

MEETING NOTICE

NOMINATING COMMITTEE MEETING East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: *Brenda Schneider, DuWayne Federwitz, Jeremy Johnson, Nadine Miller, Nick Kesler, Robert Schmeichel, Steve Gueths*

Place: East Central Offices (400 Ahnaip Street, Suite 100; Menasha)

Date: Monday, March 27, 2023

Time: 1:00 p.m. (In-Person)

Please contact the East Central office if you are unable to attend

AGENDA

1. Welcome and Introductions

2. Roll Call

A. Introduction of Alternates, Staff and Guests

3. Election of Nominating Committee Chair

4. Approval of the Agenda/Motion to Deviate

5. Public Comment

6. New Business/Action Items

A. Overview of Nominating Committee Duties & Materials – Melissa Kraemer Badtke

B. Nomination of 2022-2024 Standing Committee Materials

7. Establish Time and Place for Next Commission Meeting

A. **Commission Meeting:** *The next Commission meeting will be held on Friday, April 28, 2023 immediately following Annual meeting at 10:00 a.m. To be held at Calumet County (Courthouse) 206 Court Street – Chilton WI 53014. An agenda and meeting materials will be forthcoming.*

B. **Annual Meeting:** *The Commission's Annual Meeting will be held immediately following the Quarterly Commission meeting on Friday, April 29, 2022. An agenda and meeting materials will be forthcoming.*

8. Adjourn

Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.

COMMISSION BOARD APPOINTMENT PROCESS OVERVIEW

Per the Commission's Articles of Organization and the By-Laws, there are currently 28 Commission Board members, which consist of the following from the seven member counties:

- **County Board Chair**
- **County Executive** – If the member county is organized without a County Executive, the County Chairperson shall appoint a member of the County Board to serve as the second elected official from that county.
- **Elected Official from Largest City/County Board Supervisor** - One elected official from the largest city, if the County has a population of 50,000 or more as defined by the U.S. Decennial Census. If the member County does not have a population of 50,000 or more per the U.S. Decennial Census, the member County may appoint a third member to the Commission Board.
- **Additional County Board Appointments** - Counties with population greater than 50,000 based on the U.S. Decennial Census are entitled to one additional member to the Commission Board for each full unit of 50,000 population that exceeds the 50,000 base number described above.
- **Wisconsin Department of Transportation** - One ex-officio representative from the Wisconsin Department of Transportation
- **Valley Transit** - One ex-officio representative of a public agency that administers or operates major modes of transportation in the Fox Valley metropolitan planning organization. This position is always held by the Transit Manager for Valley Transit.

In 2022, the Nominating Committee selected a chair and a vice chair and will remain the same. The chair and vice chair will remain in their position, until the Nominating Committee meets in 2024 and recommends a Chair and a Vice Chair for the Board to consider. The Nominating Committee will be recommending two options for Commission Board Appointments for the Standing Committees. The Nominating Committee will select one option with the current Standing Committee appointments and a second option with a possible consolidation of the standing Committees from three committees to five committees.

COUNTY BOARD APPOINTMENTS

The Commission will send letters to the following positions at each of the member Counties during the third week in March:

- County Executive or County Administrator
- County Board Chair
- County Clerk

The letter will explain the Commission Board Appointment process, who is eligible to serve on the Commission Board as well as how many positions the County appoints, and the Commission Board Appointment form that will need to be returned to the Commission. The County Clerk, County Board Chair, or the County Executive/County Administrator will need to submit the Commission Board Appointment form no later than close of business on Thursday, April 20th, 2023.

It is expected that all member Counties will approve their County Board appointments at the County reorganization meetings that are held on the third Tuesday of April. Menominee County will approve Commission Board Appointments at their reorganization meeting in the year that they hold their election (in the odd numbered year, i.e. 2023). All other member Counties will approve their appointments in the even numbered year (i.e. 2024).

