

MEETING NOTICE
QUARTERLY COMMISSION MEETING
East Central Wisconsin Regional Planning Commission

Date: Friday, April 28, 2023
Time: 10:00 a.m.
Place: Calumet County Courthouse (Room 025), 206 Court Street, Chilton WI 53014

1. **Call to Order** – Chair Nooyen called the meeting to order with the time noted at 10:00 a.m.

Welcome by Host – Calumet County Chair, Alice Connors welcomed everyone and invited members to take part in a tour of the new jail after the Commission meeting adjourned.

2. **Roll Call**

A. Introduction of Alternates and Guests –

Commission Members Present:

Alice Connors	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
Joe Moore (Alt. for Keith Heisler)	Fond du Lac County
Jeremy Johnson (Alt. for Elizabeth Moses).....	Menominee County
Eugene Caldwell.....	Menominee County
Kevin Englebert (Alt. for Thomas Nelson)	Outagamie County
Lee Hammen	Outagamie County
Jeff Nooyen.....	Outagamie County
Ken Capelle	Shawano County
Steve Gueths	Shawano County
Tom Kautza	Shawano County
DuWayne Federwitz	Waupaca County
David Albrecht (Alt. for Tom Egan).....	Winnebago County
Jerry Bougie (Alt. for Jon Doemel)	Winnebago County
Robert Keller.....	Winnebago County
Mark Rohloff (Alt for Matt Mugerauer).....	Winnebago County
Robert Schmeichel	Winnebago County

Commission Members Excused:

David DeTroye (Alt. for Tom Reinl)	Calumet County
Sam Kaufman	
Fond du Lac County	
Jane Comstock.....	Menominee County
Jake Woodford.....	Outagamie County
Nadine Miller.....	Outagamie County
Aaron Jenson (Alt. for Brian Smith).....	Waupaca County
Dick Koeppen	Waupaca County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke	Executive Director
Sara Otting.....	Controller
Kim Biedermann	Principal Planner
Tanner Russell.....	Associate Planner
Mike Zuege	GIS Manager
Casey Peters	GIS Analyst I

Rachel Roth GIS Analyst I
 Wilhelmina Paustian Senior Planner
 Colin Kafka Associate Planner
 Leann Buboltz Administrative Coordinator

3. **Public Comment – None.**

4. **Approval of Agenda / Motion to Deviate** - A motion was made by Mr. Albrecht and second Mr. Kautza to approve of the agenda as presented. Motion carried unanimously.

5. **Approval of the Minutes of the January 27, 2023 Quarterly Commission Meeting.** A motion was made by Mr. Hammen and second by Mr. Albrecht to approve of the minutes as presented. Motion carried.

6. **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.*

1. Marty Farrell, former ECWRPC Commissioner received the Allen J. Buechel Leadership award at the Envision Greater Fond du Lac Annual Meeting
2. Mike Zuege – ECWRPC GIS Manager, received the president's award for his historic downtown Menasha Map from the Wisconsin Land Information Association.
3. Fox Cities Sewer Service Area Plan: The Fox Cities SSA plan update is underway having four plans in one. East Central staff scheduled time with local communities where they provided background information on the SSA program, the draft chapters of the plan which included any revisions and modifications. It is anticipated that the final draft will be presented to the Community Facilities Committee in June 2023 and to the Commission board for consideration in July 2023.
4. SRTS Program to be featured: Jennie Mayer – ECWRPC Safe Routes to School (SRTS) Manager had the opportunity to work with the Marshfield Clinic Health System, the WI Afterschool Network and the WI Department of Children and Families to film two short videos that will be a part of their learning series.
5. Economic Development –
 - a. East Central staff was invited to speak with Missy Hughes, the Secretary and CEO of the Wisconsin Economic Development Corporation. Conversations with local communities and economic development professionals will take place regarding the projects, challenges along with the opportunities they are facing.
 - b. The Comprehensive Economic Development Strategy (CEDS) process will be kicking off with Stakeholder meetings occurring in May. Ms. Kraemer-Badtke noted that for this process, ECWRPC will be hosting local County focus meetings to better understand the needs of our rural communities.
 - c. NADO Case Study: Prior to Mr. Kevin Englebert' s departure, staff was contacted by the National Association of Development Organizations to discuss the economic development technical assistance projects designated through the CARES Act. Ms. Kraemer-Badtke noted that this project will be featured at the national level as a best practice for other regional development organizations to learn from.
6. Transportation Program - The Transportation team has been extremely busy with new program cycles rolling out including;
 - a. Carbon Reduction and Transportation Alternatives Set-Aside.
 - b. Valley Transit Ridership Survey is set to be sent out at the end of the month.
 - c. Continued work on the bicycle and pedestrian plan for the Fond du Lac MPO
 - d. Specialized transportation coordination plans for each of the member counties will begin in May.
 - e. Mid-year review with WisDOT, FHWA and FTA will be occurring in June 2023.
7. Reorganization Plan: It was noted that two items are currently in process; The development of the Regional Comprehensive Plan and the MPO re-designation. Staff hired a consultant to look at best practices for the MPO structure.

8. Staffing Updates; Ms. Kraemer-Badtke shared that at this time the Deputy Director and Principal Transportation Planner position(s) have not been filled. Staff will keep the Commission board updated as we move through the hiring process.

7. Business -

- A. Steering Committee – Note: Chairperson Nooyen requested that the motion combine and include the two listed meeting minutes. The Commission members concurred.
 1. Meeting Minutes from January 18, 2023
 2. Meeting Minutes from March 15, 2023

A motion was made by Mr. Abel and second by Mr. Kautza to approve of the minutes from the January 18, 2023 and March 15, 2023 Steering Committee meetings as presented. Motion carried unanimously.

