



**MEETING NOTICE
QUARTERLY COMMISSION MEETING**

East Central Wisconsin Regional Planning Commission

Date: Friday, October 28, 2022
Time: 10:00 a.m.
Place: Fond du Lac County Hwy Building
 1820 S Hickory Street – Fond du Lac, WI 54937

1. **Call to Order** – Chair Nooyen called the meeting to order with the time noted at 10:00 a.m.
2. **Roll Call**
 - A. Introduction of Alternates and Guests – Mellissa Kraemer Badtke, Executive Director introduced two new members to the Commission. Ms. Stephan Grochowski of Menominee County and Mr. Ken Capelle of Shawano County.
 - B. Welcome from the Fond du Lac County, Sam Kaufman- County Executive welcomed all the Commissioners and shared the highlight and the benefits of living and working within the County. Mr. Hoerth thanked East Central staff for all their efforts regarding the needs and potential growth within the community, safe routes to school and, especially in the area of the Bounce Back Grant which has assisted 13 local businesses.

Commission Members Present:

David DeTroye (Alt. for Tom Reini) Calumet County
 Nick Kesler Calumet County
 Ronald McDonald Ex-Officio Member
 Scott Nelson Ex-Officio Member
 Steve Abel Fond du Lac County
 Patrick Mullen Fond du Lac County
 Sam Kaufman Fond du Lac County
 Jake Woodford..... Outagamie County
 Lee Hammen Outagamie County
 Jeff Nooyen Outagamie County
 Steve Gueths Shawano County
 Tom Kautza Shawano County
 Aaron Jenson (Alt. for Brian Smith)..... Waupaca County
 DuWayne Federwitz..... Waupaca County
 David Albrecht (Alt. for Tom Egan)..... Winnebago County
 Jerry Bougie (Alt. for Jon Doemel) Winnebago County
 Robert Keller..... Winnebago County
 Lori Palmeri Winnebago County

Commission Members Excused:

Alice Connors Calumet County
 Brenda Schneider Fond du Lac County
 Jeremy Johnson (Alt. for Elizabeth Moses) Menominee County
 James Lowey Menominee County
 Kara Homan (Alt. for Thomas Nelson) Outagamie County
 Nadine Miller Outagamie County
 Dick Koeppen Waupaca County
 David Bosshard Waushara County

John Jarvis Waushara County
Robert Schmeichel Winnebago County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke Executive Director
Kevin Englebert Deputy Director
Sara Otting Controller
Kim Biederman Senior Planner
Tanner Russell..... Associate Planner
Mike Zuege..... GIS Manager
Leann Buboltz..... Administrative Coordinator

3. **Public Comment** – None.

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

A. Approval of the Agenda. A motion was made by Mr. Kautza and second by Mr. Hammen to approve of the agenda. Motion carried unanimously.

5. **Approval of the Minutes of the April 29, 2022 Quarterly Commission Meeting**

A. Approval of the Minutes of the April 29, 2022 Quarterly Commission Meeting. A motion was made by Mr. Albrecht and second by Mr. Kautza to approve of the minutes as presented. Motion carried, noting that Ms. Grochowski abstained from the vote.

6. **Announcements and Reports**

A. Director’s Report – presented by Ms. Kraemer Badtke
1. New Hires - New Hires - Brenna Root was hired as our new Associate Planner – Transportation. Brenna has a public health background and has experience with community engagement. Kim Dieck was hired as our new Associate Planner for the Safe Routes to School Program. Kim is a former teacher and will be working to expand the safe routes to school curriculum.

7. **Business -**

A. Steering Committee –
1. Meeting Minutes from July 13, 2022.
2. Meeting Minutes from July 27, 2022
3. Meeting Minutes from September 21, 2022

Chair Nooyen requested that action combine the three meeting minutes into one motion. Members agreed

A motion was made by Mr. Abel and second by Mr. Albrecht to approve of the minutes from the July 13, 2022, July 27, 2022 and the September 21, 2022 Steering meeting as presented. Motion carried unanimously.

