

**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, June 14, 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
Steve Abel Fond du Lac County
Jeremy Johnson (Perm. Alt. for Elizabeth Moses) Menominee County
Tom Kautza (Called in at 1:52 pm) Shawano County
Dick Koeppen (Excused at 1:50 pm – 2:00 pm) Waupaca County

Committee Members Absent (Excused):

Alice Connors (Vice Chair) Calumet County
David Albrecht (Perm. Alt. for Tom Egan) Winnebago County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke Executive Director
Craig Moser Deputy Director
Sara Otting Controller
Leann Buboltz Administrative Coordinator
Tanner Russell Associate Planner

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

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

5. **Approval of the Minutes of the May 17, 2023 Steering Committee Meeting** – a motion was made by Mr. Abel and second by Mr. Koeppen to approve of the minutes as presented. Motion carried unanimously.

6. **Announcements and Discussion Items**

A. Director's Report presented by Melissa Kraemer-Badtke (List not all inclusive)

1. **Economic Development Program**

- a. Comprehensive Economic Development Strategy (CEDS): Ms. Kraemer Badtke shared with the members that East Central staff hosted two SWOT meetings for the Comprehensive Economic Development Strategy with partner organizations from across the region. The Comprehensive Economic Development Strategy is updated every five years and is currently underway.
- b. Small Community Technical Assistance Program: It was noted that East Central staff received three proposals for the Small Community Technical Assistance Program and the selection committee will be meeting next week to discuss the proposals and select a consultant. It is anticipated that applications for this program will open up in August and

East Central staff and the consultant will be working with the selected communities in the fall of 2023.

- c. Broadband Data Analysis and Mapping: Ms. Kraemer Badtke reported that East Central staff is working in partnership with New North, the Public Service Commission (PSC), Counties and other Regional Planning Commissions to analyze data and map various datasets for the broadband PSC studies. This is ongoing.

2. Transportation Planning Program

- a. Specialized Coordinated Human Services Plans: Ms. Kraemer Badtke reported that ECWRPC staff will be working with the Wisconsin Department of Transportation and its seven member-counties to update each county's Specialized Transportation Coordinated Human Services Plans. Informational meetings with the Wisconsin Department of Transportation (WisDOT) were held the weeks of May 29th and June 5th. It was noted that East Central staff will begin coordinating with the counties and partner organizations on the process to update their plans.

3. Water Quality Management Program

- a. Fox Cities Sewer Service Area Plan: The final draft of the Fox Cities Sewer Service Area Plan has been completed and noticed for public comment. The Environmental Management Committee will be meeting in the morning of Wednesday, June 14th to review and discuss the draft.

7. New Business/Action Items

- A. **Proposed Resolution 25-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)*. Mr. Russell reported that WisDOT has requested that the Carbon Reduction Program (CRP) projects selected for Federal Fiscal Year 2023 be given Transportation Improvement Program (TIP) numbers. These projects were approved at the May 17, 2023 Executive Committee meeting and need TIP numbers for their projects to meet the PS&E dates outlined by the program. A TIP number was requested by WisDOT for a resurface project on State Highway 47 from 9th St. to County Highway AP as well. He noted that the 2023 Section 5311 grants are also included in this amendment and that the projects are funded through the Wisconsin Employment Transportation Assistance Program (WETAP). Mr. Russell reported that this program integrates state and federal funding (Formula Grants for Rural Areas) into one application. The Transportation Alternatives Set-aside projects approved at the May 17, 2023 Executive Committee meeting are also receiving TIP numbers for the 2023 projects. Both the City of Menasha and the Village of Harrison were awarded funds for a High Cliff Trail Feasibility Study.

Projects include:

- TIP Number: **252-22-059:** CRP FFY 2023 – C. Kaukauna – LED Street Lights
- TIP Number: **252-23-060:** CRP FFY 2023 – C. Menasha – LED Street Lights
- TIP Number: **252-23-061:** CRP FFY 2023 – T. Grand Chute – LED Street Lights
- TIP Number: **252-23-062:** CRP FFY 2023 – Outagamie County – Smart arrow boards
- TIP Number: **252-23-063:** NHPP - STH 47 – 9th St. to CTH AP
- TIP Number: **252-23-064:** Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) – Vehicle Loans and Mobility Management
- TIP Number: **252-23-065:** Section 5311 – WETAP- Southwestern Wisconsin Community Action Program, Inc. (SWCAP) – Operating
- TIP Number: **252-23-066:** Section 5311 – WETAP – Lutheran Social Services – Vehicle Loans and Mobility Management
- TIP Number: **252-23-067:** Section 5311 – WETAP – Lutheran Social Services – Operating
- TIP Number: **252-23-068:** TA Set-aside – C. Menasha – High Cliff Trail Feasibility Study
- TIP Number: **252-23-069:** TA Set-aside – V. Harrison – High Cliff Trail Feasibility Study

