

STEERING COMMITTEE MEETING MINUTES
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: Friday, October 28, 2022

Time: 9:00 a.m.

Place: **In-Person** – Fond du Lac County Highway Department (1820 S. Hickory Street, Fond du Lac, WI)

1. Welcome and Introductions – Chairman Nooyen called the meeting to order at 9:00 a.m.

2. Roll Call - 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
Steve Abel	Fond du Lac County

Committee Members Absent (Excused):

John Jarvis.....	Waushara County
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
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 -

A. September 21, 2022 Steering Committee Meeting. A motion was made by Mr. Kautza and seconded Vice Chair Connors to approve of the agenda as presented. Motion carried.

6. Announcements –

A. Ms. Kraemer Badtke shared with the Committee that the Principal Transportation Planner position posting recently closed. She expressed that the applications are currently under review and will be discussed how to move forward.

7. New Business/Action Items

- A. **3rd Quarter, 2022 Financial Report** – presented by Ms. Otting, Controller. Ms. Otting shared that 75% of budget is used and the levy payments are all paid in full. A complete review of the expenses took place showing a surplus of \$207,385. She noted that everything is on track with the approved budget.

Balance Sheet – The largest item outstanding is the Safe Routes to School payment which is expected soon as Wisconsin Department of Transportation (WisDOT) hires additional personnel to assist in the review and payment process. A detailed explanation on review of the full balance sheet took place.

A motion by Mr. Kautza and second by Mr. Abel to approve of the 3rd Quarter 2022 Financial Report as presented and to place on file. Motion carried unanimously.

- B. **3rd Quarter, 2022 Project Status Report** presented by Ms. Otting, Controller. A detailed review of the financial status was given stating that the target would be 25% remaining in each line items

A motion by Vice Chair Connors and second by Mr. Kautza to approve of the 3rd Quarter 2022 Project Status Report as presented. Motion carried unanimously.

- C. **Amending 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. Otting – Controller.

Ms. Otting shared with the Committee members that 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. Also noted was that 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. Ms. Otting explained that the NICRA for 2023 has been approved by Department of Interior at 59.04% and the Fringe rate for 2023 has been updated to 47.51%, totaling 106.55%

Ms. Kraemer Badtke indicated that this was approved at the September Steering Committee however staff needed to adjust the fringe rate due to receiving the health insurance rates in early November. She noted that moving forward staff would note of the timing of having the health insurance rates being in place prior to review. For the record this is a request to amend the initial resolution and the cost allocation plan to include the updated fringe rate.

A motion was made by Mr. Abel and second by Mr. Albrecht to approve *Amending 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. Motion carried unanimously.

- D. **Proposed Resolution 47-22:** *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 Kevin Englebert.

Mr. Englebert shared that on September 13th the State of Wisconsin announced an additional investment of \$25 million into the Main Street Bounceback Grant Program to increase their overall investment to \$100 million from \$75 million. A resolution, a draft contract amendment, and a revised economic development work program section to accept \$1,000,000 in additional funds for the Main Street Bounceback Grants Program is proposed for approval. He noted that the work program will be amended to increase this year's funding levels from \$6,015,000 to \$7,015,000 to incorporate new program funding of \$1,000,000, stating that to date, the Commission received \$8.27 million for the program. Overall, with the extension and contract amendment, funding levels will increase to \$9.27 million overall (including the funding from 2021).

A motion was made by Mr. Kautza and second by Mr. Albrecht to approve of *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.* Motion carried unanimously.

- E. **Proposed Resolution 48-22:** *Authorizing the Executive Director of the Commission to Enter into a Contract Agreement with the Wisconsin Department of Transportation for the Oshkosh Transit – Transit Development Plan* presented by Ms. Melissa Kraemer Badtke-Executive Director.

F.

Ms. Kraemer Badtke gave a brief overview of the process where ECWRPC developed an application for the 5304 - Statewide Transit Planning Grant Program on behalf of Oshkosh (GO) Transit. This contract was awarded showing the WisDOT total of \$106,144 (or up to 80%) of the \$132,680 total project cost. GO Transit committed to the remaining 20% (\$25,536). She noted that previously the Steering Committee approved Resolution 48-22 amending the 2022 work program to include the update of the GO Transit – Transit Development Program. Ms. Kraemer Badtke noted that within the contract provided by WisDOT, the federal audit guidelines referenced were incorrect and staff received a revised contract from the Department of Transportation showing the updated audit guidelines, which were sent out to the Committee member for their review.

