

**MEETING NOTICE**  
**STEERING COMMITTEE MEETING**  
**East Central Wisconsin Regional Planning Commission**

COMMITTEE MEMBERS: *Jeff Nooyen (Chair), Alice Connors (Vice Chair), Steven Abel, Dick Koeppen, Thomas Kautza, Jeremy Johnson, Dave Albrecht*

**Date:** Wednesday, January 18, 2023 - Virtual

**1. Welcome and Introductions** – Chair Nooyen called the meeting to order at 1:30 pm

**2. Roll Call**

A. Introduction of Alternates, Staff and Guests

**Committee Members Present:**

Jeff Nooyen (Chair) .....	Outagamie County
Alice Connors (Vice Chair) .....	Calumet 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):**

Tom Kautza .....	Shawano County
Steve Abel .....	Fond du Lac County

**ECWRPC Staff and Guests:**

Melissa Kraemer Badtke .....	Executive Director
Kevin Englebert .....	Deputy Director
Sara Otting.....	Controller
Leann Buboltz.....	Administrative Coordinator

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

**4. Public Comment** – No Public Comment.

**5. Approval of the Minutes of the December 14, 2022 Steering Committee Meeting.** A motion by Mr. Koeppen and second by Mr. Johnson to approve of the December 14, 2022 Steering Committee minutes as presented. Motion carried unanimously.

**6. Announcements and Discussion Items**

A. Director’s Report – (Project/Program update – not all inclusive)

- Ms. Kraemer Badtke, Executive Director shared that the Metropolitan Planning Organizations (MPOs) received the U.S. Census Bureau-defined urban areas in late 2022 and will be working with local municipalities to have the adjusted Urban Area Boundary completed and approved by June 2024. She noted Roadway Functional Classification review will begin after the urban boundary adjustment process and has an impact on which road segments will be eligible for Surface Transportation Block Grant and Transportation Alternatives Set Aside funding. Staff will also be working with small urban areas (i.e. New London, Waupaca, Shawano, Ripon, etc.) to assist them in updating their urban areas and the functional classified roadways
- Comprehensive Safety Action Plan – Ms. Kraemer Badtke, Executive Director shared that staff conducted a crash inventory and created a draft Safety Model for the Comprehensive

Safety Action Plan (CSAP). Traffic Operations and Safety Laboratory (TOPS) crash data for the Oshkosh MPO and Appleton (Fox Cities) MPO was collected to inventory crash mode, severity and frequency. Staff met and presented progress of work to the CSAP Committee with the next meeting anticipated in February 2023.

- Two program funding solicitations through the Wisconsin Department of Transportation (WisDOT) - Ms. Kraemer Badtke shared that staff continues to work with the Wisconsin Department of Transportation, Counties and local municipalities on assisting materials related to potential funding opportunities. She shared that currently there are two program solicitations open for: Transportation Alternatives Set-Aside Program and WisDOT Local Bridge Program. More information regarding these programs can be found at the Wisconsin Department of Transportation website - <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/bil-lp-ffy23.aspx>.
- Main Street Bounceback Grant Program closed on December 31, 2022. East Central staff had a significant increase in the grant applications submitted during December. Mr. Englebert shared that a final Main Street Bounceback Report will be presented at the April Commission Board Meeting.
- Community Facilities Committee update – The Committee met in January to review fees for the Sewer Service Area and Water Quality Management Program for SSA amendments and 208 Conformance Reviews. East Central staff has also developed draft chapters for the Fox Cities Sewer Service Area Plan update and has scheduled meetings with stakeholders throughout the month of January to discuss the draft plan.
- Menominee Tribal members and staff met in early December to discuss the Commission's programs and potential collaboration opportunities, which includes the areas of transportation, sewer service and GIS. Staff looks forward to working with the Menominee Tribe on future endeavors.
- Staff shared with the Committee that Shawano County had a vacant GIS Analyst I position at the end of 2022 and East Central staff has been assisting Shawano County with mapping for their Comprehensive Plan and Land Preservation Plan update during that vacancy.

