

**MEETING NOTICE
QUARTERLY COMMISSION MEETING**

East Central Wisconsin Regional Planning Commission

Date: Friday, January 27, 2023
Time: 10:00 a.m.
Place: Virtual

1. **Call to Order** – Chair Nooyen called the meeting to order with the time noted at 10:00 a.m.
2. **Roll Call**
 - A. Introduction of Alternates and Guests –

Commission Members Present:

Alice Connors	Calumet County
David DeTroye (Alt. for Tom Reinl)	Calumet County
Nick Kesler.....	Calumet County
Ronald McDonald	Ex-Officio Member
Scott Nelson	Ex-Officio Member
Steve Abel	Fond du Lac County
Brenda Schneider.....	Fond du Lac County
Patrick Mullen	Fond du Lac County
Sam Kaufman.....	Fond du Lac County
Jeremy Johnson (Alt. for Elizabeth Moses).....	Menominee County
Stephan Grochowski	Menominee County
Sadie DiNatale-Burda (Alt. for Thomas Nelson).....	Outagamie County
Nadine Miller.....	Outagamie County
Jake Woodford.....	Outagamie County
Lee Hammen	Outagamie County
Jeff Nooyen.....	Outagamie County
Steve Gueths	Shawano County
Ken Capelle	Shawano County
Tom Kautza	Shawano County
Aaron Jenson (Alt. for Brian Smith).....	Waupaca County
Dick Koeppen	Waupaca County
DuWayne Federwitz	Waupaca County
David Albrecht (Alt. for Tom Egan).....	Winnebago County
Cary Rowe (for Jerry Bougie Alt. for Jon Doemel)	Winnebago County
Robert Keller.....	Winnebago County
Mark Rohloff (Alt for Lori Palmeri)	Winnebago County
Robert Schmeichel	Winnebago County

Commission Members Excused:

James Lowey.....	Menominee County
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ECWRPC Staff and Guests:

Melissa Kraemer Badtke	Executive Director
Kevin Englebert	Deputy Director
Sara Otting.....	Controller
Kim Biederman	Principal Planner
Tanner Russell.....	Associate Planner
Mike Zuege	GIS Manager
Wilhelmina Paustian	Senior Planner
Brenna Root.....	Associate Planner
Leann Buboltz.....	Administrative Coordinator

3. **Public Comment – None.**

4. **Approval of Agenda / Motion to Deviate**

- A. Approval of the Agenda. A motion was made by Mr. Schmeichel and second Mr. Hammen to approve of the agenda as presented. Motion carried unanimously.

5. **Special Order of Business – 2022 Economic Development Technical Assistance Program Presentation.** Mr. Englebert presented on the Economic Development Technical Assistance program. He stated that with approval of an extension to the CARES Act Grant earlier this year, ECWRPC has continued the partnership with Ayres Associates to provide free technical assistance to communities within the region. Mr. Englebert shared that this year's funding allowed four day-long workshops with selected communities. The technical assistance workshops took place the week of October 10th in the following locations, focusing on noted areas; City of Shawano-Huckleberry Harbor Redevelopment Plan; City of New London-Wolf River Alleyway Pedestrian Access Plan; City of Berlin-Berlin Town Square Vision and the Village of Campbellsport-Eisenbahn Trailhead Design/Downtown Gateway. It was noted that both years of the program were very successful. Mr. Englebert offered that efforts are being looked into on how to find a way to make these technical assistance visits a permanent offering for our region. A copy of the final report for the 2022 technical assistance program is available upon request.

6. **Approval of the Minutes of the October 28, 2022 Quarterly Commission Meeting**

- A. Approval of the Minutes of the October 28, 2022 Quarterly Commission Meeting. A motion was made by Mr. Abel and second by Mr. Woodward to approve of the minutes as presented. Motion carried.