Commission staff will contact each of the new Board Appointments, provide a brief overview of the Commission, invite them to the upcoming April Quarterly Commission and Annual Meetings, and provide them with paperwork that will need to be filled out in order to receive payment for attending Commission meetings.

A formal orientation will be provided to new Commissioners in May.

ROLE OF THE NOMINATING COMMITTEE

Prior to the Nomination Committee meeting, the Executive Director and the Commission Chair will review a list of potential appointments for the Nominating Committee. Once the Commission Chair has reviewed and approved the prospective appointments, the Executive Director confirms with each appointment their willingness to serve on the Nominating Committee. In January, the Commission Chair appoints the Nominating Committee at the Quarterly Commission meeting held in January. No officer may serve on the Committee.

The Nominating Committee will meet the last week in March to discuss the appointment process, select a Chair and a Vice Chair for the Commission, and draft Standing Committee assignments. The appointments will be confirmed the last week in April (on the Monday or Tuesday) by the Nominating Committee, and a recommendation for the Chair and Vice Chair of the Commission along with Standing Committee assignments will be provided to the Steering Committee for their review.

2023 Nominating Committee Appointments

- Calumet County – Nick Kesler
- Fond du Lac County – Brenda Schneider
- Menominee County – Jeremy Johnson
- Outagamie County – Nadine Miller
- Shawano County – Steve Gueths
- Waupaca County – DuWayne Federwitz
- Winnebago County – Bob Schmeichel

COMMISSION CHAIR AND VICE CHAIR

As part of the revisions to the By-Laws in 2021, the Commission's Chair and Vice Chair terms were revised from a one-year term to a two-year term. County appointments also serve a two-year term on the Commission Board.

STANDING COMMITTEE ASSIGNMENTS

The Steering Committee will be comprised of the County Board Chairs from each of the member Counties.

Commission Board members will be appointed to the following Standing Committees:

- Economic Development Committee
- Community Facilities Committee
- Transportation Committee
- Open Space/Environmental Management Committee
- Regional Comprehensive Plan Committee

At the April, 2023 meetings, the Steering Committee and the Commission Board will consider revisions to the Commission's By-laws to consider a consolidation of the standing committees from five committees to three committees. The Steering Committee discussed a possible consolidation of the Community Facilities Committee, Open Space/Environmental Management Committee, and the Regional Comprehensive Plan Committee into one committee – Environmental Management Committee.

If the revisions are approved, the following standing committees would be formed:

- Economic Development Committee
- Environmental Management Committee
- Transportation Committee

The Steering Committee also discussed changing the name of the Steering Committee to the Executive Committee. The Steering Committee and the Commission Board will be considering this update to the By-laws at their April meetings.

Ex-officio members are automatically assigned to the Transportation Committee as they provide additional representation for the Appleton Transportation Management Area (TMA). The Commission serves as the Appleton (Fox Cities) Transportation Management Area (TMA) Policy Board.

TIMELINE FOR COMMISSION BOARD APPOINTMENTS AND NOMINATING COMMITTEE PROCESS FOR 2023

Timeline for Commission Board Appointments for 2023-2024 and Nominating Committee Process	
Week of March 27st	
Monday, March 27 th	Nominating Committee meeting to discuss Standing Committee appointments
Week of March 27 th (fourth week in March)	Letter and information regarding County Appointments to the Commission Board is sent out to the County Board Chair, County Executive/Administrator, and County Clerk (materials will be sent to Menominee County and Outagamie County – County Executive position in the odd years, all other Counties will receive materials in the even years)
Week of April 3rd	
Tuesday, April 4 th (first Tuesday)	Local Municipal and County Elections
Wednesday, April 5 th	Economic Development Committee Meeting
Week of April 10th	
Tuesday, April 11 th	Transportation Committee Meeting
Wednesday, April 12 th	Open Space Recreation Committee Meeting – may be cancelled
Week of April 17th	
Tuesday, April 18 th (third Tuesday)	County Reorganization Meetings (Held the third Tuesday of April per Wis. Statutes)
Wednesday, April 19 th	Regional Comprehensive Plan Committee – (may be rescheduled or cancelled)
Wednesday, April 19 th	Steering Committee Meeting
Thursday, April 20 th	Commission Appointment forms are due to the Commission
Week of April 24th	
Monday, April 24 th – Thursday, April 27 th	New Commission Appointments are contacted by East Central staff
Monday, April 24 th or Tuesday, April 25 th	Nominating Committee meets to reaffirm Standing Committee Appointments
Friday, April 28 th (last Friday of April)	Commission Board Annual Meetings (Committee Appointments are considered by the Commission Board)

