

**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 27, 2022

Place: City of New London – Municipal Building – 215 N. Shawano Street – New London WI

1. **Welcome and Introductions** – Chairman Nooyen called the meeting to order at 9:15 a.m.
2. **Roll Call**
  - A. Introduction of Alternates, Staff and Guests

**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
John Jarvis.....	Waushara County
Steve Abel .....	Fond du Lac County

**Committee Members Absent (Excused):**

**ECWRPC Staff and Guests:**

Melissa Kraemer Badtke.....	Executive Director
Kevin Englebert .....	Deputy Director
Sara Otting.....	Controller
Mike Zuege .....	GIS Manager
Matt Halada .....	Principal Planner - Transportation
Tanner Russell.....	Associate Planner-Transportation
Wilhelmina Paustian .....	Senior Planner - SSA
Jennie Mayer .....	Associate Planner – Transportation/SRTS
Leann Buboltz.....	Administrative Coordinator

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Mr. Kautza and seconded Mr. Albrecht to approve of the agenda as presented. Motion carried.
4. **Public Comment** - None
5. **Announcements**
  - A. Director’s Report – presented by Ms. Kraemer-Badtke
    - i. Transportation Program Update – Several new federal funding availabilities have been identified; Reconnecting Communities and Safer Streets for All. East Central will be d with municipalities on any projects that are interested in applying for.

- ii. Governor Tony Evers announced the grants for the Workforce Innovation Grant Program and for two organizations within the East Central Region: Waupaca County Economic Development Association - \$3.2 million and Goodwill Industries of North Central Wisconsin \$6.5 million. East Central staff assisted with connecting stakeholders and the grant applications.
- iii. Main Street Bounceback Program: The Main Street Bounceback Grants Program continues to be in high demand in the East Central region. In late May, the regional partners were contacted by WEDC about extending the program through the end of 2022, which subsequently occurred. We have received a total of at \$7.5 million so far in funding for awards and administration.
- iv. Local Contracts - The City of Waupaca Bicycle and Pedestrian Plan (Waupaca County) was adopted in June, 2022. East Central staff has been assisting the City and their partner organizations in developing a comprehensive plan for enhancing their bicycle and pedestrian network
- v. EDA Grant Approval – presented by Mr. Englebert. Outagamie County – Appleton Airport received official notice of the \$3 million EDA grant for expanding the business park was approved. Gulfstream has signed a lease to occupy part of that building. This is one of the largest dollar amount awarded in this area.

## 6. New Business/Action Items

- A. **2<sup>nd</sup> Quarter, 2022 Financial Report** – Presented by Ms. Otting. Overall it was reported that we are right on target with the 2022 financial position. The surplus is noted at \$70,700 higher than budgeted due to open position(s) that have not been filled yet. Also, the vehicle that was ordered last Fall has yet to be delivered.

A motion by Vice Chair Connors and second by Mr. Albrecht to approve of the 2<sup>nd</sup> Quarter, 2022 Financial Report as presented and to place on file. Mr. Johnson inquired to what the Interest is. Ms. Otting explained the areas of interest look different due to part of the changes to our process suggested by Godfrey. Motion carried unanimously.

- B. **2<sup>nd</sup> Quarter, 2022 Project Status Report** - Ms. Otting presented the 2<sup>nd</sup> Quarter, 2022 Project Status Report. Overall the projects are on target. The Cares Act was extended till June 2023 allowing more time to complete the program. The Village of Combined Locks Comprehensive Plan is over-budget due to staffing changes and alterations made to the Plan data.

A motion by Mr. Kautza and second by Mr. Koeppen to approve of the 2<sup>nd</sup> Quarter, 2022 Project Status Report as presented and to place on file. Motion carried unanimously

- C. **Proposed Resolution 36-22:** Authorizing the Commission to enter into a Contract with City of Chilton to update their Comprehensive Plan and authorizing the Executive Director to execute the contract on behalf of the Commission – presented by Ms. Paustian. Commission Staff has been in negotiations with the City of Chilton to update their Comprehensive Plan that was last adopted in 2007. The City recently approved the contract with the budget for the City of Chilton 2045 Comprehensive Plan totaling \$35,000. The contract will start on September 1, 2022 and it is expected to take approximately 16 months to complete with the contract ending December 31, 2023.

