

MEETING MINUTES
STEERING COMMITTEE MEETING
East Central WI Regional Planning Commission

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

Date: Wednesday, July 13, 2022

- 1. Welcome and Introductions – Chairman Nooyen called the meeting to order at 1:00 p.m.**
- 2. Roll Call**
 - A. Introduction of Alternates, Staff and Guests – It was noted that Mr. Steve Abel is the new chair for Fond du Lac County. He is unable to attend this meeting, but will attend the July 27th Commission Board meeting.

Committee Members Present:

Jeff Nooyen (Chair)..... Outagamie County
 Alice Connors (Vice Chair) Calumet County
 Tom Kautza Shawano County
 David Albrecht (Perm. Alt. for Tom Egan) Winnebago County
 Jeremy Johnson (Perm. Alt. for Elizabeth Moses)..... Menominee County
 Dick Koeppen Waupaca County

Committee Members Virtual:

John Jarvis.....Waushara County

Committee Members Absent (Excused):

Steve Abel Fond du Lac County

ECWRPC Staff and Guests:

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

- 3. Approval of the Agenda/Motion to Deviate - A motion was made by Vice-Chair Connors and seconded by Mr. Koeppen to approve of the agenda as presented. Motion carried.**
- 4. Public Comment**
- 5. Approval of the Minutes of the May 18, 2022 Steering Committee Meeting – A motion was made by Vice-Chair Connors and seconded by Mr. Koeppen. Motion carried. Note that Mr. Jarvis abstained from the vote.**
- 6. Announcements**
 - A. Director’s Report
 - i. Staff Updates – Ms. Kramer-Badtke shared with the Committee that Jennie Mayer is the new Senior Planner - Safe Routes to School Coordinator for

the Commission. Jennie joined the Commission in January and she has a background in Education and previously worked at the Center for Childhood Safety in Green Bay. Casey Peters was recently hired as the GIS Analyst I. Casey had worked in the Transportation program

- ii. Main Street Bounce Back – Mr. Englebert shared that the grant has been extended with the anticipated end date of December 31, 2022. A contract amendment totaling \$750,000.00 will be forthcoming. He also gave accolades to staff for their assistance in making the process and grant awards a success for the region.

7. New Business/Action Items

- A. Tentative Action and Discussion: Adjusting the July Quarterly Commission meeting date and time. Ms. Kraemer-Badtke explained that according to the by-laws we need Committee approval to change the date of the Quarterly Commission meeting from Friday-July 29, 2022 at 10:00 a.m. to Wednesday-July 27, 2022 at 10:00 a.m. This proposed date change is due to a conflict with the WCA Forum.

A motion was made by Mr. Johnson and second by Mr. Kautza to approve of the date change. Discussion took place regarding the possible need to amend the by-laws. Both Chair Nooyen and Vice Chair Connors agreed that it would be beneficial to steer away from the Friday meeting day entirely due to the challenges of meeting a quorum. The proposed amendment to the by-laws will be placed on a future agenda. Motion carried hearing of no further discussion.

- B. Tentative Action and Discussion: Amending the Intergovernmental Agreement with Outagamie County – Ms. Kraemer-Badtke summarized the proposed amendment. There was a \$50,000 reduction in the levy for 2023 for all member Counties in the reorganization plan. With the additional transportation funding that will be received for the Appleton (Fox Cities)/Oshkosh MPOs and the Fond du Lac MPO, the levy will need to be removed from the reorganization plan and the intergovernmental agreement in order to leverage in the additional funding. In conversations with the City Manager, the County Board Chair and the MPO Policy Board Chair, they agreed that they would like to receive the supplemental funding for projects. The estimated amount that Appleton (Fox Cities)/Oshkosh MPO will receive is an increase of \$188,312 from 2022. In addition, the Fond du Lac MPO will receive the following estimated amounts an increase of \$86,418 from 2022.

A motion was made by Mr. Albrecht and second by Mr. Johnson to approve of the amendment to the Intergovernmental Agreement with Outagamie County. Motion carried.

