

IMPORTANT NOTE: Due to timing issues, agenda items 7(A)(B)(C)(D)(E) will be considered for action by the Steering Committee using its authority to act on behalf of the full Commission per Bylaws, Section 2 (a)(2). This agenda is being sent as the required notification to all Commissioners of these pending actions. It is not necessary/required for non-Steering Committee members to attend this meeting, however, your comments and/or input prior to, or at, the meeting is welcome and encouraged.

MEETING MINUTES
STEERING COMMITTEE MEETING
East Central WI Regional Planning Commission

COMMITTEE MEMBERS: *Jeff Nooyen (Chair), Alice Connors (Vice Chair), Sam Kaufman, Dick Koeppen, Thomas Kautza, John Jarvis, Jeremy Johnson, David Albrecht*

Date: Wednesday, May 18, 2022

Time: 9:00 a.m.

Place: **In-Person** - East Central – 400 Ahnaip St – Ste 100 – Menasha WI 54952

1. Welcome and Introductions

Committee Members Present:

Jeff Nooyen (Chair)..... Outagamie County
 Alice Connors (Vice Chair) Calumet County
 Tom Kautza Shawano County
 John Jarvis..... Waushara County
 David Albrecht (Perm. Alt. for Tom Egan) Winnebago County

Committee Members Virtual:

Sam Kaufman..... Fond du Lac County

Committee Members Absent (Excused):

Jeremy Johnson (Perm. Alt. for Elizabeth Moses)..... Menominee County
 Dick Koeppen Waupaca County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke..... Executive Director
 Kevin Englebert Deputy Director
 Sara Otting..... Controller
 Tanner Russell..... Associate Planner-Transportation
 Leann Buboltz..... Administrative Coordinator

2. Approval of the Agenda/Motion to Deviate

A motion was made by Mr. Kautza and seconded by Mr. Albrecht to approve of the agenda. Motion carried unanimously.

3. Public Comment - None

4. Approval of the Minutes of the April 29, 2022 Steering Committee Meeting

A motion was made by Ms. Connors and second by Mr. Albrecht to approved the minutes as presented. Motion carried unanimously.

5. Announcements – None

6. New Business/Action Items

- A. **Proposed Resolution 22-22:** Approval of the Surface Transportation Block Grant Program – Urban (STP-Urban) Project for the Appleton (Fox Cities) Metropolitan Planning Organization for Federal Fiscal Year 2022. Presented by Executive Director – Melissa Kraemer-Badtke.

The Surface Transportation Program - Urban (STP-Urban) Federal Fiscal Year (FFY) 2022 program cycle opened on January 31, 2022 and closed on April 1, 2022. STP-Urban projects are funded up to 80 percent federal and 20 percent local. The funding allocation for the Appleton (Fox Cities) Metropolitan Planning Organization is \$1,142,609 for this cycle and nine applications were submitted. Of the applications, one was determined to be eligible for FFY 2022 funding. The Technical Advisory Committee recommends a STP-Urban project to the Commission's Steering Committee and Commission Board for consideration. This will meet the accelerated project schedule due to the Federal Fiscal Year 2022 deadline. The decision to fund the Outagamie County CTH JJ & CTH N project at 80% of eligible project costs has been given a proposed TIP number and was posted for the 30-day public review as of May 8, 2022

A motion was made by Mr. Albrecht and second by Mr. Kautza to approve of **Resolution 22-22:** as presented. Motion carried unanimously.

- B. **Proposed Resolution 23-22:** Approval of the Surface Transportation Block Grant Program – Urban (STP-Urban) Project for the Oshkosh Metropolitan Planning Organization for Federal Fiscal Year 2022 (*addressed under the full authority of the Commission*). Presented by Executive Director – Melissa Kraemer-Badtke.

WisDOT NE Region staff and East Central staff have reviewed the applications that were submitted from the communities in the Oshkosh Urban Area. Projects are ranked on the following categories as outlined in the Oshkosh Transportation Improvement Program (TIP) Plan Consistency, Preserves Existing System, Capacity, Safety, Multimodal, and Planned Programming. A more specific criteria for the rankings can be found by referencing pages 7-12 in the Oshkosh TIP. The decision to fund the City of Oshkosh - S. Washburn Dr. and Osborn Avenue projects at 73.8% of eligible project costs, has been given proposed TIP numbers and was posted for the 30-day public review as of May 8, 2022. The Technical Advisory Committee choose a different option than was posted for the meeting therefore the selected projects will be given proposed TIP numbers and relisted for public review starting May 15, 2022.

A motion was made by Mr. Jarvis and second by Ms. Connors to approve of the **Resolution 23-21** as presented. Motion carried unanimously.

- C. **Proposed Resolution 24-22:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2022 (*addressed under the full authority of the Commission*). Presented by Associate Transportation Planner – Tanner Russell.

