

**DRAFT 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, March 15, 2023 – In person

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
 Jeremy Johnson (Perm. Alt. for Elizabeth Moses)..... Menominee County
 Dick Koeppen..... Waupaca County
 Tom Kautza..... Shawano County
 Steve Abel (Virtual)..... Fond du Lac County

Committee Members Absent (Excused):

David Albrecht (Perm. Alt. for Tom Egan)..... Winnebago County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke..... Executive 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. Koeppen to approve of the agenda as presented. Motion carried.

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

5. **Approval of the Minutes of the January 18, 2023 Steering Committee Meeting**. A motion by Mr. Johnson and second by Mr. Kautza to approve of the January 18, 2023 Steering Committee minutes as presented. Motion carried unanimously.

6. **Announcements and Discussion Items**

A. Director’s Report – By Melissa Kraemer Badtke, Executive Director (Project/Program update – not all inclusive)

1. Administration: Ms. Sara Otting – Controller shared with the members that Clifton Larson Allen (CLA) staff conducted field work this past week for the 2022 Audit which went very smoothly. She indicated that the Commission’s Audit will be presented to the Steering Committee and Commission Board at the April meetings. The Committee members took this time to acknowledge Ms. Otting for a job well done.
2. Commissioner News: presented by Ms. Melissa Kraemer-Badtke
 - a. The members were informed that James Lowey from Menominee County recently resigned as Commissioner and his position on the Commission board will remain vacant until April.

- b. Mr. Kraemer-Badtke shared that she attended an event whereby Mr. Martin Farrell, the former chair of the Commission, received the Allen J. Buechel Leadership Award at the Envision Greater Fond du Lac Annual Meeting in February. Mr. Farrell served as the Commission chair from 2019-2021 and was instrumental in the development of the strategic plan and reorganization plan for the Commission.
3. Staff News:
- a. Mr. Mike Zuege, ECWRPC GIS Manager received the Wisconsin Land Information Associations President's Award for his updated downtown Menasha Map. The Committee went on record to acknowledge Mr. Zuege prestigious accomplishment.
 - b. Ms. Jennie Mayer, ECWRPC SRTS Coordinator participated in an interview series videoed in Marshfield which promoted the Safe Routes to Schools program(s), which will be available in the near future.
4. Economic Development Program
- a. Main Street Bounceback Grant Program: Ms. Kraemer-Badtke updated the members on the Main Street Bounceback Grant Program which closed on December 31, 2022. East Central staff has been working with the Wisconsin Economic Development Cooperation to complete the paperwork needed to close out the program. She stated that there were 900 Main Street Bounceback awards and a detailed report will be presented the Commission in April. It was noted that East Central will be providing approximately \$48,750 in funding back to Wisconsin Economic Development Corporation (WEDC) from the program. The payback includes four checks that did not get cashed or were stopped.
 - b. National Association of Development Organizations (NADO) Technical Site - National Case Study Feature. Prior to ECWRPC Deputy Director, Mr. Englebert's departure, he was contacted by the National Association of Development Organizations to discuss the economic development technical assistance projects that staff worked on through the CARES Act. The project will be featured at the national level as a best practice for other regional development organizations to learn from.
 - c. WEDA - Rural Economic Development – Ms. Kraemer-Badtke and Mr. Kafka will be meeting with representatives from the Wisconsin Economic Development Corporation, rural communities and economic development professionals to discuss projects, challenges and opportunities that occur in the rural areas of the region. The first meetings will be set up for mid-March.
 - d. City of Beaver Dam – Dodge County. Ms. Kraemer-Badtke shared with the Committee that staff from the City of Beaver Dam reached out to East Central requesting assistance to develop a Transit Route System, stating that the City is not located within a regional planning area. Committee members discussed the issue and advised staff that even though they would like to assist, however due to short-staffing it would be in the best interests of the Commission to focus on the current needs and deadlines of East Central deliverables and decline services to the City of Beaver Dam at this time.
- B. Update – Reorganization Plan. Ms. Kraemer-Badtke shared with the members that the Regional Comprehensive Plan is in the development stage with a focus on the MPO re-designation. She shared that a third-party consultant has been hired to review the best practices for the MPO structure.

