

APPROVED MEETING MINUTES
APRIL 14, 2022
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: 400 Ahnaip Street, Suite 100 Menasha WI 54952

Date: Thursday, April 14, 2022

Time: 1:30 p.m.

AGENDA

1. Welcome and Introductions Chair Nooyen called the meeting to order at 1:35 p.m. upon meeting the requirements of a quorum.

2. Roll Call

Committee Members Present:

Jeff Nooyen (Chair)	Outagamie County
Alice Connors (Vice Chair)	Calumet County
Martin Farrell	Fond du Lac County
Donna Kalata.....	Waushara County
Dick Koeppen	Waupaca County
Tom Kautza (arrived at 1:48 p.m.)	Shawano County

Committee Members Absent (Excused):

David Albrecht (Perm. Alt. for Shiloh Ramos)	Winnebago County
Jeremy Johnson (Perm. Alt. for Elizabeth Moses)	Menominee County

ECWRPC Staff and Guests:

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

3. Approval of the Agenda/Motion to Deviate

A motion was made by Mr. Koeppen and seconded by Ms. Kalata to approve of the agenda. Motion carried unanimously.

4. Public Comment – No public comment.

5. Special Order of Business/Action Item

A. Presentation (virtual) and Approval of the 2021 Annual Audit – Ms. Amber Danielski, Director gave a presentation of the 2021 Annual Audit, summarizing financial activity throughout 2021 as well as noted changes to be made within various processes to meet compliance. Report is on file.

A motion was made by Mr. Farrell and seconded by Ms. Kalata to receive and place on file the 2021 Annual Audit Report as presented. Motion carried unanimously.

6. Approval of the Minutes of the March 16, 2022 Steering Committee Meeting

A motion was made by Mr. Kautza and seconded by Mr. Koeppen to approve of the minutes as presented. Motion carried

7. Announcements and Discussion Items

A. Director's Report – presented by Ms. Melissa Kraemer Badtke
Highlights include:

- **Staff Changes:** The Commission is in the process of refilling the Associate Transportation Planner Position left vacant by the departure of Lily Paul. Trish Nau recently accepted a position with the Village of Harrison and her last day with the Commission was April 8, 2022. At this time, the Commission will not be refilling that position.
- **Gubernatorial Appointments:** Staff met with the Winnebago County Towns Association and discussed the Gubernatorial Appointments. Staff also attended the Village of Coloma (Waushara County) and the Village of Brandon (Fond du Lac County) Board meetings to discuss the Gubernatorial Appointments and discuss the programs at East Central.
- **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.
- **Local Transportation Assistance:** East Central is working with a consultant to develop the Transportation Technical Assistance Program, and the Commission is currently accepting applications for projects within the Appleton (Fox Cities) Transportation Management Area and the Oshkosh Metropolitan Planning Organization. Menominee Indian Tribe of Wisconsin (Menominee County) has requested that East Central work with them on updating their Long-Range Transportation Plan for the inclusion of the transportation projects that they intend to fund under the Bipartisan Infrastructure Law. The Commission's GIS Manager created an online crash analysis dashboard to conduct detailed analysis regarding intersection crashes for Outagamie County. East Central staff is working with the City of Waupaca (Waupaca County) staff and their committee to finalize a draft of a new Bicycle and Pedestrian Plan.
- **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 2/3 of our funding from WEDC for the program. The Main Street Bounceback Grants program is scheduled to close on June 30, 2022.
- **High Cliff Connection Project:** Alternatives have been developed to connect the Fox Cities to High Cliff State Park. A community open house will be held on

Wednesday, April 20, 2022 at Menasha City Hall Rooms 132/133/134 and a Virtual Community Open House will be held on Wednesday, April 27 from 4-6pm. More information can be found at the project website - <https://hkgi.mysocialpinpoint.com/high-cliff-connection>.