A motion was made by Mr. Abel and a second by Mr. Johnson to approve of the **Proposed Resolution 25-23:** Amending the Transportation Improvement Program for the Appleton (Fox

Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)* as presented. Motion carried unanimously.

- B. **Proposed Resolution 26-23:** Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023 *(being addressed under the full authority of the Commission)*. Mr. Tanner Russell gave a brief overview of the proposed Resolution 26-23. He shared that the listed projects need to be amended into the TIP to receive the TIP numbers required for federal funding. WisDOT has requested the inclusion of a railroad crossing and gates improvement project on STH 76 between Oshkosh and Greenville. The 2023 Section 5311 grants are also included in this amendment for the Oshkosh MPO. These projects are funded through the Wisconsin Employment Transportation Assistance Program (WETAP). He noted that this program integrates state and federal funding (Formula Grants for Rural Areas) into one application.

Projects include:

- TIP Number: **253-23-025:** NHPP – STH 76 – Oshkosh to Greenville - RR Xing Signal and Gates
- TIP Number: **253-23-026:** Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) - Vehicle Loans and Mobility Management
- TIP Number: **253-23-027:** Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) - Operating
- TIP Number: **253-23-028:** Section 5311 – WETAP – Lutheran Social Services – Vehicle Loans and Mobility Management
- TIP Number: **253-23-029:** Section 5311 – WETAP – Lutheran Social Services – Operating

A motion was made by Mr. Johnson and a second by Mr. Abel to approve of the **Proposed Resolution 26-23:** Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023 *(being addressed under the full authority of the Commission)*. Motion carried unanimously.

- C. **Proposed Resolution 27-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)* Mr. Tanner Russell gave a brief overview of the proposed Resolution 27-23. He noted that the listed projects need to be amended into the TIP to receive the TIP numbers required for federal funding. WisDOT has requested the inclusion of a project on STH 441 between I-41/USH 10 and Oneida Street. It involves removing existing approach slabs on ends of structures and replacing them with concrete. This project was shifted to a Majors project due to funding availability and was moved up to 2025 from 2027. They have also requested inclusion of construction funds on the Wrightstown weigh facility along the I-41 corridor.

Projects include:

- TIP Number: **252-22-070:** NHPP – STH 441: I-41/USH 10 to Oneida St.
- TIP Number: **252-23-071:** NHPP – I-41 Wrightstown Safety and Weight Enforcement Facility (SWEF) 34

A motion was made by Mr. Abel and a second by Mr. Johnson to approve of the **Proposed Resolution 27-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)* pending no further public comments received. Motion carried unanimously.

- D. **Proposed Resolution 28-23:** Amending the Surface Transportation Block Grant (STBG) – Urban Program funding levels for the previously selected projects from 2023-2027 within the Appleton (Fox Cities) MPO - *(being addressed under the full authority of the Commission)* Mr. Russell gave a brief overview of the proposed Resolution. He shared that due to Covid-19 and increased construction and material costs, all previously selected projects have seen drastic increases in overall project cost. Due to this large and unanticipated increase in costs, some projects were at risk of being dropped by their project sponsors. Mr. Russell noted that the historic funding levels provided by BIL allow for additional funding within the Appleton (Fox Cities) MPO. By flexing the additional funds provided by BIL, the MPO would be able to fund each of the selected projects from 2023-2027 at 80%. He noted that this additional funding would prevent projects from being

dropped by their project sponsors. Ms. Kraemer Badtke stated that East Cenral staff has been working with each of the project sponsors along with staff from the Wisconsin Department of Transportation to discuss and ensure that that the funding levels could be increased for the listed projects.

**** For the record Committee member – Mr. Koeppen left the meeting at 1:50 p.m. and Committee member – Mr. Kautza virtually joined the meeting at 1:52 p.m. A quorum was maintained.

