

MEETING NOTICE

**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, March 16, 2022
Time: 1:30 p.m.

AGENDA

1. Welcome and Introductions
Chair Nooyen called the meeting to order at 1:30p.m.

2. Roll Call

Committee Members Present:

Jeff Nooyen (Chair) Outagamie County
Alice Connors (Vice Chair)..... Calumet County
Martin FarrellFond du Lac County
Tom KautzaShawano County
David Albrecht (Perm. Alt. for Shiloh Ramos)..... Winnebago County
Jeremy Johnson (Perm. Alt. for Elizabeth Moses)..... Menominee County
Donna Kalata..... Waushara County
Dick Koeppen Waupaca County

Committee Members Absent (Excused):

ECWRPC Staff and Guests:

Melissa Kraemer Badtke Executive Director
Kevin Englebert..... Deputy Director
Sara Otting Controller
Scott Konkle Senior Planner
Leann BuboltzAdministrative Coordinator

Introduction of Alternates, Staff and Guests

- 3. Approval of the Agenda/Motion to Deviate** – A motion was made by Mr. Kautza and second by Mr. Albrecht to approve of the agenda/motion to deviate. Motion carried unanimously.
- 4. Public Comment** – Hearing of none.
- 5. Approval of the Minutes of the January 19, 2022 Steering Committee Meeting.** A motion was made by Mr. Albrecht and second by Mr. Farrell to approve of the minutes as presented. Motion carried unanimously.

6. Announcements and Discussion Items

- A. Director's Report by Melissa Kraemer Badtke, Executive Director. Update on highlighted activities.

Staff Updates: Lily Paul, an Associate Planner with the Commission, recently accepted a position with the City of Kaukauna. The Commission is in the process of refilling the Associate Planner Position, and the position has been posted. Also, Trish Nau, a Senior Planner with the Commission, recently accepted a position with the Village of Harrison. The Commission will be in the process of refilling her position.

Gubernatorial Appointments: Staff is continuing to work with local municipalities to approve the resolutions to change the Commission Board composition. Next step, 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. We anticipate to have this completed prior to the Nominating Committee meeting for the Commission in April. Once the change occurs, staff will notify the Gubernatorial Appointments and each of the member Counties prior to their reorganization meetings in April.

Cost Allocation Plan: In the past, staff would present the cost allocation plan to the Steering Committee at the April meeting. However, with the new process for the Fixed Carryover Negotiated Indirect Cost Rate, staff will be updating this information once the Commission has received an approved indirect cost rate from the Department of Interior. East Central staff will begin developing the materials that will be submitted to the Department of Interior once the audit financial statements have been reviewed and considered by the Commission Board.

Transportation Program Update: The Bipartisan Infrastructure Law was approved in November 2021. In anticipation of increased funding levels for the transportation program, the Wisconsin Department of Transportation has opened two new funding solicitation processes for infrastructure projects. In addition, staff anticipates there will likely be funding increases for the Metropolitan Planning Organization programs and the Regional Transportation Program. The funding amounts in the Bipartisan Infrastructure Law are contingent on the Appropriations Bill being approved (which is currently under continuing resolution until March 11, 2022) and the State Legislature modifying and/or approving the plan submitted by the Wisconsin Department of Transportation. Once estimated funding amounts are available for the Metropolitan Planning Organization programs, East Central staff will bring that information to the Steering Committee for their review and possible consideration of any levy increases for the Commission that may need to occur for the calendar year of 2023.

- B. Main Street Bounceback Grants Program Update and EDA CARES Act Extension by Kevin Englebert – Deputy Director

Main Street Bounceback Grants Program Update A breakdown of the program shows that out of the \$6,000,000 available, \$3,440,000 was approved which results in 58.8% of the Main Street Bounce Back Program allocation administered to date. Due to high program demand, beginning March 1, 2022, applications for spaces under 400ft² will be placed on a waiting list for funding. This was a minor revision to our region's eligibility criteria, which was approved by WEDC.

EDA CARES Act Extension - In late January, a communication was received from EDA regarding the possibility of an extension to the Commission's CARES Act grant. Previously, EDA had stated that they would not entertain any extensions to CARES Act grants awarded to economic development districts. Under the current terms of the grant,

the deadline for expenditures is June 30, 2022. Through January 2022, the Commission's efforts on the CARES Act grant have drawn down \$231,802 of the \$400,000 grant or approximately 59% of the total. In February, we officially requested a 12-month extension for the CARES Act award through June 2023. A 12-month extension would allow the Commission staff time to finish all stated deliverables and by doing so draw down the balance of the grant.