## 7. New Business/Action Items

- A. Fourth Quarter, 2022 Financial Report. Ms. Otting shared that nearly 100% of the budget is used and the levy payments are all paid in full. She indicated that the shaded area may be adjusted after the audit is completed. A full review of the expenses and full balance sheet took place. Ms. Otting noted that programs for the Commission are in alignment with the approved budget.

A motion by Mr. Koeppen and second by Vice Chair Connors to approve of the 4<sup>rd</sup> Quarter 2022 Financial Report as presented and to be placed on file. Motion carried unanimously.

- B. Fourth Quarter, 2022 Work Program Performance Report presented by Ms. Otting, Controller. A detailed review of the financial status was given and indicated that the work program items were within the budgeted amounts. Ms. Otting shared that nearly 100% of the budget was expended on most of the work program items. The Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization Program was only at 75% due to the extension of funding availability.

A motion by Mr. Albrecht and second by Mr. Johnson to approve of the 4th Quarter 2022 Project Status Report as presented and to be placed on file. Motion carried unanimously.

- C. Proposed Resolution 01-23: Adopting the Final 2023 Work Program and Budget for East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke presented the 2023 budget and work program in detail. She noted that each department reviewed, and approved, their portion of the budget with their respective Committee(s). Also mentioned is the Principal Transportation Planner position is vacant and will be posted shortly and it is assumed that it will be filled within the 1<sup>st</sup> quarter. (The Work Program and Budget can be reviewed at the following link: <https://www.ecwrpc.org/documents/>)

A motion was made by Mr. Johnson and second by Vice Chair Connors to adopt of **Resolution 01-23**: Adopting the Final 2023 Work Program and Budget for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- D. Proposed Resolution 06-23: Amending Resolution No. 08-90 and Subsequent Resolutions Specifying the Personnel Policies for Persons Employed by the East Central Wisconsin Regional Planning Commission – Telework Policy. Ms. Otting, Controller shared with the Commission that continued review of the entire employee manual and an update is underway and will be ready for the Steering Committee and Commission Board consideration in March/April 2023. She noted that the leadership team felt that it would be important to continue to move forward with the telework policy, so that staff would be able to take advantage of the telework. This portion of the policy would allow staff, with approval from their supervisor and executive director, to be able to telework approximately 2-3 days a month. At any time, East Central leadership can request staff to come back and work in the office.

A motion was made by Vice Chair Connors and second by Mr. Koeppen to approve of **Resolution 06-23**: Amending Resolution No. 08-90 And Subsequent Resolutions Specifying the Personnel Policies for Persons Employed by The East Central Wisconsin Regional Planning Commission – Telework Policy. Motion carried unanimously.

- E. Proposed Resolution 07-23: Authorizing the Executive Director to enter into Contract for Professional Services with SRF Consulting Group. Ms. Kraemer-Badtke, Executive Director shared with the Commission that in the Appleton (Fox Cities) MPO Work Program, East Central staff and Valley Transit staff combined efforts to conduct and administer their ridership and fare payment survey. She noted that SRF Consulting Group, along with the core team of Valley Transit, East Central staff, and the City of Neenah staff, will evaluate locations, conduct an operations analysis, and cost analysis regarding the Neenah Transit Center. She also shared that to move this forward, East Central staff conducted a request for proposals of which SRF Consulting Group and their subconsultant GRAEF submitted a proposal. The Committee selected SRF Consulting Group and their subconsultant to complete the work with the anticipated completion by the end of July. Staff recommends that the Commission approve Resolution 07-23, which would authorize the Executive Director to enter into contract with SRF Consulting Group.

A motion was made by Mr. Albrecht and second by Vice Chair Connors to approve of **Resolution 07-23**. Authorizing the Executive Director to Enter into Contract for Professional Services with SRF Consulting Group Motion carried unanimously.

## 8. Informational/Discussion Items

- A. 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, March 15, 2023 at 1:30 p.m. Location TBD*
- B. **Commission Meeting**: *The next Commission meeting will be held on Friday, April 27, 2023 at 10:00 a.m. - Virtual. An agenda and meeting materials will be forthcoming.*

10. **Adjourn** – A motion was made by Mr. Albrecht and second by Mr. Koeppen to adjourn with the time noted at 2:12 p.m.

Respectfully submitted by  
Leann Buboltz – ECWRPC Administrative Coordinator