7. **Announcements and Reports**

- A. Director's Report – Ms. Kraemer-Badtke shared with the members Project(s) status and highlights from the following areas; *list not all inclusive.*
- Transportation – Appleton (Fox Cities) MPO; staff continues to work on the Comprehensive Safety Action Plan that will highlight projects that would be eligible for the Safe Streets and Roads funding. The Fond du Lac MPO where work continues on the bicycle and pedestrian plan. She also noted that the urban areas have been posted on the federal register and East Central staff will be working with WisDOT and municipalities (such as C. of New London, City of Waupaca, Shawano, etc.) to update their urban areas and the functional classification network.
 - Sewer Service Area/Water Quality Management: Ms. Paustian and the East Central team are actively working with communities drafting and reviewing chapters of the Fox Cities SSA Plan.
 - Economic Development: Mr. Englebert reported that staff awarded 900 grants to our region and received a total of at \$9 million to date in funding for awards and administration. Mr. Englebert stated that there will be a final report for our region which will contain detailed information and highlight the program data collected such as; business demographics, planned use of funds data, business product/service data, etc. The report will be finalized and released in April, 2023 and as of the December 31, 2022 completion of the Main Street Bounceback Grants Program.

8. **Business -**

- A. Steering Committee –
1. Meeting Minutes from October 28, 2022
 2. Meeting Minutes from December 14, 2022

Chair Nooyen requested that action combine the two meeting minutes into one motion. Members agreed

A motion was made by Vice Chair Connors and second by Mr. Koeppen to approve of the minutes from the October 28, 2022 and December 14, 2022 Steering Committee meetings as presented. Motion carried unanimously.

3. **4th Quarter, 2022 Financial Report** – presented by Ms. Otting, Controller. Ms. Otting shared that nearly 100% of the budget is used and the levy payments are all paid in full. A complete review of the expenses took place. She noted that everything is on track with the approved budget. A detailed explanation of the full balance sheet took place.

A motion by Ms. Miller and second by Mr. Kaufman to approve of the 4th Quarter 2022 Financial Report as presented and to be placed on file. Motion carried unanimously.

4. **4th Quarter, 2022 Project Status Report** presented by Ms. Otting, Controller. A detailed review of the financial status was given.

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

5. **Reaffirmation Resolution 40-22:** Adopting the 2022 Comprehensive Economic Development Strategy (CEDS) Annual Performance Report (*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. He noted that reaffirmation is needed for this information to be included in the Economic Development Reporting.

A motion was made by Mr. Kaufman and second by Mr. Woodford to approve Reaffirmation Resolution 40-22: Adopting the 2022 Comprehensive Economic Development Strategy (CEDS) Annual Performance Report. Motion carried unanimously.

6. **Resolution 53-22:** Amending Resolution No. 39-18 Adopting and updated Financial Procedures manual for East Central Wisconsin Regional Planning Commission. Ms. Otting shared that at the October Steering Committee meeting the members reviewed and approved the Commission meeting payment increased amount for the Commission members. The current meeting payment of \$50.00 per meeting and has not been updated in at least ten years. She noted that the Leadership Team is proposing to increase this from \$50.00 - \$75.00 per meeting. The Financial Procedures Manual would be updated to reflect the change.

A motion was made by Mr. Kautza and second by Mr. Koeppen to approve of Resolution 53-22: Amending Resolution No. 39-18 Adopting and updated Financial Procedures manual for East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

7. **Reaffirmation Resolution 54-22:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2022 (Amendment 6) (*addressed under the full authority of the Commission*). Mr. Russell shared that the Wisconsin Department of Transportation (WisDOT) has requested amendments to add projects to the current I-41 expansion project listed in the Transportation Improvement Program (TIP). WisDOT requested the Surface Transportation Block Grant Program – Urban (STBG-U) 2023-2026 projects funded through the Bipartisan Infrastructure Law (BIL) be

added to the TIP. 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. Woodford and second by Mr. Keller to approve of the **Reaffirmation Resolution 54-22**: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2022 (Amendment 6) and **Reaffirmation Resolution 55-22**: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Motion carried unanimously

8. **Reaffirmation Resolution 55-22**: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 (*addressed under the full authority of the Commission*). See combined motion to approve (Item 7.)
9. **Resolution 01-23**: Adopting the Final 2023 Work Program and Budget for East Central Wisconsin Regional Planning Commission (The Work Program and Budget can be reviewed at the following link: <https://www.ecwrpc.org/documents/>). Ms. Kraemer Badtke reviewed with the Commission the 2023 budget and work program. Staff highlighted areas of ongoing and proposed projects for the upcoming year. She noted that each standing committee reviewed, and approved, their portion of the work program budget with their respective Committee.

