

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: ECWRPC Office, 400 Ahnaip St., Suite 100, Menasha, WI
Date: Tuesday, September 21, 2021
Time: 1:00 p.m.

AGENDA

1. Welcome and Introductions

Chair Nooyen called the meeting to order at 1:04 p.m.

2. Roll Call

Committee Members Present:

Martin Farrell Fond du Lac County
 Jeff Nooyen (Chair) Outagamie County
 Tom Kautza..... Shawano County
 Dave Albrecht (Perm. Alt. for Shiloh Ramos)..... Winnebago County
 Dick Koeppen Waupaca County
 Donna Kalata Waushara County

Committee Members Absent (Excused):

Alice Connors (Vice Chair) Calumet County
 Jeremy Johnson (Perm. Alt. for Elizabeth Moses)..... Menominee County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke Executive Director
 Kevin Englebert Assistant Director
 Erin Bonnin..... Administrative Coordinator
 Sara Otting Controller

A. Introduction of Alternates, Staff and Guests

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

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

7. Public Comment

There was no public comment.

8. Approval of the Minutes of the August 5, 2021 Steering Committee Meeting Summary of Proceedings

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

9. Announcements and Discussion Items

Ms. Kraemer Badtke provided the following Community Facilities Committee updates: commissioner updates, temporary committee assignment, and new permanent appointment upcoming. There was discussion regarding a Steering Committee member sitting on the committee, Community Facilities Committee meeting procedures and meeting frequency, and sewer service area program improvements.

Ms. Kraemer Badtke also announced staffing changes: the senior planner position was offered to Ms. Paustian, who has accepted the position. A transition plan has been established and the Associate Transportation/Safe Routes to School planner position will be refilled.

A. Main Street Bounceback Grants Program Update

Mr. Englebert noted that the program launched in July, and that a considerable amount of inquiries had been received. Systems are now in place to track the information. Sixty-one grants were currently awarded and a strong level of interest has been received. A limited-term employment planner was hired in July and started the end of August and manages the program daily. The next steps for the program are: marketing specifically throughout the region to areas that have less applications than other areas. This is over half of the initial allocation which is half of Phase 1. Mr. Englebert provided an overview of the progress with Phase 1 funding.

There was discussion regarding the sale of a building in Shawano County and planned use of the building and grant qualifications. The owner of the property would be awarded the grant funding, not vendors in the shared space. There was also discussion regarding the response rate and grant submissions received from the City of Ripon.

10. New Business/Action Items

A. Discussion and possible action on the purchase of a new Commission vehicle.

Ms. Kraemer Badtke noted that this item was budgeted in 2020. Ms. Otting provided an overview of the details of the vehicle. Discussion took place regarding the ability to procure a vehicle, Ms. Otting replied that a vehicle would be ordered. Ms. Otting provided an overview and facilitated discussion regarding: vehicle mileage, issues in current vehicle, staff preferences to not use the Commission vehicle based on condition, age of current vehicle, all wheel drive versus front wheel drive choice, and committee recommendations. It was determined by committee members that an all-wheel drive vehicle that we could get the earliest would be the one to choose.

Ms. Kalata motioned to approve the purchase of a new Commission vehicle, Mr. Albrecht seconded the motion. The motion passed unanimously.

B. Discussion and potential action on the intergovernmental agreement with the Fond du Lac Metropolitan Planning Organization (MPO).

Ms. Kraemer Badtke stated in the past there has been an agreement with the Fond du Lac Metropolitan Planning Organization (MPO). Staff have been working with Ms. Benson and Mr. DeVries to revise the agreement that would be between ECWRPC and the Fond du Lac MPO. Previously, there was a 5-year agreement, now it will be a 10-year agreement based on the decennial census. The agreement was to align with compliance measures from the federal transportation bill. The local match is provided by Fond du Lac County. The Fond du Lac MPO Technical Advisory Committee has seen the draft agreement. The bylaws have also been updated.

Mr. Kautza motioned to approve the intergovernmental agreement with the Fond du Lac Metropolitan Planning Organization, Mr. Albrecht seconded the motion. The motion passed unanimously.

C. Discussion and update on 2022 Transportation Program funding.

Ms. Kraemer Badtke noted the 2022 Transportation Work Program and Budget is being brought forward to the Steering Committee. Allocations have decreased for next year. Amounts for the last 5 years have been included. Ms. Kraemer Badtke provided an overview of the staffing needs and carryover into 2022. There are multiple projects included, and there are less projects listed this year in order to focus on larger anticipated projects. Ms. Kraemer Badtke noted the decrease in funding for the Fond du Lac MPO and that the regional transportation program has not had an increase in ten years. The transportation work program has been drafted and will go to the Transportation Committee in October, and Ms. Kraemer Badtke outlined the submittal process.

