

**MEETING MINUTES
STEERING COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission**

Date: Friday, April 29, 2022
Time: 8:30 a.m.
Place: Outagamie County Government Center Room 2A-D (*Located on the 2nd Floor*)

Attendance

1. Welcome and Introductions

Chair Nooyen called the meeting to order at 8:30 a.m.

2. Roll Call

Committee Members Present:

Jeff Nooyen (Chair)..... Outagamie County
 Alice Connors (Vice Chair)..... Calumet County
 Sam Kaufman Fond du Lac County
 Tom Kautza..... Shawano County
 John Jarvis..... Waushara County

Committee Members Absent (Excused):

David Albrecht (Perm. Alt. for Tom Egan)..... Winnebago County
 Jeremy Johnson (Perm. Alt. for Elizabeth Moses)..... Menominee County
 Dick Koeppen..... Waupaca County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke..... Executive Director
 Kevin Englebert..... Deputy Director
 Sara Otting..... Controller
 Matt Halada..... Principal Planner-Transportation
 Ashley Tracy..... Senior Planner-SRTS
 Leann Buboltz..... Administrative Coordinator

3. Approval of the Agenda/Motion to Deviate – A motion was made by Mr. Kautza and seconded by Mr. Kaufman to approve of the agenda. Motion carried unanimously.

4. Public Comment – No public comment.

5. Approval of the Minutes of the April 14, 2022 Steering Committee Meeting – A motion was made by Mr. Kautza and second by Mr. Kaufman. Motion carried. Note that Mr. Kaufman abstained from the vote.

6. Announcements and Discussion Items – Ashley Tracy - SRTS has accepted a new position with Wisconsin Children’s Hospital – Milwaukee and will be transitioning into her new position by mid-May.

7. New Business/Action Items

- A. Proposed Resolution 20-22: Approval of the Northeast Wisconsin Intermodal Freight Feasibility Facility Study. Mr. Halada – Principal Planner gave an overview of the Facility Study. It is anticipated that a public event to discuss the plan and the next steps/implementation will be held on May 17, 2022.

A motion was made by Ms. Connors and second by Mr. Kautza to approve of the Resolution as presented. Motion carried unanimously.

- B. Proposed Resolution 21 – 22: Authorizing the Executive Director of the Commission to Enter into a Contract for Professional Services with A2Z Design LLC and their Subconsultant Image Studios, Inc. Ms. Tracy – SRTS gave an overview of the Contract. As part of the grant program, East Central outlined hiring a consultant to develop communication and educational materials for the SRTS Programs.

A motion was made by Mr. Jarvis and a second by Ms. Connors to approve of the Resolution as presented. Discussion - Ms. Connors shared that she thought this was a great idea. Motion carried unanimously.

- C. **CLOSED SESSION:** The Committee will convene, into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters and compensation. A motion by Mr. Kautza and second by Mr. Kaufman to go into Closed Session. A roll call vote showed Mr. Nooyen – aye, Ms. Connors – aye, Mr. Kaufman – aye, Mr. Kautza - aye, Mr. Jarvis – aye. Motion carried with the time - noted at 8:39 a.m.

- D. **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 motion by Mr. Kautza and second by Mr. Kaufman to go into Open Session. A roll call vote showed Mr. Nooyen – aye, Ms. Connors – aye, Mr. Kaufman – aye, Mr. Kautza - aye, Mr. Jarvis – aye. Motion carried with the time noted at 9:15 a.m.

- i. Action from closed session discussions – A motion by Mr. Kautza and second by Ms. Connors to approve staff recommendations as presented. Motion carried unanimously.

8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)
B. Steering Committee – Discussion occurred about the Steering Committee meeting every 3rd Wednesday of the month at 9:00 a.m.
C. New members - Mr. Sam Kaufman of Fond du Lac County and Mr. John Jarvis of Waushara County introduced themselves to the members of the Steering Committee.

9. Establish Time and Place for Next Commission Meeting

- A. **Steering Committee Meeting:** *The next Steering Committee meeting will be Wednesday, May 18, 2022 at 9:00 a.m. at the East Central Office.*
B. **Commission Meeting:** *The next Commission meeting will be held on Friday, April 29 at 10:00 a.m. The Annual Meeting for the Commission will be immediately following the Quarterly Commission meeting. An agenda and meeting materials has been sent.*

10. **Adjourn** – a motion by Mr. Kautza and second by Mr. Jarvis to adjourn with the time noted at 9:22 a.m.

Respectfully Submitted

by Leann Buboltz – ECWRPC Adm. Coord.