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

10. **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 is taking place and will be ready for the Steering Committee and Commission Board consideration in March/April 2023. She noted that leadership 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 per month. At any time, East Central leadership can request staff to come back and work in the office.

A motion was made by Mr. Rohloff and second by Ms. DiNatale-Burda 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.

11. **Resolution 07-23**. Authorizing the Executive Director to Enter into Contract for Professional Services with SRF Consulting Group. Ms. Root, an Associate Planner, shared with the Commission that in the Appleton (Fox Cities) MPO Work Program, East Central staff, and Valley Transit 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, and the City of Neenah staff, will evaluate locations, operations analysis and costs regarding the Neenah transit center. She noted that to move this forward, East Central staff went out for 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. Koeppen and second by Ms. Miller to approve of **Resolution 07-23**. Authorizing the Executive Director to Enter into Contract for Professional Services with SRF Consulting Group Motion carried unanimously.

B. Economic Development Committee

1. Approval of the Minutes for October 5, 2022 Meeting. A motion was made by Vice Chair Connors and second by Mr. Kaufman to approve the minutes as presented. Motion carried unanimously.

C. Open Space and Environmental Management Committee

1. Approval of the Minutes for the April 13, 2022 Meeting. A motion was made by Mr. Federwitz and second by Mr. Schmeichel to approve the minutes as presented. Motion carried unanimously.

D. Community Facilities Committee

1. Approval of the Minutes for November 7, 2022 Meeting. A motion was made by Ms. Schneider and second by Mr. Capelle to approve the minutes as presented. Motion carried unanimously.
2. **Resolution 05-23:** Amending and Updating Section 2 Of The "ECWRPC Schedule Of Fees for Services" For the East Central Wisconsin Regional Planning Commission. Ms. Paustian, Senior Planner shared with the Commission that on November 7, 2022 Resolution 51-22 was reviewed and approved by the Community Facility Committee. However, she noted that additional conformance reviews were submitted to the Commission in November and December and staff reconsidered splitting the conformance review fees into additional categories. Subsequently a new category under conformance reviews for public sewer reconstruction projects was created and has a separate review fee from sanitary sewer extensions and private laterals.

Ms. Paustian noted that the newly proposed fee schedule is classified by the type of conformance review required as well as member versus nonmember counties. Staff is proposing that fees for sewer service area amendments, sanity sewer extensions, private lateral connections, and other related conformance reviews be increased. Sewer service area amendment appeals and NR-110 Facility Plan review fees are proposed to remain the same. Public sewer reconstruction projects that do not expand the service area and are within a member county are exempt from fees.

A motion was made by Mr. Albrecht and second by Vice Chair Connors to approve of **Resolution 05-23:** Amending and Updating Section 2 Of The "ECWRPC Schedule Of Fees for Services" For the East Central Wisconsin Regional Planning Commission. Motion carried unanimously. Note-Fee increases will go into effect on March 1, 2023.

E. Transportation Committee

1. Approval of the Minutes for October 18, 2022 Meeting. A motion was made by Ms. DiNatale-Burda and second by Mr. Keller to approve the minutes as presented. Motion carried unanimously.
2. **Resolution 02-23:** Approving the Equity in Engagement Toolkit and Guidebook for the Appleton (Fox Cities) and Oshkosh MPOs (<https://www.ecwrpc.org/wp-content/uploads/2022/12/Equitable-Engagement-Toolkit-and-Guidebook.pdf>)

Ms. Biedermann, Senior Planner shared that in January 2022, the Commission entered into contract with Toole Design Group, LLC and from February 2022 to November 2022. Collectively, staff worked to develop the toolkit and guidebook, which consists of a variety of

engagement techniques best used when in the planning process. She noted that a draft of the Equitable Engagement Toolkit and Guidebook was presented at a 2022 workshop, and feedback was incorporated into the final draft document. This toolkit will be a resource for East Central staff and local communities to engage community members throughout the planning process.