4. **3rd Quarter, 2022 Financial Report** – presented by Ms. Otting, Controller. Ms. Otting shared that 75% of budget is used and the levy payments are all paid in full. A complete review of the expenses took place showing an anticipated surplus of \$207,385. She noted that everything is on track with the approved budget.

Balance Sheet – The largest item outstanding is the Regional Safe Routes to School payment which is expected soon as the DOT hired additional personnel to assist in the review and payment process. A detailed explanation on review of the full balance sheet took place.

Committee discussion took place inquiring if there are any funds in cash accounts that could be invested short term to receive interest of the amount? Ms. Otting stated that the Local Government Investment Pool is being used by the Commission for that as well as trying to keep the money in the money-market as long as possible before moving it over to the checking account.

A motion by Mr. Federwitz and second by Ms. Palmeri to approve of the 3rd Quarter 2022 Financial Report as presented and to place on file. Motion carried unanimously.

5. **3rd Quarter, 2022 Project Status Report** presented by Ms. Otting, Controller. A detailed review of the financial status was given stating that the target would be 25% amount remaining in each line items, which has been attained.

A motion by Mr. Woodford and second by Mr. Jenson to approve of the 3rd Quarter 2022 Project Status Report as presented. Motion carried unanimously.

6. **Amending Proposed Resolution 41-22: Adopting the 2023 Cost Allocation Plan, Indirect Cost Rate, and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission** presented by Ms. Otting – Controller. Ms. Otting shared with the Committee members that the Cost Allocation Plan, the Indirect Cost Proposal, and the Certificate of Lobbying acknowledges that the methodology used to determine East Central's costs are following federal requirements and standards regarding lobbying costs. It was also noted that East Central staff has been working with the Department of Interior to develop the 2023 Indirect Cost Rate Proposal, which will be based on the 2021 audit. The Indirect Cost Rate Proposal includes supplemental materials including the 2021 Audited Financial Statements, estimated financial data for the 2023 Proposed Budget, the Certificate of Indirect Cost Rate and the Signed Certificate of Lobbying. Ms. Otting explained that the NICRA for 2023 has been approved by Department of Interior at 59.04% and the Fringe rate for 2023 has been updated to 47.51%, totaling 106.55%

A motion was made by Mr. Albrecht and second by Mr. Abel to approve *Amending Proposed Resolution 41-22: Adopting the 2023 Cost Allocation Plan, Indirect Cost Rate, and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission*. Motion carried unanimously.

7. **Proposed Resolution 47-22: Amending the 2022 Work Program and Budget for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director of the Commission to Enter into a Contract Amendment with the Wisconsin Economic Development Corporation for the Main Street Bounceback Grants Program** presented by Kevin Englebert. Mr. Englebert shared that on September 13th the State of Wisconsin announced an additional investment of \$25 million into the Main Street Bounceback Grant Program to increase their overall investment to \$100 million from \$75 million. A resolution, a draft contract amendment, and a revised economic development work program section to accept \$1,000,000 in additional funds for the Main Street Bounceback Grants Program is

proposed for approval. He noted that the work program will be amended to increase this year's funding levels from \$6,015,000 to \$7,015,000 to incorporate new program funding of \$1,000,000, stating that to date, the Commission received \$8.27 million for the program. Overall, with the extension and contract amendment, funding levels will increase to \$9.27 million overall (including the funding from 2021).

A motion was made by Mr. Jensen and second by Mr. Gueths to approve of *Amending the 2022 Work Program and Budget for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director of the Commission to Enter into a Contract Amendment with the Wisconsin Economic Development Corporation for the Main Street Bounceback Grants Program*. Motion carried unanimously.

