

## DRAFT SUMMARY OF PROCEEDINGS

### QUARTERLY COMMISSION MEETING

East Central Wisconsin Regional Planning Commission

**Date:** Friday, July 30, 2021  
**Time:** 10:00 a.m.  
**Place:** New London Municipal Building - Council Chambers  
 215 N. Shawano St.  
 New London, WI 54961

#### AGENDA

#### I. Call to Order

Chair Nooyen called the meeting to order at 10:00 a.m.

#### II. Pledge of Allegiance

#### III. Moment of Silent Meditation

#### IV. Roll Call

**Roll call was taken showing the following attendance:**

**Commission Members Present:**

Nick Kesler .....	Calumet County
Merlin Gentz.....	Calumet County
David DeTroye (Alt. for Tom Reinl).....	Calumet County
Brenda Schneider.....	Fond du Lac County
Dyann Benson (Alt. for Kay Miller).....	Fond du Lac County
Erin Gerred (Alt. for Allen Buechel).....	Fond du Lac County
Chuck Hornung.....	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

Dick Koeppen .....	Waupaca County
DuWayne Federwitz .....	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
Cary Rowe (Alt. for Jon Doemel and Jerry Bougie) .....	Winnebago County
Lori Palmeri.....	Winnebago County
Robert Keller .....	Winnebago County
Robert Schmeichel.....	Winnebago County
Jill Michaelson.....	Ex-Officio Member
Ronald McDonald.....	Ex-Officio Member

**Commission Members Excused**

Alice Connors .....	Calumet County
Martin Farrell.....	Fond du Lac County
Steve Gueths .....	Shawano County
Ernie Bellin.....	Winnebago County

**Commission Members Absent (Unexcused)**

James Lowey .....	Menominee County
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**Staff Members & Guests Present**

Melissa Kraemer Badtke.....	Executive Director
Kevin Englebert.....	Assistant Director
Erin Bonnin.....	Administrative Coordinator
Kim Biedermann.....	Associate Planner
Sara Otting.....	Controller
Mike Zuege.....	GIS Manager

**A. Introduction of New Commissioners, Alternates, and Guests**

Ms. Kraemer Badtke introduced Mr. Hoerth, City of New London Administrator, to the Commission.

**B. Welcome from the City of New London**

Mr. Hoerth provided a brief welcome to the Commission and provided an overview of updates regarding the City of New London and shared a brief video. Mr. Hoerth also thanked East Central staff for their work on City of New London projects.

**V. 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.

## **VI. Public Comment**

There was no public comment.

## **VII. Approval of Agenda / Motion to Deviate**

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

## **VIII. Approval of the April 30, 2021 Quarterly & Annual Meeting Minutes**

Mr. Woodford motioned to approve the meeting minutes, Mr. Federwitz seconded the motion. The motion passed unanimously.

## **IX. Announcements and Reports**

### **A. Director's Report**

Ms. Kraemer Badtke provided an overview of the Steering Committee Director's Reports, items included in the overview were as follows: Wisconsin Economic Development Corporation (WEDC) grant Mainstream Bounceback Program and limited term employment hire position, and gubernatorial appointment process update.

### **B. Commissioner Announcements**

There were no Commissioner announcements.

### **C. Conflict of Interest/Emergency Contact Forms**

Ms. Kraemer Badtke stated the conflict of interest and emergency contact forms have been updated and will be issued electronically for submission. The forms must be completed annually.

### **D. Staff Announcements**

Ms. Kraemer Badtke announced the new staff hire, Ms. Livernash; staff transitions, Mr. Moesch; and provided an update regarding the hiring of a limited term employment staff member to assist with the economic development program.

### **E. Other Announcements**

There were no other announcements.

## **X. Business**

### **A. Steering Committee**

#### **1. Acceptance of the Summaries of Proceedings for the April 21, 2021 Meeting**

There was unanimous consent to approve all three summaries of proceedings in one motion. (Agenda items X-A-1 through X-A-3) There were no objections. Mr. Johnson motioned to approve the summaries of proceedings, Mr. Kautza seconded the motion. The motion passed unanimously. All three sets of summaries of proceedings were approved.