STBG – Urban Project Awards & Proposed Adjustments for the Appleton (Fox Cities) MPO				
Project	Original Federal Funding Amount	Original Fed. Funding Percent	Updated Federal Funding Amount	Updated Fed. Funding Percent
Town of Grand Chute – Spencer Street (design)	\$177,669	56%	\$265,258 (2023) \$177,669 (2022)	80%
City of Appleton – Lawe St. (2023 design)	\$339,441	66%	\$364,907	80%
City of Menasha - Racine St.	\$3,120,537	72%	\$3,344,806	80%
City of Neenah – Commercial St.	\$5,668,528	72%	\$7,490,093	80%
Outagamie County – CTH N	\$3,094,022	72%	\$4,644,320	80%
Winnebago County – CTH P	\$4,578,670	72%	\$7,371,795	80%
Village of Fox Crossing – E. Shady Lane	\$1,776,802	66%	\$2,518,407	80%
Town of Grand Chute – Spencer Street (construction)	\$1,888,795	56%	\$2,705,250	80%
City of Appleton – Lawe St. (construction)	\$2,454,193	66%	\$2,985,748	80%

A motion was made by Mr. Johnson and a second by Mr. Abel to approve of the **Proposed Resolution 28-23**: Amending the Surface Transportation Block Grant (STBG) – Urban Program funding levels for the previously selected projects from 2023-2027 within the Appleton (Fox Cities) MPO - *(being addressed under the full authority of the Commission)*. Motion carried unanimously.

- E. **Proposed Resolution 29-23**: Approving the draft 2024 Indirect Cost Rate with U.S. Department of Interior for the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director and East Central staff to begin the process of negotiating the 2024 Indirect Cost Rate with U.S. Department of Interior *(being addressed under the full authority of the Commission)*. Ms. Sara Otting gave a brief overview of the proposed Resolution 29-23. She noted that the purpose of the Cost Allocation Plan is to summarize the methods and procedures that East Central uses to allocate costs to various programs, grants, contracts, and agreements. Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government. Ms. Otting shared that on April 12, 2021, East Central

staff received an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation from the U.S. Department of Interior. This rate was utilized for 2020 and 2021. She noted that the audit for 2022 was used to calculate an adjustment to the rate that will be effective for 2024.

A motion was made by Mr. Kautza and second by Mr. Johnson to approve of Proposed Resolution 29-23 Approving the draft 2024 Indirect Cost Rate and the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director to begin the process of negotiating the 2024 Indirect Cost Rate U.S. Department of Interior *(being addressed under the full authority of the Commission)*. Motion carried unanimously.

- F. Discussion on the Preliminary 2024 Budget and Tax Levy for East Central Wisconsin Regional Planning Commission presented by Melissa Kraemer-Badtke, Executive Director and Sara Otting, Controller.

The 2024 preliminary budget and levy options for the Commission was presented to the members. Ms. Kraemer-Badtke shared that based on the reorganization plan, the budget focused on the core program areas with significant funding increases in the transportation program. It was noted that each budget and levy option rely on the following information; Equalized Property Values 2018 through 2022, Levy Amounts 2020-2023 and Proposed 2024 Levy Options, Preliminary 2024 Budget Summary with Levy Options Comparison, Programs & Grants – (These amounts remain the same for all levy options), and Overhead Budget – (These amounts remain the same for all levy options).

Staff presented the four options to discuss with the Executive Committee including options with seven Counties as members.

Option 1: 2024 Preliminary Budget and Proposed Levy Amount - \$575,000

Option 2: 2024 Preliminary Budget and Proposed Levy Amount - \$600,000

Option 3: 2024 Preliminary Budget and Proposed Levy Amount - \$625,000

Option 4: 2024 Preliminary Budget and Proposed Levy Amount - \$702,443

Upon discussion, it was the Committee consensus to move forward with Option 3: 2024 Preliminary Budget and Proposed Levy Amount. - \$625,000.00.

8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*) - None

9. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting:** *The next Executive Committee meeting will be Friday – July 28, 2023 at 9:00 a.m. (Rescheduled) and will be held prior to the Commission Meeting.*
- 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.*

10. **Adjourn** – A motion was made by Mr. Abel and second by Mr. Johnson to adjourn with the time noted at 2:14 p.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
ECWRPC