

**MEETING NOTICE**

**APPROVED**

**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, January 19, 2022  
**Time:** 1:30 p.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  
David Albrecht (Perm. Alt. for Shiloh Ramos) ..... Winnebago County  
Jeremy Johnson (Perm. Alt. for Elizabeth Moses) ..... Menominee County

**Committee Members Absent (Excused):**

Donna Kalata ..... Waushara 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  
Kim Biederman ..... Senior Planner  
Leann Buboltz ..... Administrative Coordinator

**Introduction of Alternates, Staff and Guests**

**3. Approval of the Agenda/Motion to Deviate** A motion by Mr. Kautza and a second by Mr. Farrell to approve of the agenda as presented. Motion carried unanimously.

**4. Public Comment -** None

**5. Approval of the Minutes of the December 15, 2021 Steering Committee Meeting** A motion by Ms. Connors and second by Mr. Kautza to approve of the minutes as presented. Motion carried with it noted that Mr. Johnson abstained.

**6. Announcements and Discussion Items**

A. Director's Report – Presented by Ms. Kraemer-Badtke

**Staff Updates:** The Commission recently hired Jennie Mayer and Casey Peters as Associate Planners. Jennie and Casey will both be working on the Transportation and Safe Routes to School Programs.

**NR-135 Non-Metallic Mining Program:** East Central staff has been working with Calumet County on the transition plan for the NR-135 Non-Metallic Mining Program along with updating the contract. It is anticipated that a draft contract will be sent to each of the participating Counties for their review in February and the draft contract will be provided to the Steering Committee for review at the March meeting.

**Strategic Plan Update:** Staff continues to review Commission policies and procedures and will bring forward recommend changes as appropriate. Last year staff developed the merit matrix and a salary rewards program that was utilized for salary adjustments. The *Regional Comprehensive Plan update* is underway and slated for completion at the end of 2022. There have been a number of program deliverables that have been ongoing for the *economic development program* including the development of a data hub and the draft chapters for the resiliency plan. The *Main Street Bounceback Program* was an unanticipated program at the time the Strategic Plan was approved. Staff have worked with the Wisconsin Economic Development Corporation, the Regional Planning Commissions, and local municipalities to award grants for business. In *the transportation program*, the Congestion Management Plan for the Appleton Transportation Management Area and the Appleton (Fox Cities) Transportation Management Area and Oshkosh Metropolitan Planning Organization Bicycle and Pedestrian Plan were updated and approved in October. The *Commission staff* worked with the Fond du Lac MPO Policy Board to update their bylaws and the intergovernmental agreement between the City of Fond du Lac and East Central. Program activities are beginning to increase again for the Safe Routes to School Program and staff is in the process of updating the Regional Safe Routes to School Strategic Plan. *East Central staff is working with the Wisconsin Department of Natural Resources* to update the policies and procedures document and continuing to work on the Fox Cities SSA Plan update. Commission staff continues to administer this program for four Counties in the region. In 2022, the Commission will be administering the program for Calumet County. In addition, East Central staff provides quarterly progress reports to the County staff. East Central staff is currently exploring costs, financial model, and a demand for the Open Space and Recreation Planning program.

**Gubernatorial Appointments:** Staff is continuing to work with local municipalities to approved the resolutions to change the board composition. The goal is to have this completed by mid-March. Staff will then work with our legal counsel to submit the appropriate paperwork to the Governor's office and file the new articles of organization prior to the nominating committee meeting for the Commission in April. Once the change occurred, staff will notify the Gubernatorial Appointments and each of the members Counties prior to their reorganization meetings in April.

## 7. New Business/Action Items

- A. Fourth Quarter, 2021 Financial Report – presented by Ms. Otting. Upon review a motion to receive and place on file as presented was made by Mr. Farrell and second by Mr. Johnson. Motion carried unanimously.
- B. Fourth Quarter, 2021 Work Program Performance Report – presented by Ms. Otting. She noted that on the 2021 handout the local match is not included within the billed amount. This local match amount will be added going forward. A motion by Ms. Connors and second by Mr. Albrecht to approve of the Fourth Quarter, 2021 Work Program Performance Report. Hearing of no further discussion. Motion carried unanimously.

