

DRAFT SUMMARY OF PROCEEDINGS

QUARTERLY COMMISSION MEETING East Central Wisconsin Regional Planning Commission

Date: Friday, October 29, 2021
Time: 10:00 a.m.
Place: Virtual Meeting:
Conference Call Number: United States:
Access Code: 606-741-845

AGENDA

1. Call to Order

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

2. Pledge of Allegiance

3. Moment of Silent Meditation

4. Roll Call

Roll Call was taken showing the following attendance:

Commission Members Present:

Alice Connors	Calumet County
Nick Kesler	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
Kay Miller	Fond du Lac County
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
Tom Kautza	Shawano County
Dick Koeppen	Waupaca County
DuWayne Federwitz	Waupaca County
Donna Kalata	Waushara County
Melissa Pingel	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
 Robert Schmeichel..... Winnebago County
 Jill Michaelson..... Ex-Officio Member
 Ronald McDonald..... Ex-Officio Member

Commission Members Excused:

James Lowey..... Menominee County
 Michael Thomas Outagamie County
 Steve Gueths Shawano County
 Lori Palmeri Winnebago County

Commission Members Absent (Unexcused)

Brian Smith..... Waupaca County

Staff Members & Guests Present:

Melissa Kraemer Badtke..... Executive Director
 Kevin Englebert Assistant Director
 Matt Halada..... Principal Planner
 Kim Biederman..... Associate Planner
 Tanner Russell Associate Planner
 Lily Paul..... Associate Planner
 Sara Otting Controller
 Mike Zuege GIS Manager

A. Introduction of New Commissioners, Alternates, and Guests

Ms. Kraemer Badtke introduced Lily Paul, ECWRPC Associate Transportation Planner, to the Commission. Donna Kalata introduced Melissa Pingel, Waushara County Administrative Assistant, to the Commission.

5. Statement of Compliance with Wis. Stats. Sec. 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 Meeting Requirement and that it was a legal meeting.

6. Public Comment

There was no public comment.

7. Approval of Agenda / Motion to Deviate

Mr. Woodford motioned to approve the agenda as distributed, Mr. Schmeichel seconded the motion. The motion passed unanimously.

8. Approval of the Minutes of the July 30, 2021 Quarterly Commission Meeting Summary of Proceedings

Ms. Miller motioned to approve the meeting minutes, Ms. Kalata seconded the motion. The motion passed unanimously.

9. Announcements and Reports

A. Director's Report

Ms. Kraemer Badtke updated The Commission that Erin Bonnin, Administrative Coordinator, has accepted a position elsewhere. East Central is currently in the process of hiring a new Administrative Coordinator. Interviews were conducted the week of this meeting and hope to hire someone the following week.

Gubernatorial Appointments: Ms. Kraemer Badtke mentioned that all of the counties have approved the resolution in support of the gubernatorial appointment change. All of the local municipalities in Calumet County have approved resolutions – Thank you to Alice Connors. Ms. Kraemer Badtke mentioned that she attended the Town's Association Meetings for some counties and will be working with the new Administrative Coordinator to work with the local municipalities to approve the resolutions of support.

2022 Work Program Budget: Ms. Kraemer Badtke stated that the Steering Committee will be meeting in early November where there will be an extension request to carry over funding availability into 2022. A notification of that request will be made at the meeting. This will be incorporated into the 2022 Transportation Work Program and Budget for the Commission.

B. Commissioner Announcements

There are no Commissioner Announcements

C. Staff Announcements

Ms. Kraemer Badtke introduced Wilhelmina Paustian as the new Senior Planner for Water Quality Management and Sewer Service Area Program. This is an adjustment from her previous role in Safe Routes to School. Two positions for Associate Transportation/SRTS Planners are still open. Only a couple applications have been received. Interviews will be conducted with those applicants. Staff is researching other options to spread the word about these positions.

D. Other Announcements

There are no other announcements.

10. Business

A. Steering Committee

1. Acceptance of the Summaries of Proceedings for the July 21, 2021 Meeting
2. Acceptance of the Summaries of Proceedings for the August 5, 2021 Meeting
3. Acceptance of the Summaries of Proceedings for the September 21, 2021 Meeting

There was a unanimous consent to approve all three summaries of proceedings in one motion (Agenda items 10-A-1 through 10-A-3). There were no objections. Ms. Connors motioned to approve the summaries of proceedings, Mr. Koeppen

seconded the motion. The motion passed unanimously. All three sets of summaries of proceedings were approved.