## **2. Acceptance of the Summaries of Proceedings for the May 19, 2021 Meeting**

There was unanimous consent to approve all three summaries of proceedings in one motion. (Agenda items X-A-1 through X-A-3) There were no objections. Mr. Johnson motioned to approve the summaries of proceedings, Mr. Kautza seconded the motion. The motion passed unanimously. All three sets of summaries of proceedings were approved.

## **3. Acceptance of the Summaries of Proceedings for the June 16, 2021 Meeting**

There was unanimous consent to approve all three summaries of proceedings in one motion. (Agenda items X-A-1 through X-A-3) There were no objections. Mr. Johnson motioned to approve the summaries of proceedings, Mr. Kautza seconded the motion. The motion passed unanimously. All three sets of summaries of proceedings were approved.

## **4. 2021 Second Quarter Financial Report**

Ms. Otting provided an overview of the 2021 second quarter financial report. Items included in the overview were as follows: balance sheet; money market; state treasurer local government; 2020 surplus; accounts receivable; CARES Act; Wisconsin Department of Transportation (DOT) items outstanding; prepaids; bank change in administering rent; accounts payable; CPCS FRIIP grant; ALTA with Safe Routes to School (SRTS); capital lease payables; new lease copier; statement of net position; timing of federal and state grants; SRTS; DOT carryover; salaries; Commission payments; health insurance; direct grant expenses; commuter service study; Oshkosh transit study; SRTS ordering; FRIIP grant changes; reference materials, subscriptions, and dues; and insurance, legal, and audit note.

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

There was discussion regarding current outflow and the significant switch in net pension assets. Both change at year-end and do not change by quarter. This depends upon actuarial numbers and the financial state of the country. The net pension asset may go from an asset to a liability.

There was also discussion regarding the FRIIP grant, which was briefly described and the reason for the no cost extension was also detailed.

## **5. 2020 Second Quarter Work Program Progress Report**

Ms. Otting provided an overview of the work program progress report. Items included in the overview were as follows: sewer service area and changes requested by the Department of Natural Resources (DNR), Fox Cities and Oshkosh transportation items, Safe Routes to School (SRTS), City of Neenah Comprehensive Outdoor Recreation Plan (CORP), Fox Crossing CORP, CARES Act and 3 year planning for Economic Development Administration (EDA), commuter service study, GO Transit study, Town of Lessor comprehensive plan update, Greenville Non-Metallic Mining, and Town of Caledonia comprehensive plan update.

There was discussion regarding the negative numbers, carryover on contracts, scope of contracts and reason for the carryover contracts. There was also discussion regarding the new comprehensive plan contracts, the estimated hours for staff, and scope of budget for projects.

Mr. Koeppen motioned to accept the report and place on file, Mr. Hornung seconded the motion. The motion passed unanimously.

**6. Reaffirmation of 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 stated the need to have the cost allocation plan and lobbying certificate on file due to receiving federal funds. The indirect cost rate was negotiated last year. The Economic Development Administration (EDA) contracts negotiations with the Department of Interior. Staff worked with the Department of Interior to get a negotiated indirect cost rate for 2020 and 2021. The negotiated indirect cost rate is included in the cost allocation plan along with the certificate of lobbying. The Steering Committee has taken action on this item on behalf of the full Commission due to timing.

Mr. Johnson motioned to reaffirm the resolution, Mr. Kautza seconded the motion. The motion passed unanimously.

**7. Reaffirmation of Resolution 13-21: Amending the Transportation Improvement Program for the Fox Cities Transportation Management Area - 2021**

Ms. Kraemer Badtke noted the Commission Board is the Policy Board for the Appleton (Fox Cities) Transportation Management Area. Four projects were awarded in the Fox Cities area. The Steering Committee took action on behalf of the full Commission to move projects forward due to timing. The Wisconsin Department of Transportation (WisDOT) requested that these projects be advanced and included in the Appleton (Fox Cities) TMA Transportation Improvement Program.

Mr. McDonald motioned to reaffirm the resolution, Ms. Homan seconded the motion. The motion passed unanimously.

**8. Reaffirmation of Resolution 14-21: Amending the 2021 Work Program and Budget for the East Central Wisconsin Regional Planning Commission**

Ms. Kraemer Badtke stated with the reorganization plan, performance items were outlined regarding development of performance management improvements and staff retention. Funding was requested by the Steering Committee to amend the budget to hire a human resources consultant to assist with those efforts. That was approved by the Steering Committee on behalf of the full Commission. A budget amendment was also approved as funds were received from the Community Foundation of the Fox Valley for a High Cliff feasibility study.