A motion was made by Mr. Abel and second by Mr. McDonald to approve of **Resolution 02-23**: Approving the Equity in Engagement Toolkit and Guidebook for the Appleton (Fox Cities) and Oshkosh MPOs. Motion carried unanimously.

3. **Resolution 03-23**: Amending the 2023 Unified Transportation Work Program and the Annual MPO Self-Certification and the Regional Transportation Program Self-Certification for the East Central Wisconsin Regional Planning Commission

Ms. Biedermann, Principal Planner informed the members that since the adoption of the 2023 Unified Transportation Work Program, the City of Oshkosh applied for section 5304 funding for a facilities master plan and this planning project will need to be included in the 2023 Unified Transportation Program. She indicated that this project will study the transit facilities and evaluate their current and future use, including the ability to accommodate electric buses and charging infrastructure.

Ms. Biedermann shared that GO Transit applied for \$100,000 grant through Federal Transit Administration's (FTA) 5304 funds. The funding breakdown is 80% federal funding and 20% local funding; this local funding match is provided by GO Transit. She indicated that while these funds will not be passed through the Commission will not be involved in this particular project, federal regulations require that 5304 funds applied for within an MPO be put into the Unified Work Program and Budget to be eligible for FTA funds.

A motion was made by Mr. Kautza and second by Mr. Hammen to approve of **Resolution 03-23**: Amending the 2023 Unified Transportation Work Program and the Annual MPO Self-Certification and the Regional Transportation Program Self-Certification for the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

4. **Resolution 04-23**: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Mr. Russell shared with the members that the Wisconsin Department of Transportation (WisDOT) has requested an amendment to add a planning and administration project to the I-41 expansion project. He indicated that Valley Transit has also requested that a Transportation Improvement Program (TIP) number be assigned for an application for funds to be used in property acquisition related to the downtown Appleton Transit Center. Projects include: TIP Number: 252-23-043: Valley Transit – Property Acquisition and TIP Number: 252-23-044: I-41 Project. These projects need to be amended into the TIP to receive the TIP numbers required for federal funding.

A motion was made by Mr. Keller and second by Mr. Woodford to approve of **Resolution 04-23**: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Motion carried unanimously.

- F. Regional Comprehensive Planning Committee
 1. Approval of the Minutes for October 19, 2022 Meeting

A motion was made by Mr. Albrecht and second by Ms. Miller to approve of the minutes as presented. Motion carried.

9. Other Business

- A. Appointment of Nominating Committee. Ms. Kraemer Badtke recapped the duties on the Nominating Committee. She shared that all Commission Board members will continue to serve on their respective committees and on the Commission board through April 2024. She also noted

that a few of the standing committees have only 5-6 Commissioners on their respective committee and the Commission may consider consolidation of a few standing committees in the future. The nominating committee will meet in March/April to discuss the standing committee appointments. The following individuals are being appointed for the Nominating Committee.

- 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

A motion by Mr. Rohloff and a second by Mr. Koeppen to approve of the Appointments for 2023 Nominating Committee as presented. Motion carried unanimously.

10. **Establish Time and Place for Next Commission Meeting.** The next meeting will be 10:00 a.m. on Friday, April 26, 2023, will be held at Calumet County Courthouse – 206 Court Street – Chilton WI 53014. Additional meeting details will be forthcoming.
11. **Adjourn** – A motion was made by Mr. Koeppen and second by Mr. Kautza to adjourn with the time noted at 11:18 a.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator
ECWRPC