4.2021 Third Quarter Financial Report

Ms. Otting provided an overview of the 2021 third quarter financial report. Items included in the overview were as follows: new checking account for WEDC; Accounts Receivable: the balance is ~\$100,000 higher than last year – SRTS balance has been paid, EDA and Contracts were up; Deferred Revenue is up because of the High Cliff Nelson Funds and WEDC Funds; Accounts Payable: Ayres for CARES Act Technical Assistance, CPCS – FRIP Program, and HKGI.

Ms. Otting stated there is an anticipated surplus of \$125,791. Federal and State grants are at ~50% of program budgets. Trying to complete deliverables and hire staffing to complete these.

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

5.2021 Third Quarter Work Program 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/Oshkosh, Regional, and Fond du Lac transportation items, Safe Routes to School (SRTS), CARES Act and 3-year planning for Economic Development Administration (EDA), GO Transit study, Town of Lessor and City of Shawano Bike and Pedestrian Plans.

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

6.Reaffirmation of Resolution 22-21: Amending the 2021 Work Program and Budget for East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director of the Commission to Negotiate and Enter into a contract with the Wisconsin Economic Development Corporation for The Wisconsin Bricks and Mortar Bounceback Program

Mr. Englebert reiterated that this resolution was an authorization to enter into a contract with WEDC to administer the Main Street Bounceback Program. It was a time sensitive matter and was approved by the Steering Committee. The program was launched on August 9th, 2021.

Ms. Connors motioned to approve the resolution, and Ms. Homan seconded the motion. The motion passed unanimously.

7.Resolution 30-21: Approving the Intergovernmental Agreement Between the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission

Ms. Kramer Badtke mentioned that the intergovernmental agreement was last updated in 2007. Staff worked with Dyann Benson and Paul De Vires to update

the agreement and align it with the U.S. Decennial Census every 10 years. Also, updated roles and responsibility to realign with compliance measures as it relates to Federal and State Transportation Programs. Fond du Lac MPO approved this agreement at their October 6th meeting.

Ms. Schneider motioned to approve the resolution, Mr. Albrecht seconded the motion. The motion was passed unanimously.

B. Economic Development

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

Ms. Connors motioned to approve the summary of proceedings, Mr. Woodford seconded the motion. The motion was passed unanimously.

2. Economic Development Program Update

Mr. Englebert provided overview of Main Street Bounceback Program grants. 45% of the 3 million fund allocation has been utilized which should be able to serve ~300 grants. 135 grants have been awarded throughout the region. There is a 1-2 week turn around period upon receipt of application and cutting of the check. There is a goal to receive second and third funding allocations for this program like some other regions. CARES Act Technical Assistance grant hired Ayres Associates to help with this. Received 26 application, had enough funding for 9 communities.

3. Proposed Resolution 29-21: Adopting the 2021 Comprehensive Economic Development Strategy (CEDS) Annual Performance Report

Mr. Englebert detailed that this an update to the annual report. This is a 5-year plan which was last majorly updated in 2018. Major updates should happen again in 2023. EDA requires an annual update primarily of the socioeconomic data in said plan. Unemployment rates are specified throughout this plan, which spiked during the pandemic and has dipped now in 2021 to below pre-pandemic levels in most counties.

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

C. Open Space and Environmental Committee

1. Acceptance of the Summary of Proceedings for the July 14, 2021 Meeting

Mr. Federwitz motioned to approved, Mr. Schmeichel seconded. The motion passed unanimously.

D. Community Facilities Committee

1. Acceptance of the Summary of Proceedings for the May 11, 2021 Meeting

Ms. Schneider motioned to approve, Mr. Kautza seconded. The motion passed unanimously.

