

DRAFT - MINUTES

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: Wednesday December 15, 2021
Time: 10:00 a.m.

AGENDA

1. Welcome and Introductions

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

2. Roll Call

Committee Members Present:

Jeff Nooyen (Chair) Outagamie County
 Alice Connors (Vice Chair) Calumet County
 Martin Farrell Fond du Lac County
 Tom Kautza Shawano County
 Dick Koeppen Waupaca County
 Donna Kalata Waushara County

Committee Members Absent (Excused):

Dave Albrecht (Perm. Alt. for Shiloh Ramos) Winnebago County
 Jeremy Johnson (Perm. Alt. for Elizabeth Moses) Menominee County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke Executive Director
 Kevin Englebert Assistant Director
 Sara Otting Controller
 Matt Halada Principal Planner
 Leann Buboltz Administrative Coordinator

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. Kautza seconded the motion. The motion passed unanimously.

7. Public Comment

There was no public comment.

8. Approval of the Minutes of the November 11, 2021 Steering Committee Meeting Summary of Proceedings

Mr. Koeppen 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:

- i. New hires to start in January 2022.
 - Jennie Mayer will be joining the team as an Associate Planner on Monday, January 3rd.
 - Casey Peters will be joining the team as an Associate Planner on Monday, January 10th.
- ii. NR135 Non-Metallic Reclamation Mining Program – Contract update. It was noted that the NR135 contract will need to be updated adding Calumet County as a participant. The 2022 Work Program and Budget will reflect this addition

10. New Business/Action Items

- A. Approval of Contract Amendment with CPCS and their subconsultant SEH for the Northeast Intermodal Freight Facility Contract *(being addressed under the full authority of the Commission).*

Mr. Matt Halada – Principal Planner shared that East Central entered into a contract in the spring of 2020 with CPCS Transcom to conduct a feasibility study to review, evaluate and make recommendations on potential sites(s) for a NW Intermodal Freight Facility. A large transaction between the railroad operators in the NE WI area was announced in mid-2021 and is currently awaiting a Surface Transportation Board decision. This may impact results of the study. Staff recommends the Steering Committee approves amending contract 327-01-020 with CPCS to extend the deadline to May 31, 2022 and reallocate funds amongst the existing tasks, which is at no additional cost to the overall project budget.

A motion was made by Mr. Farrell and seconded by Ms. Connors approve of Contract Amendment with CPCS and their subconsultant SEH for the Northeast Intermodal Freight Facility Contract. Hearing of no further discussion. Motion carried unanimously.

- B. Approval of the Contract Amendment with the Wisconsin Economic Development Corporation for the Main Street Bounce Back Program *(being addressed under the full authority of the Commission)*

Assistant Director- Mr. Englebert updated the members of the status of the Main Street Bounceback Grants Program. The responses from approved businesses has been overwhelmingly positive. A contract amendment with the Wisconsin Economic Development Corporation(WEDC) to allow the Commission to accept an additional \$3 million, for a cumulative total of \$6 million, is needed to continue to administer the Main Street Bounceback Grants program. All other items in the original contract remain the same. This is the second amendment to the original contract as the first amendment simply clarified minor program definitions. Staff recommends approval of the 2nd contract amendment to the WI Tomorrow Main Street Bounceback Grant Agreement between the Wisconsin Economic Development Corporation and the East Central Wisconsin Regional Planning Commission, as presented.

A motion was made by Ms. Kalata and seconded by Mr. Kautza to approve of Contract Amendment with the Wisconsin Economic Development Corporation for the Main Street Bounce Back Program. Hearing of no further discussion. Motion carried unanimously.

- C. Approval of the Contract Amendment with Econsult Solutions for the Economic Impact of Bicycling and Walking Study *(being addressed under the full authority of the Commission)*

Ms. Kraemer Badtke shared a memo from Senior Planner, Kim Biedermann. On July 30, 2021, the Commission approved Resolution 19-21, which authorized the commission to enter into contract with Econsult Solutions, Inc. (ESI) for an economic impact study of bicycle and pedestrian facilities in the Appleton TMA and Oshkosh MPO (Contract 1328-021-001). After the Quarterly Commission meeting, ECWRPC was approached by the Fond du Lac Policy Board Chair about including the Fond du Lac MPO in the study. An amendment to the current contract between ECWRPC and ESI will be required to increase the project budget for the contracted work and to change the scope of work to include the Fond du Lac MPO in this study. As the fiscal agent for the Fond du Lac MPO and as authorized signatory on the contract with ESI, ECWRPC is seeking approval by the Commission to amend Contract 1328-021-001 as outlined in the contract amendment. Staff recommends that the Steering Committee approves amending the contract 1328-021-001 with ESI include in the budget and scope of services an additional \$9,500 for the Fond du Lac MPO.

A motion was made by Mr. Kautza and seconded by Ms. Connors to approve of the Contract Amendment with Econsult Solutions for the Economic Impact of Bicycling and Walking Study. Hearing of no further discussion. Motion carried unanimously.