- C. Discussion regarding Waushara County Membership to the Commission in 2023. Ms. Kraemer-Badtke shared with the Committee that on Tuesday, June 7 ECWRPC received the letter stating that the Executive Committee has approved a resolution to move to the County Board to withdraw their membership from the Commission in 2023. East Central staff attended their Executive Committee meeting on Monday, June 13th regarding this action. On Tuesday, June 21st Waushara County Board approved a resolution to withdraw from the Commission. It was noted that the following projects would need to be completed by the Waushara County staff: Specialized Transportation coordination plan – These plans are updated every four years and are a requirement for the County to receive the 85.21 funding. Silver Lake/Wautoma Sewer Service Area Plan – Currently funded through the WDNR. Regional Safe Routes to School – SRTS Staff has worked with the public health department to develop frequent walker programs, participated in the

Waushara County Bike Safety Day and the Walk to School Day Events. In addition, the SRTS Team completed the SRTS local action plans. Aerial photography – conversion of the aerial photography to match the County 911 system. A resolution will be moving forward to the County Board next Tuesday

Also, Waushara County may be financially responsible for contractual obligations such as the lease for the building, etc. East Central staff will be working with Waushara County staff to finalized those items. Mr. Jarvis-Waushara County Chair stated that the Board decided to move forward with this decision and appreciated ECWRPC Staff for their input and bringing their case to light. Vice Chair Connors shared that while she is disappointed to learn of the decision to withdrawal, she noted that an invitation is always there should they ever decide to re-join the Commission.

- D. Proposed Resolution 34-22: Adoption of the Preliminary Year 2023 Budget and Final Tax Levy for the East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke presented the 2023 Budget proposal. The full document can be found on the ECWRPC website at www.ecwrpc.org. In short, the proposed budget contained 3 separate options. Option 1: 2023 Preliminary Budget and Proposed Levy Amount - \$600,000, Option 2: 2023 Preliminary Budget and Proposed Levy Amount - \$625,000 and Option 3: 2023 Preliminary Budget and Proposed Levy Amount - \$639,000.

After discussion and based on the fact that the proposed levy is the minimum to carry on the agency's work program, a motion was made by Mr. Kautza and second by Mr. Koeppen to approve of Option 2: 2023 Preliminary Budget and Proposed Levy Amount - \$625,000. Motion carried unanimously.

- E. Tentative Action and Discussion: Authorizing Commission staff to purchase office furniture from Emmons Business Interiors. Ms. Otting shared with the members that staff have been working with Emmons Business Interiors, who retains the State contract for office furniture, to develop a quote for the Commission. New workstations for employee offices have not been purchased for at least 20 years and currently some staff are using tables that are unable to be ergonomically positioned. Ms. Otting also presented that the proposed cost for the furniture is \$66,500. For 2022 the Commission budgeted \$28,000 for new office furniture. The remaining amount of \$38,500 will come from the anticipated surplus at year end. The Commission anticipates a surplus in funding at the end of 2022. It is anticipated some delays with supply chain issues are still occurring (i.e. Commission car which we ordered last fall has not arrived yet).

A motion was made by Vice Chair Connors and second by Mr. Johnson. Discussion-Chair Nooyen stated the importance of having a furniture purchase-rotation plan in place. Hearing of no further discussion the motion carried unanimously to move forward with the purchase of furniture as per the quote.

- F. Proposed Resolution 35-22: Amending Resolution No. 08-90 and Subsequent Resolutions Specifying the Personnel Policies for Person Employed by the East Central Wisconsin Regional Planning Commission – Professional Development Policy – presented by Mr. Englebert. To summarize, staff developed a Professional Development Policy, which will cost share professional certifications. The EC Leadership team began to develop this policy as part of the recruitment and retention strategy for the organization. It is written to encourage certifications that are in alignment with a staff member's specific role. It also limits staff to carry a maximum of two certifications, relevant to their role, that the Commission

would financially contribute towards. The new policy also clears up confusion regarding the processes we use to determine approvals to conferences, presentations, and professional meetings, as well as the factors that the Executive Director shall consider when making approval decisions.

A motion was made by Mr. Albrecht and second by Mr. Kautza to approve of Resolution 35-22: Amending Resolution No. 08-90 and Subsequent Resolutions Specifying the Personnel Policies for Person Employed by the East Central Wisconsin Regional Planning Commission – Professional Development Policy. Motion carried unanimously.

8. Informational/Discussion Items

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

9. Establish Time and Place for Next Commission Meeting

A. **Steering Committee Meeting:**

- i. *The next Steering Committee meeting will be July 27, 2022 at 9:15 a.m. at the City of New London City Hall.*
- ii. *It was noted that the August 2022 Steering Committee meeting would be cancelled.*
- iii. *Steering Committee meeting – September 21, 2022 at 1:30pm. Confirmation along with meeting materials will be forthcoming.*

B. **Commission Meeting:** *The next Commission meeting will be held on Wednesday, July 27, 2022 at 10:00 a.m. at City of New London City Hall. An agenda and meeting materials will be forthcoming.*

10. Adjourn – A motion was made by Vice Chair Connors and second by Mr. Koeppen with the time noted at 2:30pm.

Respectfully Submitted

Leann Buboltz
ECWRPC Administrative Coordinator