

**MEETING MINUTES
QUARTERLY COMMISSION MEETING**

Date: Friday, April 29, 2022
Time: 10:00 a.m.
Place: Outagamie County Government Center Room 2A-D (*Located on the 2nd floor*)

1. **Call to Order** – Chair Nooyan called the meeting to order at 10:00 a.m.

2. **Roll Call**

A. Introduction of Alternates and Guests

Commission Members Present:

Alice Connors	Calumet County
David DeTroye (Alt. for Tom Reinl)	Calumet County
Sam Kaufman	Fond du Lac County
Brenda Schneider	Fond du Lac County
Lee Hammen	Outagamie County
Kara Homan (Alt. for Thomas Nelson)	Outagamie County
Nadine Miller	Outagamie County
Jeff Nooyen	Outagamie County
Michael Thomas	Outagamie County
Jake Woodford	Outagamie County
Tom Kautza	Shawano County
DuWayne Federwitz	Waupaca County
John Jarvis	Waushara County
David Bosshard	Waushara County
Robert Keller	Winnebago County
Kelly Nieforth (Alt. of Lori Palmeri)	Winnebago County
Robert Schmeichel	Winnebago County
Jerry Bougie (Alt. for Jon Doemel)	Winnebago County

Commission Members Excused:

Merlin Gentz	Calumet County
Nick Kesler	Calumet County
Erin Gerred- <i>Interim</i>	Fond du Lac County
Chuck Hornung	Fond du Lac County
Patrick Mullen	Fond du Lac County
Jeremy Johnson (Alt. for Elizabeth Moses)	Menominee County
James Lowey	Menominee County
Ruth Winter	Menominee County
Steve Gueths	Shawano County
Dick Koeppen	Waupaca County
Aaron Jenson (Alt. for Brian Smith)	Waupaca County
David Albrecht (Alt. for Tom Egan)	Winnebago County
Lori Palmeri	Winnebago County
Scott Nelson	Ex-Officio Member
Ronald McDonald	Ex-Officio Member

ECWRPC Staff and Guests:

Melissa Kraemer Badtke	Executive Director
Kevin Englebert	Deputy Director
Sara Otting	Controller
Matt Halada	Principal Planner
Kim Biederman	Senior Planner
Scott Konkle	Senior Planner
Tanner Russell	Associate Planner
Mike Zuege	GIS Manager

3. **Pledge of Allegiance**

4. **Public Comment** – Outagamie County Executive – Thomas Nelson welcomed the Commission members.

5. **Approval of Agenda / Motion to Deviate**

A motion was made by Mr. Woodford and a second by Ms. Connors to approve of the agenda. Motion carried unanimously.

6. **Approval of the Minutes of the January 28, 2022 Quarterly Commission Meeting**

A motion was made by Mr. Federwitz and a second by Mr. Kautza to approve of the January 28, 2022 minutes as presented. Motion carried unanimously.

7. **Announcements and Reports**

- A. Director's Reports – presented by Melissa Kraemer-Badtke. Ms. Kraemer-Badtke shared two of the main areas with the Commission. (Additional project update information is available on file)

1. **Transportation Program Update:** The Bipartisan Infrastructure Law was approved in November 2021. The Federal Appropriations bill was approved March 2022. There will be increased funding levels for the transportation program, and an estimate of those new funding levels will be provided at the May/June Steering Committee for consideration. East Central staff continues to work with communities on developing applications for the FFY 2023 project solicitation. The FFY 2022 project solicitation has now closed and East Central staff will be ranking Surface Transportation Block Grant – Urban projects for the Appleton (Fox Cities) Transportation Management Area as well as the Oshkosh and Fond du Lac Metropolitan Planning Organizations. East Central staff will be evaluating and recommending projects for the Appleton (Fox Cities) Transportation Management Area and the Oshkosh Metropolitan Planning Organization to the Transportation Technical Advisory Committee and then to the Commission for their consideration. Staff will provide the evaluation of projects to the Fond du Lac Technical Advisory Committee and their Policy Board.
2. **Economic Development:** East Central has now awarded more than \$4 million in funding (407 grants) for the Main Street Bounceback Grants program. The awards to date make up more than two thirds of our funding from WEDC for the program. The Main Street Bounceback Grants program is scheduled to close on June 30, 2022.

8. **Business** – Chair Nooyen requested that the approval of the minutes should be combined into one motion. Hearing of no objection.

A. Steering Committee

1. Approval of the Minutes for the January 19, 2022 Meeting
2. Approval of the Minutes for the March 16, 2022 Meeting
3. Approval of the Minutes for the April 14, 2022 Meeting

A motion was made by Ms. Connors and second by Mr. Woodford to approve of the January 19, March 16, and April 14 minutes as presented. Discussion – Ms. Schneider indicated that Minutes for the April 14, 2022 - Item #9 – A:1. Name spelling correction to show Erin (~~Jarrod~~) Gerred. Question - Motion carried unanimously.

4. Review and Acceptance of the CY 2021 Audit Report (*sent as separate attachment*). Ms. Otting – Controller presented the CY2021 Audit Report.

A motion was made by Mr. Schmeichel and a second by Mr. Jarvis to approve of the Report as presented. Discussion – Mr. Woodford congratulated staff on the clean audit. Question – Motion carried unanimously to approve and place on file as presented.

5. 2022 First Quarter Financial Report – Ms. Otting – Controller presented the 2022 First Quarter Financial Report.

A motion was made by Ms. Connors and second by Ms. Schneider to approve of the Report. Motion carried unanimously to approve and place on file as presented.

6. First Quarter 2022 Work Program Progress Report - Ms. Otting – Controller presented the First Quarter 2022 Work Program Progress Report.