D. CLOSED SESSION: The Committee will convene, if needed, into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters and compensation.

Mr. Kautza motioned to move into closed session, Mr. Albrecht seconded the motion. A roll call vote was taken to move into closed session: Mr. Nooyen (yes), Mr. Farrell (aye), Mr. Koeppen (yes), Mr. Kautza (yes), Ms. Kalata (yes), and Mr. Albrecht (yes). The roll call vote passed unanimously. (There were two Commissioners absent: Mr. Johnson and Ms. Connors.) The committee moved into closed session at 2:32 p.m.

E. RECONVENE INTO OPEN SESSION: The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters.

A roll call vote was taken to move into open session: Mr. Nooyen (yes), Mr. Farrell (aye), Mr. Koeppen (yes), Mr. Kautza (yes), Ms. Kalata (yes), and Mr. Albrecht (yes). The roll call vote passed unanimously. (There were two Commissioners absent: Mr. Johnson and Ms. Connors.)

i. Action from closed session discussions.

Mr. Kautza motioned to approve the hiring an Associate Transportation/Safe Routes to School Planner and to hire a transportation consultant. Mr. Albrecht seconded the motion. The motion passed unanimously.

Mr. Farrell motioned to approve the position and salary adjustments as presented in closed session, Mr. Albrecht seconded the motion. The motion passed unanimously.

F. Approval of the 2022 Employee Health Insurance, Dental Coverage & Vision Program.

Ms. Otting provided an overview of the insurance items. The biggest change is that there have been two Tier 1 plans in the past. Now there is one Tier 1 plan and one Tier 3 plan. Ms. Otting provided an overview of the Tier 3 health insurance change and noted that with a Tier 1 plan moving to a Tier 3 plan, there is no average to use. Ms. Otting explained the average and comparison system. The employee will pay the increase of the Tier 3 plan. Mr. Englebert provided an overview of the options presented. Ms. Kraemer Badtke also noted that staff reviewed how this was different from the 2021 budget and what was approved in the draft budget in July. Proposal B is recommended, which is 20 percent premiums paid by the employees and 80 percent premiums paid by the Commission. Ms. Otting explained Proposal B and provided a comparison to the previous year increases. Ms. Otting also outlined Proposal C and a future annual projection for that proposal.

There was a discussion of number of insurance providers and offerings to staff. Staff currently have four insurance options, Ms. Kraemer Badtke outlined the insurance providers, staff preferences, and noted that all options must be provided to staff.

Discussion occurred regarding locations and insurance offerings and geographic differences in insurance offerings. Mr. Englebert noted the plan similarities and features described for WEA Trust and Network Health, the plans are the same except for the clinics and hospitals that are covered. Ms. Kraemer Badtke noted that staff also looked at a high deductible plan offered by Employee Trust Funds (ETF) to compare the premiums, and the premiums were comparable. Ms. Otting briefly outlined the high deductible plan in comparison to the other plans outlined. There was discussion of the impact on the budget and the savings to the Commission.

Ms. Otting also briefly overviewed the changes to the supplemental and supplemental plus dental plans, vision coverage, and accidental insurance policy.

Mr. Farrell motioned to approve the Proposal B for the health insurance premiums for 2022. Mr. Koeppen seconded the motion. The motion passed unanimously.

11. Informational/Discussion Items

A. County Roundtable Discussion

There was discussion regarding county budget items and staffing.

12. Establish Time and Place for Next Commission Meeting

A. *Steering Committee Meeting:* *The next Steering Committee meeting will take place on Wednesday, October 20, 2021 at 1:30 p.m. Further details will be forthcoming.*

There was discussion regarding the next meeting of the Steering Committee. The next meeting will be tentatively scheduled for Thursday, October 21st at 9:00 a.m. and will be a virtual meeting.

B. *Commission Meeting:* *The next Commission meeting will be held on Friday, October 29, 2021 at 10:00 a.m. An agenda and meeting materials will be forthcoming.*

There was discussion regarding the Commission meeting and that the meeting will be a virtual meeting.

There was also brief discussion regarding redistricting maps in the counties.

13. Adjourn

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

The meeting adjourned at 3:02 p.m.