7. New Business/Action Items

- A. **Approval of Contract Amendment with Talent Solutions for Human Resources Consultant Services** to extend the funding to up to \$20,000 and the contract completion date of June 29, 2022. Ms. Kraemer-Badtke gave an overview of the Human Resources service Ms. Kathy Lett of Talent Solutions provides (on file). Staff recommends that the Steering Committee approves amending contract 2458-021 with Talent Solutions to extend the funding to up to \$20,000 and the contract completion date of June 29, 2022.

A motion was made by Mr. Farrell and a second by Ms. Connors to approve of the amendment to contract 2458-021. Motion carried unanimously.

- B. **Proposed Resolution 13-22 – Authorizing Commission Staff to Destroy Public Records According to the Adopted “Records Retention Policy and Destruction Schedule”**. Presented by Ms. Sara Otting - Controller. Every year staff follows East Central's Records Retention Policy and Destruction Schedule for the destruction of East Central's public records. Given staff turnover with the Controller position in 2021, the records destruction process was inadvertently missed last year. Staff is back on schedule and will continue records destruction every spring after the audit is completed. The calendar year 2010 and 2011 records will be destroyed by June 30, 2022. Staff recommends approval of Proposed Resolution 13-22 Authorizing Commission Staff to Destroy Public Records According to the Adopted “Records Retention Policy and Destruction Schedule”.

A motion was made by Ms. Connors and a second by Ms. Kalata to approve of Resolution 13-22. Motion carried unanimously.

- C. **Discussion and potential action regarding Commission Board Appointment Process and Nominating Committee Guidance**. Presented by Ms. Melissa Kraemer-Badtke. For the 2022-2024 Commission Board Appointments, the Nominating Committee will be selecting a chair and vice chair of the Commission for a two-year term. In addition, the Nominating Committee will be recommending two options for Commission Board Appointments for the Standing Committees. The Nominating Committee will select one option with the Gubernatorial appointments remaining and a second option without the Gubernatorial Appointments, which will take effect when the Commission has reached the appropriate resolution threshold.

A motion was made by Mr. Kautza and a second by Mr. Farrell to approve of the Commission Board Appointment Process and Nominating Committee Guidance procedures as presented. Motion carried unanimously.

8. Informational/Discussion Items

- A. **Discussion on the NR-135 Non-Metallic Mining Program Draft Contract Agreement** – with Calumet, Waupaca, Winnebago, Outagamie and Shawano County presented by Mr. Scott Konkle – Senior Planner. The original contract governing NR-135 Non-

Metallic Mining Program administration with the Counties dates back to 2001. A few of the revisions to the contract include: removing the program “start-up” language, removal of the automatic permit section, an updated GIS information section, added language to the permit transfer section, and an update to the terms of the agreement section with regard to members withdrawing from the agreement.

The next step will be to send the Counties the final contract and have them approve the contract by their committees and boards in the coming months. We will bring a final contract to the Steering Committee for approval at the April meeting. East Central staff anticipates the transition of the program with Calumet County will be effective on June 1, 2022.

Staff Recommendation: Staff does not have a recommendation at this time and would appreciate any feedback from the Steering Committee regarding the draft contract.

B. County Roundtable Discussion (as time permits)

- i. Mr. Farrell shared that he attended his last FDL Board meeting last evening. During the meeting they dispersed ARPA Funds and Broadband Expansion grants – all actions were unanimously moved.

9. Establish Time and Place for Next Commission Meeting

- A. **Steering Committee Meeting:** *The next Steering Committee meeting will be in person Thursday, April 14, 2022 at 1:30 p.m.*
- B. **Commission Meeting:** *The next Commission meeting will be held on Friday, April 29, 2022 at 10:00 a.m. The Annual Meeting for the Commission will be immediately following the Quarterly Commission meeting. An agenda and meeting materials will be forthcoming.*

10. Adjourn – A motion was made by Mr. Koeppen and seconded by Mr. Farrell to adjourn with the time noted at 2:25 pm

Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.