Ms. Biedermann added that one of the goals of the 2020 Trails Summit was to better understand bicycling and walking connections in communities. One item put forward was a connection from the Fox Cities to High Cliff State Park. Staff were approached by stakeholders to make the High Cliff connection happen and stakeholder meetings were held regarding the connection. This connection is close to completion, there are a few gaps that need to be filled in. The Community Foundation approached the Commission, staff submitted a grant application to the David L. and Rita E. Nelson Family Fund, and grant funds were awarded. The amendment to the work program and budget is to phase in funding on the High Cliff project over the next two years. A feasibility study and masterplan will be completed as part of the project.

Ms. Palmeri motioned to reaffirm the resolution, Mr. Gentz seconded the motion. The motion passed unanimously.

**9. Reaffirmation of Resolution 15-21: Adopting the 2022 Cost Allocation Plan, Indirect Cost Rate Proposal and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission**

Ms. Kraemer Badtke noted that the indirect cost rate was negotiated and staff have been working with the Department of Interior on this item. Ms. Kraemer Badtke provided a brief background of previous cost allocation processes. The fixed carryover rate is now being recommended to develop the estimated indirect cost rate for two years forward. Because of the timing, it was requested that Steering Committee take action on behalf of the full Commission to start the process. This may be a better option as the indirect cost rate will be known at the beginning of the calendar year.

Mr. Jenson motioned to reaffirm the resolution, Mr. Woodford seconded the motion. The motion passed unanimously.

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

Ms. Kraemer Badtke referenced the memo materials provided to the Steering Committee regarding overall levy reduction and provided details of the levy reduction. Ms. Kraemer Badtke noted the following items for the 2022 budget: program funding amounts are not received until mid-august, anticipated funding

levels, FRIIP study no cost extension into 2022, WEDC program funding estimate, local contracts and local programs, and CARES Act ending in June 2022. Ms. Kraemer Badtke also provided an overview of the packet materials and the decrease in the levy which meets the local match requirements. Ms. Kraemer Badtke also noted the following items regarding the budget as a whole: federal grants are lower, anticipated funding, state grants lower than anticipated, total operating revenues, general operating expenses, 50-year anniversary of ECWRPC, reduced staffing, health insurance rates, program expenses, increase in overhead expenses, and projected surplus. The final budget will be released January 2022.

There was discussion regarding paid internships and if that was a one year or an indefinite hiatus. Due to the restructuring with the reorganization plan, an intern has not been hired. There may be future opportunities to do so.

Mr. Kautza motioned to approve the resolution, Ms. Palmeri seconded the motion. The motion passed unanimously.

**11. Proposed Resolution 17-21: Authorizing the Executive Director of the Commission to Enter into a Contract for Professional Services with Clifton Larson Allen LLP**

Ms. Kraemer Badtke stated that a request for proposals (RFP) or request for qualifications (RFQ) goes out to select the audit team. Last year, the Steering Committee entered into a one-year contract extension with Clifton Larson Allen. This year, an RFP was issued and two responses were received from Clifton Larson Allen and Kerber Rose. Ms. Otting reached out to Kerber Rose and Clifton Larson Allen regarding some additional follow-up questions. Clifton Larson Allen was chosen due to the outlining of the cost estimate in the initial contact. This is a three-year financial commitment.

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

**12. Proposed Resolution 18-21: Authorizing the Executive Director of the Commission to Enter into a Contract for Professional Services with Ayres Associates Inc.**

Mr. Englebert noted that this was regarding CARES Act grant approval for a small business technical assistance grant program. \$40,000 has been budgeted in the work program and budget for this year. The Request for Qualifications (RFQ) process took place earlier this year and six proposals were received. During the review and selection process, capacity for spending the CARES Act funding has been reviewed. Ayres Associates' capacity to expand the scope of work is being examined while still having staff capacity to complete objectives in the CARES Act grant. The Ayres Associates' proposal approach is to conduct downtown walkabouts in the region and bring in experts to communities in the region to have a visioning session with ECWRPC staff; 6-8 communities will be selected for visioning sessions. Funding has been expanded to \$60,000, which has been reviewed by the Economic Development Administration (EDA).

