hearing of no further discussion, motion carried unanimously.

B. Economic Development Committee

1. Approval of the Minutes for the October 6, 2021 Meeting

A motion was made by Ms. Connors and a second by Mr. Albrecht. Hearing of no further discussion, motion carried unanimously.

C. Open Space and Environmental Management Committee

1. Approval of the Minutes for the October 13, 2021 Meeting

A motion was made by Mr. Federwitz and a second by Mr. Schmeichel. Hearing of no further discussion, motion carried unanimously.

D. Community Facilities Committee

1. Approval of the Minutes for the September 8, 2021 Meeting

A motion was made by Ms. Schneider and a second by Mr. Lowey. Hearing of no further discussion, motion carried unanimously.

E. Transportation Committee

1. Approval of the Minutes for the October 12, 2021 Meeting

A motion was made by Ms. Homan and a second by Mr. Keller. Hearing of no further discussion, motion carried unanimously.

2. **Resolution 03-22:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area - 2022 <https://www.ecwrpc.org/programs/fox-cities-and-oshkosh-mpo/transportation-improvement-program/> Presented by Mr. Russell.

A motion was made by Ms. Homan and a second by Mr. Albrecht. Hearing of no further discussion, motion carried unanimously.

3. **Resolution 04-22:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area - 2022 <https://www.ecwrpc.org/programs/fox-cities-and-oshkosh-mpo/transportation-improvement-program/> Presented by Mr. Russell.

A motion was made by Ms. Homan and a second by Ms. Kalata. Hearing of no further discussion, motion carried unanimously.

4. **Resolution 05-22:** Amending the Transportation Improvement Program for Oshkosh Urbanized Area- 2022 <https://www.ecwrpc.org/programs/fox-cities-and-oshkosh-mpo/transportation-improvement-program/> Presented by Mr. Russell.

A motion was made by Ms. Palmeri and a second by Mr. Keller. Hearing of no further discussion, motion carried unanimously.

5. **Resolution 06-22:** Approving the Surface Transportation Block Grant Project for the Appleton (Fox Cities) Transportation Management Area for Fiscal Years 2022-2027. Presented by Mr. Russell.

A motion was made by Ms. Homan and a second by Mr. Albrecht. Hearing of no further discussion, motion carried unanimously.

6. **Resolution 07-22:** Approving the Surface Transportation Block Grant Project for the Oshkosh Urbanized Area for Fiscal Years 2022-2027. Presented by Mr. Russell.

A motion was made by Ms. Palmeri and a second by Mr. Keller. Hearing of no further discussion, motion carried unanimously.

F. Regional Comprehensive Planning Committee

1. Approval of the Minutes for the October 20, 2021 Meeting.

A motion was made by Ms. Palmeri and a second by Mr. Thomas. Hearing of no further discussion, motion carried unanimously.

8. **Other Business**

A. Appointment of Nominating Committee. Chair Nooyen announced that the Nominating Committee members had been selected and that additional communication would be issued to the committee members regarding establishing a date and time for the meeting. Commissioners are expected to serve on their respective standing committees and on the Commission Board through April. At the April Annual Meeting, the Nominating Committee will be presenting the nominations for the chair and vice chair along with the standing committee appointments.

2021 Nominating Committee was announced as: Nicholas Kesler-Calumet County, Allen Buechel-Fond du Lac County, Jeremy Johnson (Alt. for Elizabeth Moses)-Menominee County, Jake Woodford-Outagamie County, Tom Kautza-Shawano County, Dick Koeppen-Waupaca County, Donna Kalata-Waushara County, Lori Palmeri-Winnebago County.

A motion was made by Mr. Albrecht and a second by Mr. Farrell. Hearing of no further discussion, motion carried unanimously.

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

- A. The next meeting will be 10:00 a.m. on Friday, April 29, 2022, additional meeting details will be forthcoming.
- B. The Commission's Annual meeting will be held on Friday, April 29, 2022 immediately following the Quarterly Commission Meeting.

Chair Nooyen addressed the Commission stating that this would be the last meeting before spring Election and wished the membership good luck in the upcoming election. He also thanked those that may not be returning for their time and service. Also shared - Mr. Farrell-Fond du Lac County has filed for Non-Candidacy. Mr. Nooyen thanked him for his leadership, efforts and service over the past years. Mr. Farrell stated that it was an honor and privilege to have this opportunity to serve.

10. **Adjourn**

A motion was made by Mr. Farrell and a second by Mr. McDonald. Motion carried unanimously with the time noted at 11:22 a.m.