COMMISSION BOARD APPOINTMENT FORM TEMPLATE

<<Insert County Name>> – Commission Board Appointments

The following appointments have been made by the governing body of <<Insert County Name>> in accordance with the County's membership with the East Central Wisconsin Regional Planning Commission. Appointments to the Commission Board will serve a two-year term. Please return this form to Leann Buboltz, Administrative Coordinator at lbuboltz@ecwrpc.org no later than Wednesday, April 20th, 2022.

County Board Chair	
Name	
Address	
Email	
Phone Number	
Permanent Alternate (if applicable)	
Name	
Address	
Email	
Phone Number	

County Board Appointment	
Name	
Address	
Email	
Phone Number	
Permanent Alternate (if applicable)	
Name	
Address	
Email	
Phone Number	

Mayor of the Largest City (County population is over 50,000) - <<Insert City Name>>	
Name	
Address	
Email	
Phone Number	
Permanent Alternate (if applicable)	
Name	
Address	
Email	
Phone Number	

I certify the appointments herein listed have been approved by the governing body of the <<Insert County Name>>, a member of the East Central Wisconsin Regional Planning Commission, on this ____ day of ____.

Signed:
Title:
Printed Name:

Table 1: 2023-2024 Commission Board Appointments					
Member County	Population 2010**	Population 2020 **	Commission Board Appointment	Name	Term Expires
Calumet County	48,971	52,442	County Board Chair	Alice Connors	April, 2024
			County Board Supervisor	Nick Kesler	April, 2024
			Mayor of the Largest City - Chilton	Tom Reintl / Alt. David DeTroye	April, 2024
Fond du Lac County	101,633	104,154	County Executive	Sam Kaufman	April, 2024
			County Board Chair	Steve Abel	April, 2024
			County Board Appt. #1	Brenda Schneider	April, 2024
			Mayor of the Largest City - Fond du Lac	Patrick Mullen	April, 2024
Menominee County*	4,232	4,255	County Board Chair	Jeremy Johnson (Alt. Elisabeth Moses)	April, 2023
			County Board Supervisor	Vacant	April, 2023
			County Board Appt. #1	Stephan Grochowski	April, 2023
Outagamie County	176,695	190,705	County Executive	Thomas Nelson / Alt. Kevin Englebert	April, 2023
			County Board Chair	Jeff Nooyen	April, 2024
			County Board Appt. #1	Nadine Miller	April, 2024
			County Board Appt. #2	Lee Hammen	April, 2024
			Mayor of the Largest City - Appleton	Jake Woodford	April, 2024
Shawano County	41,949	40,881	County Board Chair	Tom Kautza	April, 2024
			County Board Supervisor	Steve Gueths	April, 2024
			County Board Appt. #1	Ken Capelle	April, 2024
Waupaca County	52,410	51,812	County Board Chair	Dick Koeppen	April, 2024
			County Board Supervisor	DuWayne Federwitz	April, 2024
			Mayor of the Largest City - Waupaca	Aaron Jenson	April, 2024
Winnebago County	166,994	171,730	County Executive	Jon Doemel Alt. Jerry Bougie	April, 2024
			County Board Chair	Tom Eagen Alt. David Albrecht	April, 2024
			County Board Appt. #1	Robert Keller	April, 2024
			County Board Appt. #2	Bob Schmeichel	April, 2024
			Mayor of the Largest City - Oshkosh	Lori Palmeri (Alt. Mark Roloff)	April, 2024
Ex-Officio Members	NA	NA	Valley Transit Manager	Ron McDonald	April, 2024
			WisDOT - NE Region - Green Bay	Scott Nelson	April, 2024

