

FINAL MEETING MINUTES EXECUTIVE 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 (Perm. Alt. for Elizabeth Moses), Dave Albrecht (Perm. Alt. for Tom Egan)*

Date: Wednesday, May 17, 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
David Albrecht (Perm. Alt. for Tom Egan) Winnebago County
Tom Kautza Shawano County
Dick Koeppen (Call in) Waupaca County

Committee Members Absent (Excused):

Steve Abel Fond du Lac County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke Executive Director
Sara Otting Controller
Leann Buboltz Administrative Coordinator
Kim Biedermann Principal 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. Albrecht to approve of the agenda as presented. Motion carried.

4. **Public Comment** – No public comments

5. **Approval of the Minutes of the March 15, 2023 Steering Committee Meeting** – a motion was made by Mr. Johnson and second by Mr. Abel to approve of the minutes as presented. Motion carried unanimously.

6. **Announcements and Discussion Items**

A. Waushara County – Assistance Request Discussion. Mr. Kraemer-Badtke brought to the attention of the members that over the past week(s) a few of Townships within Waushara County contacted her regarding the State requirement for updating their

Comprehensive Plans respectively, and if ECWRPC would assist them. Discussion took place and overall the main objective was to lay-out a policy of how to handle non-member requests for assistance in a consistent manner. This item will be brought back in June for further discussion.

7. New Business/Action Items

- A. **Resolution 20-23:** Authorizing Commission Staff to Destroy Public Records According to the Adopted "Records Retention Policy and Destruction Schedule" presented by Ms. Sara Otting, Controller.

Ms. Otting shared with the members that every year staff follows East Central's Records Retention Policy and Destruction Schedule for the destruction of East Central's public records. She noted that East Central has completed 2022 financial and single audit and recommends approval of Proposed Resolution 20-23 Authorizing Commission Staff to Destroy Public Records According to the Adopted "Records Retention Policy and Destruction Schedule".

Board discussion took place with the question remaining, if the Financial Procedures and the approved Records Retention Policy and Destruction Schedule are followed, is there a need for a Resolution? Staff will follow up with legal counsel and update the members.

A motion was made by Vice Chair Connors and a second by Mr. Johnson to approve of **Resolution 20-23:** Authorizing Commission Staff to Destroy Public Records According to the Adopted "Records Retention Policy and Destruction Schedule". Motion carried unanimously.

- B. **Resolution 21-23:** Discussion and action on the Transportation Alternative Set-aside Program (TA Set-aside) FFY 2023-2026 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). (*being addressed under the full authority of the Commission*) presented by Ms. Kim Biedermann, Senior Planner.

Ms. Biedermann shared with the members that the Transportation Alternatives Set-aside Program FFY 2023-2026 cycle (TA Set-aside; formerly Transportation Alternatives Program, or TAP) opened on November 1, 2022 and closed on March 24, 2023. She noted that TA Set-aside projects are funded up to 80% federal dollars and 20% local dollars; however, this amount could be as low as 50% federal funding. Ms. Biedermann stated that WisDOT NE Region and East Central staff reviewed the five applications that were submitted from the communities in the Appleton (Fox Cities) MPO, and all projects are eligible to receive funding.

Staff recommended the Executive Committee approve the following: \$48,000 in federal funds to the City of Menasha; \$65,600 in federal funds to the Village of Harrison; \$409,624.53 in federal funds to the Town of Grand Chute; and \$643,640.80 in federal funds to the Town of Buchanan or up to 80% of federal participating costs for any of these aforementioned recommended projects for the Appleton (Fox Cities) Metropolitan Planning Organization Transportation Alternatives Set-aside Program for the 2023-2026 Program Cycle.

A motion was made by Mr. Albrecht and a second by Mr. Kautza to approve of **Resolution 21-23:** Discussion and action on the Transportation Alternative Set-aside

Program (TA Set-aside) FFY 2023-2026 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). (*being addressed under the full authority of the Commission*) per staff recommendation(s). Motion carried unanimously.

- C. **Resolution 22-23:** Discussion and action on the Carbon Reduction Program (CRP) FFY 2022 and FFY 2023 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). (*being addressed under the full authority of the Commission*) presented by Mr. Tanner Russell, Associate Planner.

Mr. Russell reported that this new federal program provides funding for projects that reduce transportation-associated emissions and requires states to develop comprehensive carbon reduction strategies. He noted that the purpose of this program is to provide funding for projects that reduce transportation emissions and requires states to develop comprehensive carbon reduction strategies. There were five applications submitted for the Appleton (Fox Cities) MPO that were determined by WisDOT to be eligible for CRP FFY 2022 and 2023 funding. Outagamie County has since removed the intersection upgrade project at CTH OO and CTH N from the application cycle due to the PS&E date.

Mr. Russell shared that staff recommends the Executive Committee follow the recommendation of the Technical Advisory Committee and fund all remaining projects at 80% of their total project costs. This would assign \$828,466.80 to eligible Carbon Reduction Program (CRP) projects within the Appleton (Fox Cities) MPO.

A motion was made by Mr. Albrecht and a second by Mr. Kautza to approve **Resolution 22-23:** Discussion and action on the Carbon Reduction Program (CRP) FFY 2022 and FFY 2023 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). (*being addressed under the full authority of the Commission*) per staff recommendations. Motion carried unanimously.

8. **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 a second by Vice Chair Connors to go into closed session by roll call vote with the time noted at 2:02 pm.

A roll call vote was taken

Aye - Jeff Nooyen (Chair), Outagamie County

Aye - Alice Connors (Vice Chair), Calumet County

Aye - Jeremy Johnson (Perm. Alt. for Elizabeth Moses), Menominee County

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

Aye - Tom Kautza, Shawano County

Excused - Steve Abel, Fond du Lac County

Aye - Dick Koeppen, Waupaca County

9. **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 a second by Mr. Albrecht to reconvene into open session. Motion carried by a roll call vote, the time noted at 2:15 pm.

A roll call vote was taken

Aye - Jeff Nooyen (Chair), Outagamie County

Aye - Alice Connors (Vice Chair), Calumet County

Aye - Jeremy Johnson (Perm. Alt. for Elizabeth Moses), Menominee County

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

Aye - Tom Kautza, Shawano County

Excused - Steve Abel, Fond du Lac County

Aye - Dick Koeppen, Waupaca County

- i. Action from closed session – A motion was made by Vice Chair Alice Connors and a second by Mr. Johnson to approve the appointment of Mr. Craig Moser as Deputy Director – East Central WI Regional Planning Commission. Motion carried unanimously.

10. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)

11. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be Wednesday, ~~June 21, 2023~~ June 14th at 1:30 p.m. (Rescheduled) and will be held VIRTUALLY
- B. **Commission Meeting:** *The next Commission meeting will be held on Friday, July 28, 2023 at 10:00 a.m. To be held at New London Municipal Building - Council Chambers 215 N. Shawano St., New London, WI 54961. An agenda and meeting materials will be forthcoming.*

12. **Adjourn** – A motion was made by Mr. Albrecht and second by Mr. Kautza to adjourn with the time noted at 2:20 p.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
ECWRPC