



IMPORTANT NOTE: Due to timing issues, agenda item 10(a), 10(b), 10(c) and 10(d) 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.

MINUTES
STEERING COMMITTEE MEETING
 East Central WI Regional Planning Commission

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

Date: Wednesday, December 14, 2022
Time: 1:00 p.m.
Place: In-Person at ECWRPC – 400 Ahnaip St – Menasha WI 54952

1. Welcome and Introductions

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
Steve Abel	Fond du Lac County
John Jarvis	Waushara County
Jeremy Johnson (Perm. Alt. for Elizabeth Moses)	Menominee County
Dick Koeppen	Waupaca County

Committee Members Absent (Excused):

ECWRPC Staff and Guests:

Melissa Kraemer Badtke	Executive Director
Kevin Englebert	Deputy Director
Sara Otting	Controller
Kim Biedermann	Senior Planner
Tanner Russell	Associate Planner
Mike Zuege	GIS Manager

3. Approval of the Agenda/Motion to Deviate - A motion was made by Vice Chair Connors and seconded Mr. Koeppen to approve of the agenda as presented. Motion carried.

4. Public Comment - None

5. Approval of the Minutes

A. October 28, 2022 Steering Committee Meeting. A motion was made by Vice Chair Connors and seconded Mr. Koeppen to approve of the agenda as presented. Motion carried.

6. Announcements - None

7. New Business/Action Items

A. Review and discussion on the 2023 Draft Budget

B. **Resolution 40-22** Adopting the 2022 Comprehensive Economic Development Strategy (CEDS) Annual Performance Report (*being addressed under the full authority of the Commission*). Mr. Englebert shared with the Committee that the Economic Development Administration requires the Commission to complete a major update of the strategy every five years and a minor update to the strategy annually. He stated that East Central's last major update to the CEDS was completed in 2018, with the next major update set to occur in 2023. It was noted that East Central staff have updated the 2018 CEDS with current information regarding socioeconomic measures for our region and other economic development data. A draft of the 2022 CEDS Annual Performance Report is available upon request.

A motion was made by Vice Chair Connors and a second by Mr. Albrecht to approve of **Resolution 40-22** Adopting the 2022 Comprehensive Economic Development Strategy (CEDS) Annual Performance Report (*being addressed under the full authority of the Commission*). Motion carried unanimously.

C. **Proposed Resolution 53-22** Adopting an Updated Financial Procedures Manual for the East Central Wisconsin Regional Planning Commission. Ms. Otting shared that at the October Steering Committee meeting it was brought forward to review the Commission meeting payment amount for the Commission members. The current meeting payment of \$50.00 per meeting and has not been updated in at least 10 years. She noted that the Leadership Team is proposing to increase this from \$50.00 - \$75.00 per meeting. The Financial Procedures Manual would need to be updated to reflect the change.

A motion was made by Vice Chair Connors and a second by Mr. Albrecht to approve of **Proposed Resolution 53-22** Adopting an Updated Financial Procedures Manual for the East Central Wisconsin Regional Planning Commission. Motion carried unanimously. *Note – this item will be placed on the January Quarterly Commission agenda.*

D. **Resolution 54-22**: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2022 (*being addressed under the full authority of the Commission*). Mr. Russell shared that the WisDOT has requested amendments to add projects to the current I-41 expansion project listed in the TIP. WisDOT requested the Surface Transportation Program – Urban (STP-U) 2023-2026 projects funded through the Bipartisan Infrastructure Law (BIL) be added to the TIP. He stated that also included and funded through BIL Local Programs are the Local Bridge Projects. There is a pavement replacement on CTH B in Calumet County as well as a resurface on Washington/Tayco Street in the City of Menasha that WisDOT has requested as well. These projects are anticipated to be included in the February letting process. Projects include: TIP Number: 252-22-052, TIP Number: 252-22-057, TIP Number: 252-22-059, TIP Number: 252-22-060, TIP Number: 252-22-061, TIP Number: 252-22-062, TIP Number: 252-22-063, TIP Number: 252-22-064

A motion was made by Vice Chair Connors and a second by Mr. Kautza to approve of **Resolution 54-22**: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2022 (*being addressed under the full authority of the Commission*) Motion carried unanimously.