*Menominee County elections fall on the odd numbered years (i.e. 2023)

**Population Data provided by the 2010 and 2020 U.S. Census.

***Per the Commission's By-laws, once a member County reaches 50,000 in population the Mayor of the largest City serves on the Commission Board. For every 50,000 in population thereafter the member County will receive one additional representative on the Commission Board.

Table 2: 2022 -2024 Commission Standing Committee Appointments

Standing Committee	Committee Member Number	County	Appointment Position	Name
Steering Committee	Committee member #1	Calumet County	County Bd Chair	Alice Connors
	Committee member #2	Fond du Lac County	County Bd Chair	Sam Kaufman
	Committee member #3	Menominee County	County Bd Chair	Jeremy Johnson
	Committee member #4	Outagamie County	County Bd Chair	Jeff Nooyen
	Committee member #5	Shawano County	County Bd Chair	Tom Kautza
	Committee member #6	Waupaca County	County Bd Chair	Dick Koeppen
	Committee member #8	Winnebago County	County Bd Chair	Tom Egan / Alt. David Albrecht
	Community Facilities Committee	Committee member #1	Fond du Lac County	County Board Appt. #1
Committee member #2		Menominee County	County Board Supervisor	Vacant
Committee member #3		Outagamie County	County Board Chair	Jeff Nooyen
Committee member #4		Winnebago County	County Board Chair	Tom Egan / Alt. David Albrecht
Committee member #5		Waupaca County	Mayor of the Largest City - Waupaca	Brian Smith / Alt. Aaron Jenson
Committee member #6		Shawano County	County Bd. Appt.	Ken Capelle
Economic Development Committee	Committee member #1	Calumet County	County Board Chair	Alice Connors
	Committee member #2	Fond du Lac County	County Executive	Sam Kaufman
	Committee member #3	Outagamie County	Mayor of Largest City - Appleton	Jake Woodford / Alt. Kara Homan
	Committee member #5	Winnebago County	County Executive	Jon Doemel / Alt. Jerry Bougie
Open Space/Environmental Management	Committee member #1	Outagamie County	County Board Appt. #2	Lee Hammen
	Committee member #2	Menominee County	County Board Chair	Elisabeth Moses / Alt. Jeremy Johnson
	Committee member #3	Waupaca County	County Board Supervisor	DuWayne Federwitz
	Committee member #5	Winnebago County	County Board Appt #2	Bob Schmeichel
Regional Comprehensive Plan Committee	Committee member #1	Calumet County	Mayor of Largest City - Chilton	Tom Reinl / Alt. David DeTroye
	Committee member #2	Outagamie County	County Board Appt. #1	Nadine Miller
	Committee member #3	Winnebago County	Mayor of Largest City - Oshkosh	Lori Palmeri / Alt. Mark Rohloff
	Committee member #4	Menominee County	County Bd. Appt.	Stephan Grochowski
	Committee member #5	Shawano County	County Board Supervisor	Steve Gueths
Transportation Committee	Committee member #1	Calumet County*	County Board Supervisor	Nick Kesler
	Committee member #2	Fond du Lac County*	County Board Chair	Steve Abel / Alt. John Zorn
	Committee member #3	Outagamie County*	County Executive	Thomas Nelson / Alt. Kevin Englebert
	Committee member #4	Winnebago County*	County Board Appt. #1	Robert Keller
	Committee member #5	Shawano County	County Board Chair	Tom Kautza
	Committee member #6	Waupaca County	County Board Chair	Dick Koeppen
	Committee member #7	Fond du Lac County	City Council President	Patrick Mullen
	Committee member #8	Ex-Officio	Valley Transit	Ronald McDonald
	Committee member #9	Ex-Officio	WisDOT-NE Region	Scott Nelson

*County contains a portion of a Metropolitan Planning Organization.