E. Transportation Committee

1. Acceptance of the Summary of Proceedings for the July 22, 2021 Meeting

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

2. Resolution 24-21: Adopting the 2022 Unified Transportation Work Program and the Annual MPO Self-Certification and the Regional Transportation Program Self-Certification for the East Central Wisconsin Regional Planning Commission

Ms. Kraemer Badtke provided an overview for this resolution. The funding allocation from Department of Transportation (DOT) for Fox Cities/Oshkosh and Fond du Lac was down, but there is no concern with that due to the staffing changes. New urbanized areas and boundaries will be received for each MPO, causing some plans that need to be updated. There have been conversations with Transit Agencies, Federal Highway, Federal Transit Administration and DOT about a possible agglomeration of the Appleton and Oshkosh MPOs. Surface Transportation Grant Program, Transportation Alternative Program, and Valley Transit's 5310 Program policy and procedures will be updated. Working with Public Health to help identifying transportation options to vaccination sites. Freight and Railroad Intermodal Site Selection Study will be extended. A consultant was hired to assist in the economic impact of bicycling and walking study for Appleton and Oshkosh MPOs. SRTS has also hired a consultant to help with in person and virtual curriculum. SRTS main focus is working with local communities to update their strategic plan for 2022. Fond du Lac did approve their portion of the work program on October 6th. The Title VI assurances and agreements were drafted in the document and have all been signed by the appropriate parties which will be included in the final document.

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

3. Resolution 25-21: Approval of the Transportation Improvement Program for the Fox Cities (Appleton) Transportation Management Area – 2022

Mr. Russell provided overview for this resolution. East Central worked with WisDOT, region transit operators, and local government officials to compile a list of projects for the TIP. All projects, past and present, with federal funding from 2022 to 2025 were discussed, as well as the finished projects from the past TIP. Appleton TMA adopted the new performance measures and these numbers are updated in the TIP. Valley Transit helped to provide updates for the Public Transit Agency Safety Plan which is required by Federal Transit Administration and apart of The Moving Ahead for Progress in the 21st Century Act. PTSP Valley Transit required to establish safety performance target. Valley Transit required to develop and maintain asset management program. This will have to be updated as well for the STBG project selections.

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

4. Resolution 26-21: Approval of the Transportation Improvement Program for Oshkosh Urbanized Area – 2022

Mr. Russell provided overview for this resolution. East Central worked with WisDOT, region transit operators, and local government officials to compile a list of projects for the TIP. All projects, past and present, with federal funding from 2022 to 2025 were discussed, as well as the finished projects from the past TIP. Future and Wishlist Items to receive federal funding. Appleton TMA adopted the new performance measures and these numbers are updated in the TIP. GO Transit helped to provide updates for the Public Transit Agency Safety Plan which is required by Federal Transit Administration and apart of The Moving Ahead for Progress in the 21st Century Act. PTSP GO Transit required to establish safety performance target. GO Transit required to develop and maintain asset management program. This will have to be updated as well for the STBG project selections.

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

5. Resolution 27-21: Approval of the Fox Cities (Appleton) Transportation Management Area (TMA) and Oshkosh Metropolitan Planning Organization (MPO) Bicycle and Pedestrian Plan – 2021

Ms. Biedermann provided overview of this resolution. This plan was last updated in 2014. Process happened between 2020 and 2021. It included two county wide surveys, a trail summit, mapping updates from local communities, and feedback and discussion from the Bicycle and Pedestrian Advisory Committee. This plan includes information on current and planned bicycle and pedestrian network, along with recommendations from East Central to expand the bicycle and pedestrian network throughout the Fox Cities and Oshkosh. There is a new chapter to discuss equity and transportation planning and access for all. Public comment period ended October 30th, 2021 and any input was taken into consideration.

Ms. Connors motioned to approve the resolution, Mr. Albrecht seconded. The motioned was passed unanimously.

6. Resolution 28-21: Adoption of the Fox Cities (Appleton) Transportation Management Area Congestion Management Process Plan

Mr. Halada provided overview for this resolution. MP was last updated in October 2013. Process is systematic plan that provides recommendation to improve traffic flows by utilizing transportation management strategies, the transportation regulatory agencies in the federal, state, and regional levels set forth specific performance measures and goals for infrastructure to help mitigate and improve transportation flow in this area. This plan was aligned with the TMA's Long Range Transportation Plan, the Bicycle and Pedestrian Plan, and the Transportation Improvement Program. The 30-day public review period ended October 5th, 2021.

Ms. Kalata motioned to approve the resolution, Mr. Albrecht seconded. The motion was passed unanimously.

F. Regional Comprehensive Planning Committee

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

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

11. Establish Time and Place for Next Commission Meeting

- A.** The next meeting will be 10:00 a.m. on Friday, January 28, 2022, additional meeting details will be forthcoming.

12. Adjourn

Mr. Hammen motioned to adjourn, Mr. Farrell seconded the motion. The motion passed unanimously. The meeting adjourned at 10:53 a.m.