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

**13. Proposed Resolution 19-21: Authorizing the Executive Director of the Commission to Enter into a Contract for Professional Services with Econsult Solutions, Inc.**

Ms. Biedermann stated that the resolution was to approve work with the consultant Econsult Solutions, Inc. Currently, there is no local data to support the benefits for bicycling and walking facilities. Funding was received in 2019 for an economic impact scoping study, and further funding was obtained in 2021 for an economic impact study. A request for proposals (RFP) was issued earlier this year, three responses were received. Econsult Solutions, Inc. was selected due to their level of expertise with the subject matter. Five key analyses will be examined during the study which will provide localized data to understand how these facilities will benefit communities.

There was discussion regarding the scope of work, how data points will be identified on distance buffers using regional data, Google Maps, and identification of facilities. GIS staff will be using existing data and adding data as well as needed. There was also discussion regarding the firm, and if the firm had done any work in the State of Wisconsin. The firm has done work in the eastern part of the United States, and has not provided services to the State of Wisconsin. The firm brings data expertise.

There was further discussion regarding a map being created as a product to identify the trails and their connections as well as the economic impact study of trail pedestrian infrastructure and if that would be an additional work product to be discussed in the scope of work. The map would be considered outside of the scope of work. Data sets will be updated. The project will have the most up-to-date data sets due to plan updates and communities are updating information in this subject area. The map product will be followed up on and reviewed internally to get the data online.

There was also discussion that the Commission had spent time on wayfinding signage and if wayfinding signage will be extended based on this work. There have been community requests regarding the wayfinding signage and it is anticipated that this program will be expanded as well.

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

**14. Proposed Resolution 20-21: Authorizing the Executive Director of the Commission to Enter into a Contract with the Community Foundation for the Fox Valley Region**

Ms. Kraemer Badtke noted that a contract had been received from the Community Foundation and the work program and budget need to be amended. There will be a contracted amount with the consultant and a small portion of the funding will be



used for the administration of the project and to work with the Community Foundation and partners.

There was discussion regarding collaboration with Outagamie County and interaction with work Outagamie County is involved in. The Appleton Transportation Management Area and the Oshkosh Metropolitan Planning Organization Bicycle and Pedestrian Plan includes part of the bicycle and pedestrian updates for these areas. It is anticipated that the route will link to connections with communities along the riverfront which has been part of the Outagamie County study and is part of a larger plan. Trail facilities that Outagamie County and other communities were working on were also outlined as well as how the facilities link into the High Cliff project.

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

**15. Proposed Resolution 21-21: Authorizing the Executive Director of the Commission to Enter into a Contract for Professional Services with Hoisington Koepler Group, Inc. (HKGI)**

Ms. Biedermann noted this proposed resolution is to enter into a contract with a consultant to conduct a feasibility study and master plan for the High Cliff State Park connection. There are two groups that the consultant will work with: core team of communities most directly impacted and key partners, and a larger stakeholder group invested and impacted in/by the project. A request for proposals (RFP) was submitted and three proposals were received. HKGI was selected due to extensive experience in corridor planning. Staff are still in the process of selecting the consultant and finalizing the negotiation of the contract. This resolution would be for the Executive Director to finalize the contract and enter into the contract for an amount of no more than \$90,000.

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

**B. Economic Development Committee**

**1. Acceptance of the Summary of Proceedings for the April 7, 2021 Meeting**

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

**C. Open Space and Environmental Management Committee**

**1. Acceptance of the Summary of Proceedings for the January 13, 2021 Meeting**

Mr. Federwitz motioned to accept the summary of proceedings, Mr. Schmeichel seconded the motion. The motion passed unanimously.

**D. Community Facilities Committee**

**1. Acceptance of the Summary of Proceedings for the January 19, 2021 Meeting**

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

**E. Transportation Committee**

**1. Acceptance of the Summary of Proceedings for the April 13, 2021 Meeting**

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

**F. Regional Comprehensive Planning Committee**

**1. Acceptance of the Summary of Proceedings for the April 21, 2021 Meeting**

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

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

A. Quarterly Commission Meeting, 10:00 a.m., Friday, October 29, 2021, Location TBD.

**XII. Adjourn**

Ms. Kalata motioned to adjourn, Mr. McDonald seconded the motion. The motion passed unanimously. The meeting adjourned at 11:09 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.*