Surface Transportation Program (STP-Urban) Federal Fiscal Year (FFY) 2022 program cycle project will be allocated federal funds in 2022 and therefore needs a Transportation Improvement Program (TIP) number. This includes the construction of a roundabout at the intersection of CTH JJ and CTH N. In addition, a Section 5310 grant for service in the Appleton (Fox Cities) MPO area is included in this amendment. Projects include; TIP Number: 252-22-044 and TIP Number: 252-22-045. These projects were

posted for public review for the required 30 days starting May 8, 2022 and will end June 7, 2022. No public comment has been received.

A motion was made by Ms. Connors and second by Mr. Kautza to approve of the **Resolution 24-22** as presented. Motion carried unanimously.

- D. **Proposed Resolution 25-22:** Amending the Transportation Improvement Program for Oshkosh Urbanized Area- 2022 (*addressed under the full authority of the Commission*). Presented by Associate Transportation Planner – Tanner Russell.

Surface Transportation Program (STP-Urban) Federal Fiscal Year (FFY) 2022 program cycle projects will be allocated federal funds in 2022 and therefore need TIP numbers. These projects include the resurfacing of Osborn Ave. from Knapp St. to S. Koeller St., and S. Washburn St. from Dickinson Ave. to W. 20th Ave. In addition, a Section 5310 grant for service in the Oshkosh Urbanized area is included in this amendment. Projects include: TIP Number: 253-22-028, TIP Number: 253-22-029, and TIP Number: 253-22-030. These projects were posted for public review for the required 30 days starting May 15, 2022 and will end June 14, 2022. No public comment has been received.

A motion was made by Mr. Albrecht and second by Mr. Jarvis to approve of the **Resolution 25-22** as presented. Motion carried unanimously.

- E. **Proposed Resolution 26-22:** 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 (*addressed under the full authority of the Commission*). Presented by Deputy Director – Kevin Englebert.

A motion was made by Mr. Kautza second by Ms. Connors to approve of the **Resolution 26-22** as presented. Motion carried unanimously.

- F. **Agreement with Outagamie County and East Central WI Regional Planning Commission:** Presented by Executive Director – Melissa Kraemer-Badtke.

Update for informational purposes only - In the reorganization plan, there was a levy reduction over a three-year period, including a \$50,000 reduction in 2023. Staff met with the Outagamie County staff to discuss amending the intergovernmental agreement with Outagamie County to eliminate the \$50,000 levy reduction in 2023 to allow the Commission to possibly raise the levy rate to leverage in additional funding for the Transportation program.

Levy Amounts

- **Total levy amount prior to reorganization in 2020:** \$787,204.93
- **Levy for 2021:** \$587,177.67 (\$200,000 reduction)
- **Levy for 2022:** \$487,046.20 (\$100,000 reduction)

Anticipated funding amounts for the 2023 levy: \$526,278-\$588,914 (this range will be dependent on the funding received from Wisconsin Department of Transportation and staff have a meeting with WisDOT on May 26th). Any increases in funding would be spread proportionally over the eight-member counties.

Outline of the timeline moving forward.

- Tuesday, May 14 – Outagamie County Finance Committee discusses the request to draft a resolution to amend the agreement.
- Wednesday, May 15 – Discussion with the Steering Committee regarding the possible amendment to the intergovernmental agreement with Outagamie County.
- Tuesday, June 7 – Outagamie County Finance Committee may consider a resolution regarding the amendment to the agreement; if approved it would move forward to County Board for their consideration.
- Tuesday, June 14 – Outagamie County Board considers resolution regarding the amendment to the agreement with East Central; if approved it would move to the steering committee on June 15 for consideration.
- Wednesday, June 15 – Steering Committee considers resolution to amend the agreement with Outagamie County.
- Friday, July 29 – Commission Board considers resolution to amend the agreement with Outagamie County.

7. Informational/Discussion Items

County Roundtable Discussion

- A. Tom Kautza – Shawano – Inquired if any other County performed a wage study by Carlson-Dettman and what were their findings. Ms. Connors – Calumet offered to share their information from the latest re-evaluation they had completed.

8. Establish Time and Place for Next Commission Meeting

- A. **Steering Committee Meeting:** *The next Steering Committee meeting will be June 15, 2022 at 9:00 a.m. at East Central Offices.* Administrative Coordinator – Leann Buboltz will poll Committee members to find out what time works best for everyone. Currently 9:00 a.m. creates a conflict.
- B. **Commission Meeting:** *The next Commission meeting will be held on Friday, July 29 at 10:00 a.m.* Due to a conflict with the WCA Forum schedule, the Steering Committee discussed adjusting the meeting date and time to a different date in July. Staff will review the By-laws and bring forward an alternative date and time at the next Steering Committee meeting.

9. Adjourn

A motion by Ms. Connors and second by Mr. Albrecht to adjourn with the time noted at 9:49 a.m.

Respectfully Submitted

By

Leann Buboltz, ECWRPC Administrative Coordinator