A motion was made by Mr. Abel and seconded Vice Chair Connors to approve of Resolution 36-22: Authorizing the Commission to enter into a Contract with City of Chilton to update their Comprehensive Plan and authorizing the Executive Director to execute the contract on behalf of the Commission. Motion carried.

- D. **Proposed Resolution 37-22:** Amending the 2022 Work Program and Budget for the East Central Wisconsin Regional Planning Commission for the GO Transit -Transit Development Plan presented by Mr. Halada. In late March, Greater Oshkosh (GO) Transit staff met with ECWRPC staff to discuss an update to the GO Transit - Transit Development Plan (TDP). Funding to complete this plan update is available through the Federal Transit Association (FTA) 5304 program administered by the Wisconsin Department of Transportation (WisDOT). Wisconsin's Statewide Transit Planning ("Section 5304") Program supports local and regional transit planning efforts by offering funding for relevant studies and plans. The program reviews applications on a bi-annual basis and the deadline was June 30, 2022. With the guidance of GO Transit, staff completed and applied for the program funds on the behalf of GO Transit.

A motion was made by Vice Chair Connors and second by Mr. Albrecht to approve of Resolution 37-22 contingent on award for the administration of Section 5304 funding which amends the 2022 Work Program and Budget to include the GO Transit – Transit Development Plan. Motion carried unanimously.

- E. **Proposed Resolution 38-22:** Approval of the Surface Transportation Block Grant Program – Urban (STP-Urban) Projects for the Appleton (Fox Cities) Metropolitan Planning Organization for Federal Fiscal Year 2023-2026 – presented by Mr. Russell. The program cycle opened on February 28, 2022 and closed on June 3, 2022. STP-Urban projects are funded up to 80 percent federal and 20 percent local. The funding allocation for the Appleton (Fox Cities) Transportation Management Area is \$4,570,436 for this cycle. There were 22 applications submitted for the Appleton (Fox Cities) Transportation Management Area, which all were determined to be eligible for FFY 2023-2026 funding. The Technical Advisory Committee is responsible for recommending STP-Urban project(s) to the Commission's Steering Committee and Commission Board for approval. Mr. Russell noted that staff examined the results of the ranking process along with the funding allocation and recommends funding the City of Appleton – Lawe Street and Village of Fox Crossing – Shady Lane projects at 70.6% of eligible project costs each, for the full allocation of \$4,570,436.

A motion was made by Mr. Kautza and seconded by Mr. Albrecht to approve of the funding for the City of Appleton – Lawe Street and Village of Fox Crossing – Shady Lane projects at 70.6% of eligible project costs, for the full allocation of \$4,570,436. Motion carried unanimously.

- F. **Proposed Resolution 39-22:** 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 – presented by Mr. Englebert. WEDC has extended the Main Street Bounceback Grants program for a period of six months with the new deadline set for December 31,2022. A contract

amendment to revise the economic development work program for an additional \$750,000,00 is needed. Mr. Englebert noted that demand for the Main Street Bounceback Grants program continues to be strong for our region.

A motion was made by Mr. Jarvis and second by Mr. Johnson to approve of Resolution 39-22, which incorporates amendments to the 2022 Work Program and Budget for the WEDC Main Street Bounceback Grants Program and directs the Executive Director to negotiate and enter into a contract amendment with WEDC for continued program administration. Chairman Nooyen commented on how beneficial this program is and proportionately that each County has benefitted. Chair Nooyen acknowledged staff for a job well done administering this Program. Motion carried unanimously.

**7. Informational/Discussion Items**

A. County Roundtable Discussion (*as time permits*) None.

**8. Establish Time and Place for Next Commission Meeting**

A. **Steering Committee Meeting:** *The next Steering Committee meeting will be September 21, 2022 at 1:30 p.m. at the ECWRPC location.*

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.*

*Friday, October 28, 2022 at 10:00 a.m. An agenda and meeting materials will be forthcoming. A presentation acknowledging the 50<sup>th</sup> anniversary of the Commission will take place.*

**9. Adjourn –** A motion was made by Mr. Koeppen and second by Mr. Abel to adjourn with the time noted at 9:37 a.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator  
East Central WI Regional Planning Commission