8. **Proposed Resolution 48-22:** *Authorizing the Executive Director of the Commission to Enter into a Contract Agreement with the Wisconsin Department of Transportation for the Oshkosh Transit – Transit Development Plan* presented by Ms. Melissa Kraemer Badtke-Executive Director. Ms. Kraemer Badtke gave a brief overview of the process where ECWRPC developed an application for the 5304 - Statewide Transit Planning Grant Program on behalf GO Transit (Oshkosh). This contract was awarded showing funding from the Wisconsin Department of Transportation at \$106,144 (or up to 80%) of the \$132,680 project cost. GO Transit committed to the remaining 20% (\$25,536). She noted that previously the Steering Committee approved Resolution 48-22 however the guidelines were incorrect within the contract. Recently, staff received a revised contract from the Department of Transportation showing the updated audit guidelines which was sent out to the Committee member for their review.

A motion was made by Mr. Kaufman and second by Ms. Palmeri to approve of the *Proposed Resolution 48-22: Authorizing the Executive Director of the Commission to Enter into a Contract Agreement with the Wisconsin Department of Transportation for the Oshkosh Transit*. Motion carried unanimously

9. **Proposed Resolution 49-22:** *Amending the 2022 Unified Transportation Work Program and Budget and Requesting an Extension of Funding Eligibility period to complete work from Calendar Year 2022 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization (MPO)* presented by Ms. Melissa Kraemer Badtke-Executive Director. The Commission staff assessed the transportation program deliverables for the 2022 Work Program and budget and are requesting an extension of funding availability for those projects to the 2023 Work Program and Budget. Below is a breakdown.
 - i. 1311A - Appleton (Fox Cities) and Oshkosh Administration and Program Support - \$15,000 Staff will work with a consultant to work with the East Central staff and review the MPO structure for the Appleton (Fox Cities) MPO
 - ii. 1312A - Appleton (Fox Cities) and Oshkosh Long Range Transportation Plan - \$17,000 Comprehensive Safety Action Plan
 - iii. 1324A – Specialized Transportation and Transit Program Coordination - \$100,000 Staff will work with a consultant and Valley Transit and the City of Neenah to develop a Neenah Transit Transfer Center Study. Staff will work with a consultant and Valley Transit to develop and administer a Ridership and Fare Equity Survey.

A motion was made by Ms. Palmeri and second by Ms. Grochowski to approve of Proposed Resolution 49-22: *Amending the 2022 Unified Transportation Work Program and Budget and Requesting an Extension of Funding Eligibility period to complete work from Calendar Year 2022 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization (MPO)*. Motion carried unanimously.

B. Economic Development Committee

1. Approval of the Minutes for July 6, 2022 Meeting. A motion was made by Mr. Bougie and second by Mr. Albrecht to approve the minutes as presented. Motion carried unanimously.

C. Open Space and Environmental Management Committee – No new business.

D. Community Facilities Committee – No new business.

E. Transportation Committee

1. Approval of the Minutes for July 12, 2022 Meeting. A motion was made by Mr. Kautza and second by Mr. Gueths to approve the minutes as presented. Motion carried unanimously.
2. **Proposed Resolution 42-22:** Adopting the 2023 Unified Transportation Work Program and the Annual MPO Self-Certification and the Regional Transportation Program Self-Certification for the East Central Wisconsin Regional Planning Commission – Melissa Kraemer Badtke

The draft 2023 Unified Planning Work Program can be viewed at the following website: <https://www.ecwrpc.org/programs/transportation/work-program-and-budget/>.

Ms. Kraemer Badtke gave an overview of the Draft 2023 Unified Planning Work Program. She shared that East Central staff has met with WisDOT, FHWA, and FTA to discuss the planning priorities and projects for 2023. It was pointed out that there will be minor modifications to the work program based on the feedback staff has received. Additional requirements per the funding letters in next year's work program include housing coordination; 2.5% of the budget and program deliverables related to safe and accessible transportation; and assistance for communities on grant applications and materials. Ms. Kraemer Badtke indicated that there was a substantial increase in the transportation programming primarily due to the Bipartisan Infrastructure Law. She also shared with the Commission a breakdown of program deliverables within each of these following areas: Appleton (Fox Cities)/Oshkosh Metropolitan Planning Organization, Regional Transportation Program, Fond du Lac Metropolitan Planning Organization, Regional Safe Routes to School Program, and GO Transit – Transit Development Plan.