FIGURE 1- COMMISSION STANDING COMMITTEE STRUCTURE

UPDATED:3/20/2023

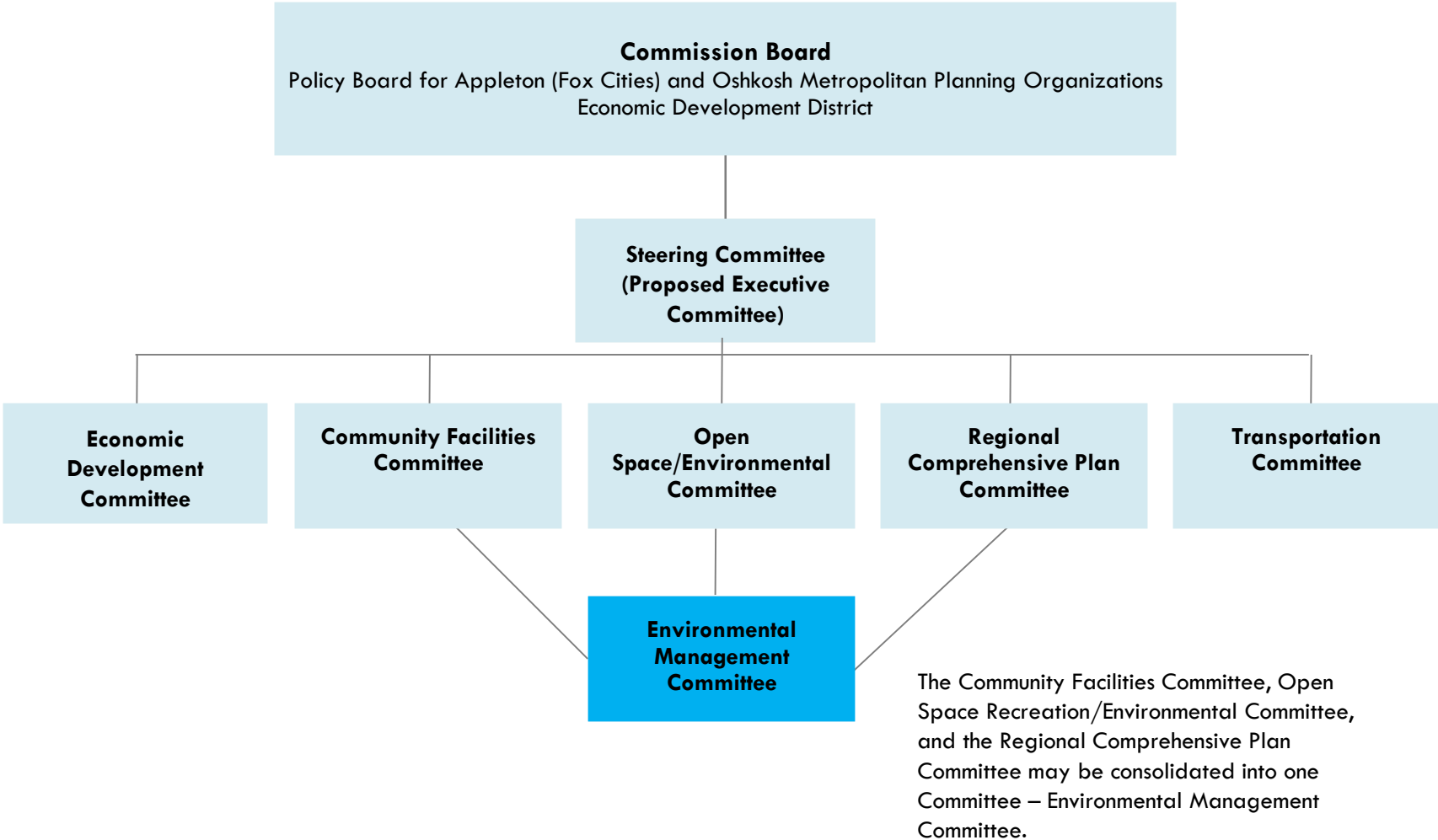


Table 3: Proposed 2023 -2024 Commission Consolidated Standing Committee Appointments