A motion was made by Vice Chair Connors and second by Mr. Kautza to approve of the *Proposed Resolution 48-22: Authorizing the Executive Director of the Commission to Enter into a Contract Agreement with the*

Wisconsin Department of Transportation for the Oshkosh Transit. Motion carried unanimously

- G. **Proposed Resolution 49-22:** *Amending the 2022 Unified Transportation Work Program and Budget and Requesting an Extension of Funding Eligibility period to complete work from Calendar Year 2022 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization (MPO)* presented by Ms. Melissa Kraemer Badtke-Executive Director.

The Commission staff assessed the transportation program deliverables for the 2022 Work Program and budget and are requesting an extension of funding availability for those projects to the 2023 Work Program and Budget.

- 1311A - Appleton (Fox Cities) and Oshkosh Administration and Program Support - \$15,000 Staff will work with a consultant to work with the East Central staff and review the MPO structure for the Appleton (Fox Cities) MPO
- 1312A - Appleton (Fox Cities) and Oshkosh Long Range Transportation Plan - \$17,000 Comprehensive Safety Action Plan
- 1324A – Specialized Transportation and Transit Program Coordination - \$100,000 Staff will work with a consultant and Valley Transit and the City of Neenah to develop a Neenah Transit Transfer Center Study. Staff will work with a consultant and Valley Transit to develop and administer a Ridership and Fare Equity Survey.

A motion was made by Mr. Kautza and second by Mr. Albrecht to approve of Proposed Resolution 49-22: *Amending the 2022 Unified Transportation Work Program and Budget and Requesting an Extension of Funding Eligibility period to complete work from Calendar Year 2022 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization (MPO)*. Motion carried unanimously.

- H. **Proposed Resolution 50-22:** *Amending the 2023 Unified Transportation Work Program and Budget to include Work Activities from the Period of Availability in Calendar Year 2022 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization (MPO)* presented by Ms. Melissa Kraemer Badtke-Executive Director.

Ms. Kraemer Badtke noted that the 2023 Transportation Work Program and Budget has been approved by the Transportation Committee and is on the agenda for the Quarterly Commission Board on October 28th. The approved Proposed Resolution 49-22 amends in the 2022 work activities and budgets into the 2023 Transportation Work Program and Budget. She shared that Wisconsin Department of Transportation (WisDOT) and Federal Highway Administration (FHWA) will also need to approve this request and the projects and program deliverables will need to be completed by November 30, 2023.

A motion was made by Mr. Kautza and second by Vice Chair Connors to approve of Proposed Resolution 50-22: *Amending the 2023 Unified Transportation Work Program and Budget to include Work Activities from the Period of Availability in Calendar Year 2022 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization (MPO)*

8. Informational/Discussion Items

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

- i. Mr. Kautza - Shawano County questioned if it was time to increase the \$50.00 per diem for Board members. Ms. Kraemer Badtke stated that this subject came up for discussion at the last Regional Planning Commission's Directors meeting sharing that other Commissions have increased their per diems for Board members to cover some of the rising costs. She suggested that this item be placed on the December Steering Committee agenda for further discussion.
- ii. Chair Nooyen – Outagamie County mentioned that it may be time to re-evaluate the day of the week to hold the meetings, with Friday not always a good fit. Subject to be placed on December agenda for further discussion.
- iii. Vice Chair Connors – Calumet County mentioned that finding a central location to hold the meetings should be discussed. (i.e. Neenah or Menasha area) To be placed on December agenda for discussion.
- iv. Mr. Albrecht – Winnebago County budget process is starting in our area. Information (only) discussion involving the budgetary process took place.

9. Establish Time and Place for Next Commission Meeting

- A. **Steering Committee Meeting:** *The next Steering Committee meeting will be ~~December 21, 2022 at 1:30 p.m.~~ at ECWRPC. Discussion took place regarding a change of date for the December meeting, which is anticipated to be a lengthy meeting with a closed session. Rescheduled by majority vote – December 14, 2022 at 1:00 PM. 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 Department. An agenda and meeting materials will be forthcoming.*

10. Adjourn – A motion by Mr. Abel and second by Mr. Albrecht to adjourn with the time noted at 9:32 a.m. Motion carried.

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