

## 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:** Virtual Meeting  
**Date:** Friday, October 29, 2021  
**Time:** 9:00 a.m.

#### AGENDA

#### 1. Welcome and Introductions

Chair Nooyen called the meeting to order at 9:00 a.m.

#### 2. Roll Call

##### Committee Members Present:

Alice Connors (Vice Chair) ..... Calumet County  
Martin Farrell ..... Fond du Lac County  
Jeremy Johnson (Perm. Alt. for Elizabeth Moses)..... Menominee 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):

##### ECWRPC Staff and Guests:

Melissa Kraemer Badtke ..... Executive Director  
Sara Otting ..... Controller  
Melissa Pingel..... Waushara County, Administrator

#### 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**

Mr. Farrell motioned to approve the agenda as distributed, Mr. Koeppen seconded the motion. The motion passed unanimously.

**7. Public Comment**

There was no public comment.

**8. Approval of the Minutes of the September 21, 2021 Steering Committee Meeting Summary of Proceedings**

Mr. Albrecht motioned to approve the summary of proceedings, Mr. Kautza seconded the motion. The motion passed unanimously.

**9. Announcements and Discussion Items**

**A. Director's Report**

Ms. Kraemer Badtke provided staffing updates: Erin Bonnin, Administrative Coordinator, has accepted a new position. Interviews have been conducted for the new Administrative Coordinator position. An offer is to be made the week of November 1, 2021. There are two Associate Transportation/Safe Routes to School positions available. Two applications have been received and one interview is set up.

**Gubernatorial Appointments:** Ms. Kraemer Badtke stated that all of the counties have approved the resolution in support of changing the Commission's Board Composition. Staff is continuing to work with local municipalities to get approve a resolution of support. Ms. Kraemer Badtke attended Shawano, Waushara, and Outagamie County Towns Association meeting to help with the approval of the resolution.

**2022 Work Program and Budget:** Ms. Kraemer Badtke mentioned that she has been in contact with the Department of Interior in regards to the indirect rate for 2022. This should be finalized for budget in the next couple weeks. Transportation work program budget approved by the Transportation Committee. Fond du Lac MPO has approved their portion for the work program and budget. Anticipated budget carry-over for Transportation. There will be a Steering Committee meeting in early November to review work program amendments to request an extension of the funding availability into 2022.

## **B. Main Street Bounceback Grants Program Update**

Ms. Kraemer Badtke provided update of the program. As of October 21, 1.2 million dollars have been awarded to small businesses so far in the first phase of this fund. A second stake of funding has been received and a third is still available. Mr. Johnson questioned which business in Menominee County received an award. Ms. Kraemer Badtke stated that she will work with staff to look into this and she will schedule a meeting with him. Chair Nooyen suggested putting together a list of business awards, by county, and send to that county board chair. Ms. Kalata asked about having a press release when more funding is available and to help inform and reiterate what this program is about. Chair Nooyen inquired about business associations available in each county that can be contacted to help get the word out. Ms. Kraemer Badtke added there has been a focus on smaller municipalities due to their lack of participation.

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

### **A. Third Quarter, 2021 Financial Report.**

Ms. Otting provided an overview of the quarterly financial report, items included in the overview were as follows: WEDC checking account; Accounts Receivable: ~\$100,000 higher than last year, Safe Routes to School funding was outstanding and has been paid down since, EDA is up because of increase in contracts; Other Deferred Revenue: Revenue is up from last year because of the WEDC funding and the High Cliff Nelson Fund; Accounts Payable: Benefit Accruals is down from staffing changes.

Statement of Revenue of Expenses: Time of federal and state grants are only at 55% and 65% because of staffing changes. Local Levy is 100%. Salary is 72% which is good. Meeting Expenses are only at 37% because of virtual meetings.

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

### **B. Third Quarter, 2021 Work Program Performance Report**

Ms. Otting provided an overview of the project status report, items included in the overview were as follows: Sewer Service Area for DNR invoices may happen in 4<sup>th</sup> quarter because new contract for quarterly instead of semiannual billings because the Commission has not received a contract amendment from DNR for the second portion of the funding. Fox Cities and Oshkosh Metropolitan Planning Organization Programs and the regional transportation program are down due to staffing shortages and unable to fill vacant positions. Regional Safe Routes to School should be spent by end of year. City of Neenah Comprehensive Outdoor Recreation Plans (CORPs) is moved to December to be fully invoiced. Village of Fox Crossing CORPs final invoice set to be in November. Ms. Kraemer Badtke mentioned the three-year planning grant with EDA focused on CARES Act used Technical Assistance from Ayres Associates. There has been conversation about using Technical Assistance for CARES Act in the spring. GO Transit goal is to be done by December. The Town of Lessor Comprehensive Plan Update is over budget, and the City of Shawano

Comprehensive and Bike Ped Plans should be completed in early November. Village of Combined Locks Comprehensive Plan is being spread out between three billing periods.

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

**C. Discussion and action on Proposed Resolution 30-21: Approving the Intergovernmental Agreement Between the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission.**

Ms. Kraemer Badtke mentioned that the intergovernmental agreement was last update 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. Fond du Lac MPO approved this agreement at their October 6<sup>th</sup> meeting.

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

**11. Informational/Discussion Items**

**A. County Roundtable Discussion**

Mr. Farrell asked about pay increases to employees across all the counties. Calumet, Menominee, and Waushara are giving 2%. Waupaca is giving 2% plus step increase for those eligible. Shawano County is 1.5% plus step increase for those eligible. Outagamie is 1% plus step increase for those eligible. Mr. Kautza addressed Agriculture Extension and that that state is low in numbers. To compensate this Shawano County wants to share an Agriculture Educator with other counties. State finally responded and may make an Agriculture Educator state wide.

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

**A. *Steering Committee Meeting:*** *The next Steering Committee meeting will be determined at the Committee meeting.*

Ms. Kraemer Badtke stated the next Steering Committee will take place on Thursday, November 11, 2021 at 1:30 p.m. and the meeting will be held virtually.

**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.*

**13. Adjourn**

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

The meeting adjourned at 9:40 a.m.