



MEETING NOTICE
STEERING COMMITTEE MEETING AGENDA
 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*

Place: **In-Person with a virtual option available** - East Central Offices – 400 Ahnaip Street, Suite 100 – Menasha WI 54952

Date: Wednesday, September 21, 2022

Time: 1:30 p.m.

1. **Welcome and Introductions** – Chairman Nooyen called the meeting to order at 1:30 p.m.
2. **Roll Call** - Introduction of Alternates, Staff and Guests

Committee Members Present:

Jeff Nooyen (Chair) - Virtual 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 Absent (Excused):

John Jarvis..... Waushara County
 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
 Leann Buboltz..... Administrative Coordinator

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Vice Chair Connors and seconded Mr. Kautza to approve of the agenda as presented. Motion carried.
4. **Public Comment** – There was no public comment.
5. **Approval of the Minutes** - Chair Nooyen requested that the motion include both of the Steering Committee meeting minutes as noted with the members concurring.
 - A. July 13, 2022 Steering Committee Meeting
 - B. July 27, 2022 Steering Committee Meeting.

A motion was made by Vice Chair Connors and seconded by Mr. Johnson to approve of the minutes as presented. Motion carried.

6. Announcements

- A. Director's Report presented by Ms. Kraemer-Badtke.
- i. **Staffing Update:** Brenna Root was hired as the new Associate Planner – Transportation. Brenna has a public health background and has experience with community engagement. Kim Dieck was hired as the new Associate Planner for the Safe Routes to School Program. Kim is a former teacher and will be working to expand the safe routes to school curriculum. Ms. Kraemer-Badtke also shared that ECWRPC is actively seeking to hire a Principal Planner for the Transportation Program.
 - ii. **Main Street Bounceback Grant Program:** Mr. Englebert shared with the members that the WEDC announced that there will be an additional \$25 million investment into the Main Street Bounceback Grant Program. He noted that the program has helped more than 6,000 small businesses and nonprofits including over 650 small businesses and nonprofits in the East Central Region. East Central staff anticipates bringing forward a contract amendment in the near future to accept and receive additional funding for this program.
 - iii. **Economic Development Technical Assistance Program:** This year, East Central will be providing four communities with assistance through the economic development technical assistance program. Full-day events are scheduled with the selected communities including visioning workshops, walkabouts, and public presentations of findings. The workshops will be led by Ayres Associates and East Central staff. Workshops are scheduled with the following communities: City of Shawano on October 10, City of New London on October 11, City of Berlin on October 12, and the Village of Campbellsport on October 13.
 - iv. **Community Outreach:** East Central staff has been attending a number of meetings with County and local community staff to discuss current projects and priorities for the counties and communities as well as potential collaboration on projects for 2023. Ms. Kraemer-Badtke shared that the conversations have been going well and have provided staff the opportunity to introduce themselves along with discussing the Counties' priorities which will be included in the Regional Comprehensive Plan. East Central staff will continue to meet with County and local community staff throughout the year.

7. New Business/Action Items.

- A. **Proposed Resolution 41-22:** Adopting the 2023 Cost Allocation Plan, Indirect Cost Rate, and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission, presented by Ms. Melissa Kraemer-Badtke. East Central staff has been working with the Department of Interior to develop the 2023 Indirect Cost Rate Proposal, which will be based on the 2021 audit. The Indirect Cost Rate Proposal includes supplemental materials including the 2021 Audited Financial Statements, estimated financial data for the 2023 Proposed Budget, the Certificate of Indirect Cost Rate and the Signed Certificate of Lobbying. The NICRA for 2023 has been approved by Department of Interior at 59.04%. The Cost Allocation Plan, the Indirect Cost Proposal, and the Certificate of Lobbying acknowledges that the methodology used to determine East Central's costs are following federal requirements and standards regarding lobbying costs.

A motion by Mr. Koeppen and seconded by Mr. Johnson to approve **Resolution 41-22:** Adopting the 2023 Cost Allocation Plan, Indirect Cost Rate, and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

B. Approval of the 2023 Employee Health Insurance, Dental Coverage & Vision Program presented by Ms. Otting.

Ms. Otting indicated that there were no changes to the Dental Coverage and Vision Program. She identified four proposals with various health insurance premium options. One important item to note are that premium amounts come from the state. Tier 1 plan has an employee minimum of 12% (a Commission maximum of 88%).

- Proposal A: Keep the amounts employees pay the same as 2022. The Commission portion would be 81% and the employee portion would be 19%.
- Proposal B: Minimum amounts allowed by the state. The Commission portion would be 88% and the employee portion would be 12%.
- Proposal C: The Commission portion would be 84% and the employee portion would be 16%.
- Proposal D: Commission portion would be 80% and the employee portion would be 20%.

A motion was made by Vice Chair Connors and a second by Mr. Johnson to approve of Proposal A. Motion carried unanimously.

8. Informational/Discussion Items

A. Discussion on 2023 Transportation Work Program and Budget. Ms. Kraemer-Badtke explained the areas that have been identified as priorities within the work program. It was noted that there are additional requirements for 2023 including housing coordination, 2.5% of the budget and program deliverables related to safe and accessible transportation, and assistance for communities on grant applications and materials. This overview is provided to the Steering Committee as an informational item. However, Ms. Kraemer-Badtke shared that the transportation program is one of the largest programs the Commission administers and the Steering Committee, as the fiscal agent for the Commission, should be aware of the financial commitments for the transportation programs. The 2023 Unified Planning Work Program will be on the Transportation Committee's agenda for consideration in October. It is anticipated that there will be final approvals by the WI Department of Transportation, Federal Highway Administration, and Federal Transit Administration in November/December 2022. A copy of the 2023 Work Program is available for review upon request.

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

- i. Commissioners discussed county staff salary increases, appointing new members to the Commission, and updates on their budget processes.

9. Establish Time and Place for Next Commission Meeting

A. **Steering Committee Meeting:** *The next Steering Committee meeting will be October 19, 2022 at 1:30 p.m. at ECWRPC location. An agenda and meeting materials will be forthcoming.*

B. **Commission Meeting:** *The next Commission meeting will be held on Friday, October 28, 2022 at 10:00 a.m. at Fond du Lac County Highway Commission. An agenda and meeting materials will be forthcoming.*

10. Adjourn – A motion by Vice Chair Connors and second by Mr. Kautza to adjourn with the time noted at 2:04 p.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
East Central WI Regional Planning Commission