7. New Business/Action Items New Business/Action Items

- A. Discussion regarding update(s) to the Employee Manual (formerly known as the Personnel Policy) –brief overview presented by Mr. Kraemer-Badtke. Ms. Kraemer Badtke shared that the last update of the Employee Manual was in 2019. A few policies were approved separately and now are incorporated within one document in which legal counsel has reviewed. Ms. Kraemer-Badtke indicated that a couple of key aspects that were added:

Parental Leave Policy – This would allow staff two paid weeks of parental leave for the birth or adoption of a child. Includes a miscarriage and still birth.

Years of Service Bonuses – This would be provided to employees with 20 years or more. Members discussed this policy regarding of the importance to include this as a tool to retain individuals with 20 years plus

Leave of Absences – This title was modified per legal counsel's recommendation; however, the policy remains the same.

It is proposed that the final draft version be presented to the committee in April for consideration.

- B. Discussion regarding updates to the Commission's Bylaws – overview presented by Ms. Kraemer-Badtke
1. Standing Committee Consolidation - proposed: Consolidation of the three small members Committees; the Community Facilities Committee, the Regional Comprehensive Plan Committee and the Open Space/Environmental Committee into one Committee. The new Committee would be entitled - the Environmental Management Committee and overseen by the Steering Committee. This Committee would be in alignment with the core program areas identified in the reorganization plan, strategic plan and work program and also would reduce the number of meetings that East Central staff would have to prepare for.

It was noted that the Nominating Committee will be meeting later this month to appoint Commissioners to the standing committees and staff will be working with the committee regarding any changes to the committee structure.

2. Leadership team also recommended the following changes:
 - Steering Committee name changed to Executive Committee
 - Title update from the Assistant Director to Deputy Director
 - Permanent Alternates – This is an item for future discussion which needs clarification and possible modifications.

- C. Discussion - Commission Board Assessment conducted by staff from the Southeast Regional Directors Institute (SERDI) presented by Ms. Kraemer-Badtke. Ms. Kraemer-Badtke briefly shared with the members of an opportunity to hire staff from SERDI to conduct a board assessment with the Commission. She noted that with the reorganization plan and the strategic plan ending, this assessment would identify what the Commission values in terms of programs and also identify how staff can better serve the member counties and communities moving forward. She reported that the cost would be \$4,500 plus the travel reimbursement for their staff and at the end of the session a document of the results would be received and used as a guide for the Commission moving forward. Discussion of the members took place sharing the need to include the rural areas of services within the region. It was noted that this is a good

idea, however with the current staffing shortages this assessment should be revisited at another time in the near future.

- D. **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, and the 2023 staffing plan.

A motion was made by Mr. Johnson and second by Vice Chair Connors to go into closed session via roll call vote, with the time noted 2:36 p.m.

Roll call vote – *Jeff Nooyen (Chair)- aye, Alice Connors (Vice Chair)-aye, Steve Abel-aye, Dick Koeppen-aye, Tom Kautza-aye, Jeremy Johnson-aye, David Albrecht-excused.*

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

A motion was made by Mr. Kautza and second by Mr. Abel to reconvene into open session via roll call vote, with the time noted 2:47 p.m.

Roll call vote – *Jeff Nooyen (Chair)- aye, Alice Connors (Vice Chair)-aye, Steve Abel-aye, Dick Koeppen-aye, Tom Kautza-aye, Jeremy Johnson-aye, David Albrecht-excused.*

8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)
1. Chair Nooyen recognized that Vice Chair Connors is celebrating her birthday. Members acknowledged the celebration.
 2. Mr. Koeppen shared that Waupaca County is in the process of filling open position including the Sheriff's position due to his retirement.
 3. Mr. Johnson shared that due to Mr. Lowey relocating they will be appointment 2 new members to the Commission after the April elections.

9. Establish Time and Place for Next Commission Meeting

- A. **Steering Committee Meeting:** *The next Steering Committee meeting will be Wednesday, April 19, 2023 at 1:30 p.m. at the Commission Offices (400 Ahnaip Street, Suite 100; Menasha).*
- B. **Commission Meeting:** *The next Commission meeting will be held on Friday, April 28, 2023 at 10:00 a.m. To be held at Calumet County (Courthouse) 206 Court Street – Chilton WI 53014. The Annual meeting will follow immediately after the Commission Meeting.*

10. **Adjourn** – A motion was made by Mr. Koeppen and second by Mr. Kautza to adjourn with the time noted at 2:53 p.m.

Respectfully submitted by
Leann Buboltz – ECWRPC Administrative Coordinator