Standing Committee	Committee Member Number	County	Appointment Position	Name
Steering Committee	Committee member #1	Calumet County	County Bd Chair	Alice Connors
	Committee member #2	Fond du Lac County	County Bd Chair	Sam Kaufman
	Committee member #3	Menominee County	County Bd Chair	Jeremy Johnson
	Committee member #4	Outagamie County	County Bd Chair	Jeff Nooyen
	Committee member #5	Shawano County	County Bd Chair	Tom Kautza
	Committee member #6	Waupaca County	County Bd Chair	Dick Koeppen
	Committee member #7	Winnebago County	County Bd Chair	Tom Egan / Alt. David Albrecht
Environmental Management Committee	Committee member #1	Calumet County	Mayor of Largest City - Chilton	Tom Reinl / Alt. David DeTroye
	Committee member #2	Fond du Lac County	County Board Appt. #1	Brenda Schneider
	Committee member #3	Menominee County	County Board Chair	Elisabeth Moses / Alt. Jeremy Johnson
	Committee member #4	Outagamie County	County Board Chair	Jeff Nooyen
	Committee member #5	Outagamie County	County Executive	Thomas Nelson / Alt. Kevin Englebert
	Committee member #6	Shawano County	County Bd. Appt.	Ken Capelle
	Committee member #7	Waupaca County	Mayor of the Largest City - Waupaca	Brian Smith / Alt. Aaron Jenson
	Committee member #8	Winnebago County	County Board Chair	Tom Egan / Alt. David Albrecht
	Committee member #9	Winnebago County	County Board Appt #2	Bob Schmeichel
Economic Development Committee	Committee member #1	Calumet County	County Board Chair	Alice Connors
	Committee member #2	Fond du Lac County	County Executive	Sam Kaufman
	Committee member #3	Outagamie County	Mayor of Largest City - Appleton	Jake Woodford / Alt. Kara Homan
	Committee member #4	Outagamie County	County Board Appt. #1	Nadine Miller
	Committee member #5	Menominee County	County Board Supervisor	Vacant
	Committee member #6	Waupaca County	County Board Supervisor	DuWayne Federwitz
	Committee member #7	Shawano County	County Board Supervisor	Steve Gueths
	Committee member #8	Winnebago County	County Executive	Jon Doemel / Alt. Jerry Bougie
	Committee member #9	Winnebago County	Mayor of Largest City - Oshkosh	Lori Palmeri / Alt. Mark Rohloff
Transportation Committee	Committee member #1	Calumet County*	County Board Supervisor	Nick Kesler
	Committee member #2	Fond du Lac County*	County Board Chair	Steve Abel / Alt. John Zorn
	Committee member #3	Fond du Lac County	City Council President	Patrick Mullen
	Committee member #4	Menominee County	County Bd. Appt.	Stephan Grochowski
	Committee member #5	Outagamie County*	County Board Appt. #2	Lee Hammen
	Committee member #6	Shawano County	County Board Chair	Tom Kautza
	Committee member #7	Waupaca County	County Board Chair	Dick Koeppen
	Committee member #8	Winnebago County*	County Board Appt. #1	Robert Keller
	Committee member #9	Ex-Officio	Valley Transit	Ronald McDonald
	Committee member #10	Ex-Officio	WisDOT-NE Region	Scott Nelson

*County contains a portion of a Metropolitan Planning Organization.