D. Approval of Contract Amendment with HGKi for the High Cliff Feasibility Project *(being addressed under the full authority of the Commission)*

Ms. Kraemer Badtke shared a memo from Senior Planner, Kim Biederman. On July 30, 2021, the Commission approved Resolution 20-21, which authorized the commission to enter into contract with Hoisington Koegler Group, Inc. (HKGi) to conduct a feasibility study and create a master plan for a connection from the Fox Cities to High Cliff State Park (Contract 2457-021-001). HKGi presented ECWRPC with an opportunity to integrate a data through a platform known as Streetlight Data into this project. Streetlight Data obtains transportation-based data (such as mode of travel, origin/destination) through cell phone “pings” and combines that information with Census data. HKGi received a quote from Streetlight Data of \$3,000 for this project. An amendment to the current contract between ECWRPC and HKGi will be required to modify the costs associated with tasks and to authorize the \$3,000 subscription to Streetlight Data for this project. This will not change the current contracted amount with HKGi, which was authorized at \$89,855. Staff recommends that the Steering Committee approves amending contract 2457-021-001 with HKGi to authorize \$3,000 to be used on Streetlight Data, which is be at no additional cost to the overall project budget.

A motion was made by Mr. Farrell and seconded by Ms. Connors to approve of Contract Amendment with HGKi for the High Cliff Feasibility Project. Hearing of no further discussion. Motion carried unanimously.

E. Review and discussion on the 2022 Draft Budget

Ms. Kraemer Badtke shared that staff has continued to work on the Commission’s 2022 Draft Budget and Work Program which will be on the agenda at the January, 2022 Steering Commission and Commission Board meetings.

- **Indirect Cost Rate:** East Central staff has worked with the Department of Interior to finalize the indirect cost rate for 2022. This rate has been applied to the draft 2022 budget.
- **Transportation Budget and Work Program:** The transportation work program and budget extensions that were approved at the November Steering Committee meeting, have been approved by the Wisconsin Department of Transportation and the Federal Highway Administration. The funding amounts for these extensions have also been included in the draft 2022 budget.
- **Economic Development Program Budget:** It is anticipated that the CARES Act grant and Main Street Bounce Back Program will be completed by June 30, 2021. Also included in the economic development program is the three-year partnership planning grant, which will be the main focus for the economic development program for the second half of the year.
- **Sewer Service Area/Water Quality Management Program:** Staff recently met with the Wisconsin Department of Natural Resources staff to discuss the 2022 work program deliverables and budget. Currently, the Commission receives \$32,000 in state and federal funds and matches the program by with \$32,000 along with an additional \$25,000- \$30,000. In our conversations with WDNR staff, there may be an increase in the federal and state portion that the Commission’s receives. Staff will also be meeting internally to

discuss the budget and may request the Commission to invest additional funding into the program for 2022.

- **Local Contracts:** For the 2022 budget we anticipate that there will be two local contracts: The Village of Combined Locks Comprehensive Plan and the City of Chilton
- **Comprehensive Plan.** The Village of Combined Locks Comprehensive Plan is currently underway with an anticipated completion date of June 30, 2022. It is anticipated that the City of Chilton Comprehensive Plan will begin in July, 2022 with a completion date in 2023.

The final draft of the 2022 budget and work program will be on the agenda for the January, 2022 Steering Committee and Commission Board meetings. At this time, staff does not have a recommendation.

- F. **CLOSED SESSION:** The Committee will convene, if needed, into closed session pursuant to Sections 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters, compensation, the 2022 staffing plan, and to conduct the annual performance evaluation and review of the 2022 employment agreement terms for the Executive Director.

A motion was made by Mr. Koeppen and seconded by Ms. Kalata to convene into closed session. Roll Call was taken-Members present Mr. Nooyen, Ms. Connors, Mr. Farrell, Mr. Kautza, Mr. Koeppen, Ms. Kalata present. Motion carried with the time noted at 10:23 a.m.

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 with the time noted at 11:26 a.m.

i. Action from closed session discussions

1. *A motion was made by Mr. Kautza and a second by Ms. Connors to approve Option 2 – 1.5% COLA and a 2.5% merit as the anchor point for the merit matrix for the 2022 budget. No further discussion, the motion was carried unanimously.*
2. *A motion was made by Ms. Kalata and seconded by Mr. Farrell to approve the development of a cost sharing pilot program for staff to receive professional certifications and for continuing their professional development. No further discussion, the motion was carried unanimously.*
3. *A motion was made by Ms. Connors and seconded by Ms. Kalata to approve the position reclassification from Assistant Director to Deputy Director with the annual salary as presented, effective January 1, 2022. No further discussion, the motion carried unanimously.*
4. *A motion was made by Mr. Kautza and seconded by Ms. Connors to approve of the salary adjustment for the GIS Manager as presented, effective on January 1, 2022. No further discussion, the motion carried unanimously.*
5. *A motion was made by Mr. Farrell and seconded by Mr. Koeppen to approve of the contract including the salary adjustment and bonus for the Executive Director position as presented, effective on*

January 1, 2022. No further discussion, the motion carried unanimously.

11. Informational/Discussion Items

- A. County Roundtable Discussion

12. Establish Time and Place for Next Commission Meeting

- A. ***Steering Committee Meeting:*** *The next Steering Committee meeting will be Wednesday, January 19, 2022 at 1:30 p.m.*

- B. ***Commission Meeting:*** *The next Commission meeting will be held on Friday, January 28, 2022 at 10:00 a.m. An agenda and meeting materials will be forthcoming.*

13. Adjourn

Mr. Koeppen motioned to adjourn, Mr. Farrell seconded the motion. The motion passed unanimously. Time noted as 11:40 a.m.