A motion was made by Mr. Gueths and seconded by Mr. Keller to approve of **Resolution 42-22:** Adopting the 2023 Unified Transportation Work Program and the Annual MPO Self-Certification and the Regional Transportation Program Self-Certification for the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

3. **Resolution 43-22:** Amending the Transportation Improvement Program for the Oshkosh Urbanized Area – 2022 presented by Tanner Russell – Associate Planner.

Mr. Russell shared that WisDOT has requested the inclusion of a bridge rehabilitation project on State Highway 44 in the City of Oshkosh over the Fox River. He noted that this project is receiving NHPP funding for design funds in 2023 and construction funds in 2025. He indicated that no public comment was received. Projects include: TIP Number: **253-22-031**

A motion was made by Ms. Palmeri and second by Mr. Albrecht to approve of **Resolution 43-22**: Amending the Transportation Improvement Program for the Oshkosh Urbanized Area as presented. Motion carried unanimously.

4. **Resolution 44-22**: Approval of the Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Metropolitan Planning Organization – 2023 – presented by Tanner Russell – Associate Planner.

Mr. Tanner informed the members that the Transportation Improvement Program (TIP) is an annually prepared program of transportation projects that will be utilizing federal funding assistance in their implementation. He noted that no public comment was received and that this TIP includes projects within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). East Central Wisconsin Regional Planning Commission (ECWRPC) has updated the Transportation Improvement Program (TIP) for the Appleton (Fox Cities) MPO. ECWRPC staff has worked with WisDOT Northeast Region, transit operators, and local government officials to compile this list of projects for the 2023-2026 program years. Information can be found at <https://www.ecwrpc.org/programs/fox-cities-and-oshkosh-mpo/transportation-improvement-program/>

A motion was made by Mr. Federwitz and second by Mr. Abel to approve of **Resolution 44-22**: Approval of the Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Metropolitan Planning Organization – 2023. Motion carried unanimously.

5. **Resolution 45-22**: Approval of the Transportation Improvement Program (TIP) for the Oshkosh Urbanized Area - 2023 presented by Tanner Russell – Associate Planner.

Mr. Russell shared with the members that the Transportation Improvement Program (TIP) is an annually prepared program of transportation projects that will be utilizing federal funding assistance in their implementation. This TIP includes projects within the Oshkosh Metropolitan Planning Organization (MPO). East Central Wisconsin Regional Planning Commission (ECWRPC) has updated the Transportation Improvement Program (TIP) for the Oshkosh MPO. ECWRPC staff has worked with Wisconsin Department of Transportation (WisDOT) Northeast Region, transit operators, and local government officials to compile this list of projects for the 2023-2026 program years. Information can be found at <https://www.ecwrpc.org/programs/fox-cities-and-oshkosh-mpo/transportation-improvement-program/>.

A motion was made by Mr. Albrecht and second by Ms. Palmeri to approve of **Resolution 45-22**: Approval of the Transportation Improvement Program (TIP) for the Oshkosh Urbanized Area – 2023. Motion carried unanimously.

6. **Resolution 46-22**: Approval of the High Cliff Connection Master Plan presented by

Ms. Kim Biedermann – Senior Planner. Ms. Biedermann gave a brief overview of the creation of the Plan. She shared that in August 2021, ECWRPC entered into a contract with HKGi to conduct a feasibility study and create a master plan for a proposed connection from the Fox Cities to High Cliff State Park, with a study area focusing on connecting from the Loop the Little Lake route east to High Cliff. She noted that the feasibility study portion of the project include: examining the suitability of various roadways to connect to High Cliff; public engagement through pop-up events and interactive maps on the project website; holding meetings with a core team comprised of municipal staff, state agencies, and local partners and a broader stakeholder group; and utilizing various data sources to examine how people are currently bicycling and walking in the project’s study area.