A motion was made by Mr. Kautza and second by Mr. Keller to approve of the Progress Report. Motion carried unanimously to approve and place on file as presented.

7. Update on the implementation of East Central's Reorganization Plan and Commission Financial Comparison from 2018-2021. Executive Director – Melissa Kraemer-Badtke presented the Reorganization Plan Comparison. It has been two years since the approval of the reorganization plan and our leadership team felt it is important for both the steering committee and the commission board to know what the status of the various items outlined in the reorganization plan along with the financial impacts. We included audited financial statements from 2018-2021. 2019 was when East Central received the letter from Outagamie County and April, 2020 the reorganization was approved.

A couple of items to note in the reorganization plan:

- Reduction in non-essential programs
- Reduction in Commission expenses
 - Reduction in staff and realignment of staff to core program areas, negotiated a new lease rate, negotiated an indirect cost rate
- Updated agreements (NR-135 and the City of Fond du Lac for MPO staffing services)
- New programs
 - CARES Act and Main Street Bounceback Program
- Items that are outstanding
 - Regional Comp Plan and Governor's Appointments

A motion by Mr. Kautza and second by Mr. Keller to approve of the Reorganization Plan and Commission Financial Comparison from 2018-2021 as presented. Motion carried unanimously.

8. **Resolution 13-22:** Authorizing Commission Staff to Destroy Public Records According to the Adopted "Records Retention Policy and Destruction Schedule". Ms. Otting presented the Resolution noting that we look to destruct records biennially.

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

9. **Resolution 19-22:** Authorizing the Commission to Enter into an Agreement with Calumet, Outagamie, Waupaca, Shawano and Winnebago Counties to Implement Wisconsin Administrative Code NR-135 and Locally Adopted Non-Metallic Mining Reclamation Ordinances. Mr. Englebert presented the Resolution and indicated that the Steering Committee reviewed this in March 2022. Mr. Scott Konkle will be administering the Program.

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

10. **Resolution 20-22:** Approval of the Northeast Wisconsin Intermodal Freight Feasibility Facility Study. This project has been in coordination with New North, Brown County, WisDOT, Port of Green Bay and several other steering committee and stakeholders. The study looked at a variety of criteria for an intermodal site including proximity to major road corridors and railroads, analysis of the inbound and outbound material from the NE region. A public event to discuss the next steps will be held on May 17th.

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

11. **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. Presented by Ms. Kraemer-Badtke – Exe Director. The sole purpose of this project is to create a brand for the Safe Routes To School program, that can be easily identified.

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

12. Reaffirmation Contract Amendments

- A. Contract Amendment with Talent Solutions for Human Resources Consultant Services. Presented by Ms. Kraemer-Badtke – Exe Director. For the 2022 budget \$15,000.00 was allocated to work with Kathy Lett as our human resources consultant. An additional \$5000 was added to her contract.

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

- B. Economic Development Committee
1. No business items.
- C. Open Space and Environmental Management Committee
1. Approval of the Minutes for the January 12, 2022 Meeting

A motion was made by Mr. Federwitz and second by Mr. Schmeichel to approve of the Minutes as presented. Motion carried unanimously.

- D. Community Facilities Committee
1. No business items.
- E. Transportation Committee
1. Approval of the Minutes for the January 11, 2022 Meeting

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

2. **Resolution 14-22:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area - 2022 <https://www.ecwrpc.org/programs/fox-cities-and-oshkosh-mpo/transportation-improvement-program/>. Mr. Russell – Associate Planner presented this Resolution.

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

3. **Resolution 15-22:** Amending the Transportation Improvement Program for Oshkosh Urbanized Area- 2022 <https://www.ecwrpc.org/programs/fox-cities-and-oshkosh-mpo/transportation-improvement-program/> Mr. Russell – Associate Planner presented this Resolution.

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

4. **Resolution 16-22:** Approving the Transportation Alternatives Project for the Appleton (Fox Cities) Transportation Management Area for 2022-2026 program cycle. Ms. Biederman – Senior Planner presented this Resolution. Village of Kimberly met all the criteria and was awarded \$529,040.00. Next step is DOT review.

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

5. **Resolution 17-22:** State of the System Report for Appleton (Fox Cities) Transportation Management Area – 2022 (Document can be viewed here - <https://www.ecwrpc.org/meetings-minutes/>) Ms. Roth – GIS Analyst 1 presented this Resolution.

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

6. **Resolution 18-22:** State of the System Report for Oshkosh Urbanized Area – 2022
(Document can be viewed here - <https://www.ecwrpc.org/meetings-minutes/>) Ms. Roth – GIS Analyst 1 presented this Resolution.

A motion was made by Ms. Homan and second by Mr. Kaufman to approve of the Resolution as presented. Discussion – Mr. Woodford indicated that this is helpful information. Question - Motion carried unanimously.

7. Discussion and possible action on Public Participation Plan Amendment. Mr. Halada – Principal Transportation Planner presented this item. Its purpose is to reduce the 30-day public review period and amend it to a 15-day review period. It was noted that this change would insure no delay in funding and would be more responsive.

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

- F. Regional Comprehensive Planning Committee
 1. No business items.

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

The Commission's Annual meeting will be held immediately following the Quarterly Commission Meeting.

The next Quarterly Commission meeting will be 10:00 a.m. on Friday, July 29, 2022, additional meeting details will be forthcoming.

Mr. Federwitz requested that since there were so many new staff faces to go around with introductions. Chair Nooyen noted upon completion that it was a very good suggestion.

10. **Adjourn**

A motion was made by Ms. Connors and second by Mr. Jarvis to adjourn with the time noted at 11:06 a.m.

Respectfully Submitted by:
Leann S Buboltz – Administrative Coordinator
ECWRPC