- **Water Quality Management Program/Sewer Service Area:** East Central staff continues to work on the Fox Cities Sewer Service Area Plan update and process 208 Conformance Reviews.
- **Regional Safe Routes to School Program:** Staff are in the process of developing the Safe Routes to School Strategic Plan. East Central staff will be conducting bicycle and walk audits at Ripon School District (Fond du Lac County). Staff also worked with Butte des Morts Elementary School in Menasha on the Project RADAR (Reminding All Drivers about Responsibility) Program.
- **Comprehensive Plans:** The Town of Lessor Comprehensive Plan (Shawano County) was on the agenda for approval at their April 12, 2022 Town Board meeting. Staff has received a number of requests to assist local communities or Counties on the development of local plans recently. East Central will begin working on the 2023 work program and budget and working with communities to see if additional contracts will be needed for next year's budget.
- **County Collaboration:** Staff continues to meet with Waushara County to discuss how East Central and Waushara County staff can collaborate and assist with transportation, economic development, and GIS mapping projects.

8. New Business/Action Items

A. First Quarter, 2022 Financial Report (*emailed separately*)

Ms. Otting presented the 1st quarter 2022 Financial Report.

A motion was made by Mr. Farrell and seconded by Mr. Kautza to approve of the 1st Quarter 2022 Financial Report as presented. Motion carried unanimously.

B. First Quarter, 2022 Work Program Performance Report (*emailed separately*)

Ms. Otting presented the 1st quarter 2022 Work Program Performance Report.

A motion was made by Ms. Kalata and seconded by Mr. Koeppen to approve of the 1st Quarter 2022 Work Program Performance Report as presented. Motion carried unanimously.

C. Update on the implementation of East Central's Reorganization Plan and Commission Financial Comparison from 2018-2021 presented by Ms. Melissa Kraemer Badtke

Items noted regarding 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
 - Main Street Bounceback Program
- Items that are outstanding

- o Regional Comp Plan
- o Governor's Appointments

Utilizing the reorganization plan there is now a healthy cash reserve. The Commission has reduced our local contracts and the levy, decreased the Commission's amount for employee fringes and benefits, which is primarily due to the health insurance adjustment. The Commission is paying less for health insurance by increasing the employee contribution beginning in 2020. The Commission's net position has also improved. Ms. Otting provided a detailed analysis in the memo with the financial documents, which will also be presented at the Quarterly Commission meeting.

- D. Proposed 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. Konkle has been working with each of the Counties to approval the new agreement.

A motion was made by Mr. Kautza and seconded by Mr. Farrell to approve of 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

9. Informational/Discussion Items

A. County Roundtable Discussion (*as time permits*)

1. Mr. Farrell of Fond du Lac County – Mr. Farrell sadly shared that County Executive Mr. Al Buechel unexpectedly passed which created challenges in fulfilling Fond du Lac County's executive needs. There will be a special election to fill his vacated position on June 7. In the interim, Chair Farrell appointment Ms. Erin Jarred- Gerred to act as the Interim County Executive.
2. Mr. Nooyen took the opportunity to present Mr. Martin Farrell a Service Award on behalf of the ECWRPC Commission to acknowledge his years of service as Chair and Commissioner as he is not seeking re-election.
3. Mr. Nooyen also took the opportunity to thank Ms. Donna Kalata on behalf of the ECWRPC Commission for her years of service as Chair and Commissioner as she lost her re-election. A service award will be forthcoming.

10. Establish Time and Place for Next Commission Meeting

- A. Steering Committee Meeting:** *The next Steering Committee meeting will be Friday, April 29, 2022 at 8:30 a.m. Outagamie County Courthouse prior to the full Commission meeting.*
- B. Commission Meeting:** *The next Commission meeting will be held on Friday, April 29 at 10:00 a.m.*
- C. The Annual Meeting for the Commission will be immediately following the Quarterly Commission meeting.** *An agenda and meeting materials will be forthcoming. This will be held at Outagamie County Building.*

D. Adjourn

A motion was made by Mr. Farrell and second by Ms. Kolata to adjourn, with the time noted at 2:44 PM. Motion carried