- C. Proposed Resolution 01-22: Adopting the Final 2022 Work Program and Budget for East Central Wisconsin Regional Planning Commission (The Work Program and Budget can be reviewed at the following link: <https://www.ecwrpc.org/programs/transportation/work-program-and-budget/> Ms. Kraemer-Badtke presented the 2022 Work Program with the reorganization plan, the intergovernmental agreement with Outagamie County, and the draft ECWRPC 2021-2023 Strategic Plan. One noted change was to show the Fond du Lac Metropolitan Planning Organization (MPO) carryover of \$10,000.

A motion by Mr. Farrell and second by Mr. Kautza to approve of the 2022 Work Program with the change to show the Fond du Lac carryover of \$10,000. Motion carried unanimously.

- D. Proposed Resolution 02-22: Adoption of the Annual Affirmative Action Program for Equal Employment Opportunities. Ms. Biederman and Ms. Kraemer-Badtke presented the Affirmative Action Program report. It was noted that legal counsel advised ECWRPC that participation in this Program is voluntary until we reach a total of 50 or more employees.

A motion by Mr. Johnson and second by Mr. Albrecht to approve of the Proposed Resolution 02-22 as presented. Motion carried unanimously.

- E. Proposed Resolution 08-22: Amending the 2021 Unified Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility period to complete work from calendar year 2021 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations presented by Ms. Kraemer-Badtke

A motion by Mr. Kautza and second by Ms. Connors to approve of the Proposed Resolution 08-22 as presented. Motion carried unanimously.

- F. Proposed Resolution 09-22: Amending the 2022 Unified Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility period to complete work from calendar year 2021 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations presented by Ms. Kraemer-Badtke.

A motion by Mr. Farrell and second by Mr. Kautza to approve of the Proposed Resolution 09-22 as presented. Motion carried unanimously.

- G. Proposed Resolution 10-22: Authorizing the Commission to in enter into a Contract with Toole Design Group, LLC as noted in the contract and authorizing the Executive Director to execute the contract on behalf of the Commission, presented by Ms. Biederman.

A motion by Mr. Albrecht and second by Ms. Connors to approve of the Proposed Resolution 10-22 as presented. Motion carried unanimously.

- H. Proposed Resolution 11-22: Authorizing the Commission to enter into a Contract with Toole Design Group, LLC as noted in the contract and authorizing the Executive Director to execute the contract on behalf of the Commission, presented by Mr. Halada and Ms. Kraemer-Badtke.

A motion by Mr. Kautza and second by Mr. Farrell to approve of the Proposed Resolution 11-22 as presented. Motion carried unanimously.

*\*\* Please note that at 2:15 p.m. Mr. Kautza left the meeting*

- I. First Contract Amendment – Ayres Associates: Authorizing the Commission to enter into a Contract Amendment with Ayres Associates, Inc. as noted in the contract amendment and authorizing the Executive Director to execute the contract amendment on behalf of the Commission, presented by Mr. Englebert.

A motion by Mr. Farrell and second by Mr. Johnson to approve of the First Contract Amendment – Ayres Associates as presented. Motion carried unanimously.

- J. Proposed Resolution 12-22: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2022, presented by Mr. Halada. Upon review it was noted that Mr. Ron McDonald, Valley Transit was made aware of the amendment.

A motion by Ms. Connors and second by Mr. Albrecht to approve of the Proposed Resolution 12-22 as presented. Motion carried unanimously.

## 8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)
  - Ms. Connors-Calumet County shared the 11 people are running opposed
  - Mr. Albrecht-Winnebago County shared that 39% of their Board members were turning over.
  - Mr. Nooyen-Outagamie County shared that there would be a 25% Board turnaround of their members.
  - Mr. Johnson-Menominee County shared that an additional round of Covid has shut down in-office visits at their Courthouse.
  - Mr. Farrell-Fond du Lac County shared that with much deliberation he has decided not to run for re-election this coming year. *\*\*Mr. Nooyen, on behalf of the Committee, wished him well on his new endeavors, thanked Mr. Farrell for his service and noted that he will truly be missed.*

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

- A. **Steering Committee Meeting:** *The next Steering Committee meeting will be Wednesday, March 16, 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. - Virtually. An agenda and meeting materials will be forthcoming.*

10. **Adjourn** - A motion by Mr. Farrell and second by Mr. Johnson to adjourn. Motion carried unanimously. Time noted at 2:30 p.m.