Ms. Biedermann stated that presentations on the draft master plan were provided to Village of Harrison board, Village of Sherwood board, and the Menasha’s City Council. She noted that the project has received a \$2 million commitment from the Nelson fund within the Community Foundation for the implementation of the High Cliff Connection. The document can be found online at: <https://hkqi.mysocialpinpoint.com/high-cliff-connection>.

A motion was made by Mr. Woodford and second by Mr. Hammen to approve of **Resolution 46-22**: Approval of the High Cliff Connection Master Plan. Ms. Palmeri expressed her enthusiasm that this project was moving forward. Ms. Kraemer Badtke also commended Ms. Biedermann and her team for their efforts as they worked extensively with the community, taking their input into consideration while compiling this Plan. She noted that this is a new partnership with the Community Foundation of the Fox Valley. Motion carried unanimously.

7. **Resolution 32-22**: Approval of Economic Impact Study of Bicycle and Pedestrian Facilities in Calumet, Fond du Lac, Outagamie and Winnebago Counties - presented by Kim Biedermann-Senior Planner. ECWRPC entered into a contract with EConsult Solutions, Inc. (ESI) from August 2, 2021 to June 30, 2022 to conduct an economic impact study on bicycling and walking facilities in the urbanized areas of Calumet, Fond du Lac, Outagamie, and Winnebago Counties. She noted that the study’s findings, show that investing in bicycle and pedestrian infrastructure has an overall positive economic impact, with investment of the future network estimated to be \$1.3B and will result in an estimated \$2.3B impact. Ms. Biedermann also shared that, the findings of this study can be used by local communities seeking to build, expand, and finance local bicycle and pedestrian networks.

The documents can be found online at:

Summary Report: <https://www.ecwrpc.org/wp-content/uploads/2022/09/Draft-ECWRPC-Economic-Impact-Study-Report.pdf>

Technical Report: <https://www.ecwrpc.org/wp-content/uploads/2022/09/Draft-ECWRPC-Economic-Impact-Study-Technical-Report.pdf>

A motion by Mr. Kautza and second by Mr. Bougie to approve of Resolution 32-22 as presented. Motion carried unanimously.

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

8. Other Business

- A. **Resolution 50-22:** Amending the 2023 Unified Transportation Work Program and Budget to include Work Activities from the Period of Availability in Calendar Year 2022 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization (MPO) presented by Ms. Kraemer Badtke.

Ms. Kraemer Badtke noted that the 2023 Transportation Work Program and Budget has been approved by the Transportation Committee and is on the agenda for the Quarterly Commission Board on October 28th. The approved Proposed Resolution 49-22 amends in the 2022 work activities and budgets into the 2023 Transportation Work Program and Budget. She shared that the Wisconsin Department of Transportation and the Federal Highway Administration will also need to approve this request and the projects and program deliverables will need to be completed by November 30, 2023.

A motion was made by Mr. Gueths and second by Mr. Abel to approve of Resolution 50-22: *Amending the 2023 Unified Transportation Work Program and Budget to include Work Activities from the Period of Availability in Calendar Year 2022 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization (MPO)*

9. Establish Time and Place for Next Commission Meeting

The next meeting will be 10:00 a.m. on Friday, January 27, 2023, will be held virtually. Additional meeting details will be forthcoming.

10. **Adjourn** – A motion was made by Mr. Albrecht and second by Ms. Grochowski to adjourn with the time noted at 10:45 a.m.

Respectfully submitted by

Leann Buboltz – ECWRPC Administrative Coordinator