- E. **Resolution 55-22:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 (*being addressed under the full authority of the Commission*) Mr. Russell shared that the WisDOT has requested amendments to add projects to the current I-41 expansion project listed in the TIP. WisDOT requested the Surface Transportation Program – Urban (STP-U) 2023-2026 projects funded through the Bipartisan Infrastructure Law (BIL) be added to the TIP. He stated that also included and funded through BIL Local Programs are the Local Bridge Projects. There is a pavement replacement on CTH B in Calumet County as well as a resurface on Washington/Tayco Street in the City of Menasha that WisDOT has requested as well. These projects are anticipated to be included in the February letting process. Projects include: TIP Number: 252-22-052, TIP Number: 252-22-057, TIP Number: 252-22-059, TIP Number: 252-22-060, TIP Number: 252-22-061, TIP Number: 252-22-062, TIP Number: 252-22-063, TIP Number: 252-22-064

A motion was made by Mr. Koeppen and a second by Mr. Albrecht to approve of **Resolution 55-22:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 (*being addressed under the full authority of the Commission.*) Motion carried unanimously.

- F. **CLOSED SESSION:** The Committee will convene, if needed, into closed session pursuant to Sections 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters, compensation, the 2022 staffing plan, and to conduct the annual performance evaluation and review of the 2023 employment agreement terms for the Executive Director.

A motion was made by Vice Chair Connors and second by Mr. Jarvis to convene into closed session via roll call vote with the time noted at 1:25 p.m.

X Yes No Jeff Nooyen (Chair)
X Yes No Alice Connors (Vice Chair)
X Yes No Tom Kautza
X Yes No David Albrecht (Perm. Alt. for Tom Egan)
X Yes No Steve Abel
X Yes No John Jarvis
X Yes No Jeremy Johnson (Perm. Alt. for Elizabeth Moses)
X Yes No Dick Koeppen

- G. **RECONVENE INTO OPEN SESSION:** The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters.

A motion was made by Vice Chair Connors and second by Mr. Koeppen to re-convene into open session via roll call vote with the time noted at 2:40 p.m.

X Yes No Jeff Nooyen (Chair)
X Yes No Connors (Vice Chair)
----- Tom Kautza was excused to leave meeting
X Yes No David Albrecht (Perm. Alt. for Tom Egan)
X Yes No Steve Abel
X Yes No John Jarvis
X Yes No Jeremy Johnson (Perm. Alt. for Elizabeth Moses)
X Yes No Dick Koeppen

1. Action from closed session discussions
 - a. Salary – Option 1. A motion was made by Mr. Albrecht and second by Vice Chair Connors to approve of Option 1. Motion was carried unanimously.
 - b. Staff Capacity – Table 3. A motion as made by Mr. Albrecht and second by Mr. Koeppen to approved of Table 3 – Staff Capacity. Motion was carried unanimously.
 - c. Executive Director’s Performance Evaluation motion. A motion was made by Mr. Albrecht and second by Mr. Koeppen to approve the renewal of the Executive Director’s contract including a salary totaling \$115,000.00 and also to include an additional \$5000.00 bonus for 2022. Motion carried unanimously.

8. Informational/Discussion Items

- A. Additional Funding for the Oshkosh MPO Surface Transportation Projects – East Central staff was recently notified that two Oshkosh MPO projects were awarded funds for the 2022 State Fiscal. No action is needed as this is only informational since the Commission Board serves as the policy board for the Oshkosh MPO and the funds have already been obligated for the project.
- B. County Roundtable Discussion (*as time permits*)

9. Establish Time and Place for Next Commission Meeting

- A. **Steering Committee Meeting:** *The next Steering Committee meeting will be Wednesday, January 18, 2023 at 1:30 p.m. virtually. An agenda and meeting materials will be forthcoming.*
- B. **Commission Meeting:** *The next Commission meeting will be held on Friday, January 27, 2023 at 10:00 a.m. An agenda and meeting materials will be forthcoming.*

- 10. Adjourn** A motion was made by Mr. Koeppen and second by Mr. Albrecht to adjourn with the time noted at 2:48 p.m.