3. Review and Acceptance of the CY 2022 Audit Report (sent as separate attachment) presented by Sara Otting – Controller. Ms. Otting presented the audited financial statements for the year ending December 31, 2022. It was found that ECWRPC presented no material mistakes which deemed it a 'clean' audit. Report on file.

A motion was made by Mr. Federwitz and a second by Mr. Rohloff to accept the CY 2022 Audit Report as presented. Motion carried unanimously.

4. 1st Quarter, 2023 Financial Report – Ms. Otting. An overview was given to the members of the 2023 Financial Report for the First Quarter. Ms. Otting noted that she is utilizing the money market to earn more interest. Also reported was that the statement shows the Commissions portion of money in the pension program-WRS. It was noted that with the GASB changes it shows that the Commission could be released from the building lease earlier than expected with the timeframe of July of 2023. Report on file.

A motion was made by Vice Chair Connors and a second by Mr. Hammen to approve of the 1st Quarter, 2023 Financial report as presented and to be placed on file. Motion carried unanimously.

5. 1st Quarter, 2023 Work Program Performance Report – Ms. Otting gave an overview of the 2023 Work Program Performance Report. She noted that the accounts are all on track. Ms. Kramer-Badtke shared that Specialized Coordination Plan will begin in May. The FDL MPO - Bike Ped Plan will begin in later part of the 2nd quarter. Additionally, the Urban Area Functional Class with Appleton and Oshkosh MPOs as well as FDL MPO will begin in May with it being quite a large undertaking for staff. Report on file.

A motion was made by Mr. Johnson and a second by Mr. Englebert to approve of the 1st Quarter, 2023 Work Program Performance Report as presented and to be placed on file. Motion carried unanimously.

6. Resolution 16-23: Amending Resolution No. 08-90 and Subsequent Resolutions Specifying the Personnel Policies, Now Referred to as the Employee Manual, for Staff Employed by the East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke shared with the members that the personnel policies, now known as the employee manual, was last updated in 2019. Most of the policies remained the same however staff worked with legal counsel review and streamline document. The changes and updates are comparable to surrounding Regional Planning Commissions. A couple of key aspects that were added: Parental Leave Policy – Staff would be allowed two paid weeks of parental leave for the birth or adoption of a child. This does include a miscarriage and still birth. Years of Service Bonuses – Updates area mainly identifying employees with 20 years or more. Leave of Absences – The title was modified per legal counsel's recommendation; however, the policy remains the same. Ms. Badtke noted that a review of the Employee Manual will be an annual occurrence.

A motion was made by Mr. Abel and a second by Mr. Rohloff to approve of Resolution 16-23: Amending Resolution No. 08-90 and Subsequent Resolutions Specifying the Personnel Policies, Now Referred to as the Employee Manual, for Staff Employed by the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

7. Resolution 17-23: Amending the By-laws of the East Central Wisconsin Regional Planning Commission – Ms. Kraemer-Badtke presented an overview of Standing Committee Consolidation: She shared with the members that with the removal of the Gubernatorial appointments, a few of the standing committees only have a few members on their committee. Staff is recommending the consolidation of the Regional Comprehensive Plan Committee, the Open Space Recreation Committee, and the Community Facilities Committee to become the Environmental Management Committee. Ms. Kraemer-Badtke stated that this committee would oversee the Water Quality Management Program (also known as the sewer service area program), the NR-135 Non-metallic Mining Program, Geographic Information System, and environmental planning projects as outlined in the work program. This consolidation will allow for more equal distribution of the Commissioners across the standing committees and also improve efficiencies for the Commission staff,
- The Regional Comprehensive Plan chapters would be provided to each of the standing committees and the steering committee and the Commission board would review and consider the plan update once it is completed.
 - The Steering Committee has been renamed to the Executive Committee in the updated revision to the By-laws and a few administrative revisions have been made.

Ms. Kraemer-Badtke reported that the nominating committee discussed the proposed changes and has approved the standing committee appointments based on the proposed standing committee structure (Economic Development Committee, Transportation Committee, and Environmental Management Committee) as reflected in the proposed By-laws.

Members discussed possible future changes and additions to the by-laws. Two items mentioned were changing the date of the April Commission Board meeting to better coincide with the April elections and new member orientation by moving it possibly to May. And also, possible changes to the structure of the Appleton and Oshkosh MPO structure.

A motion was made by Mr. Johnson and a second by Mr. Kautza to approve of Resolution 17-23: Amending the By-laws of the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

8. Resolution 18-23: Amending the 2023 Work Program and Budget for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director of the Commission to Enter into a Contract Amendment with the Wisconsin Department of Transportation for the Go Transit – Transit Development. Ms. Kraemer-Badtke and GIS Analyst, Casey Peters shared with the members that in February 2023, East Central staff sent out a request for proposals for the development of the GO Transit - Transit Development Plan. During the selection process it was noted by staff that the budgets exceeded the funding amount available. Ms. Kraemer-Badtke reported that East Central staff discussed the situation with the Wisconsin Department of Transportation staff and they provided an increase in the funding for the GO Transit - Transit Development Plan. It was noted that the work program will be amended to reflect the increased funding level to \$141,876, with the federal share increasing to \$113,501 and the local match increasing to \$28,375. The local match for this project will be provided by the City of Oshkosh and they have agreed to the increased amount.

A motion was made by Mr. Rohloff and a second by Ms. Schneider to approve Resolution 18-23: Amending the 2023 Work Program and Budget for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director of the Commission to Enter into a Contract

Amendment with the Wisconsin Department of Transportation for the Go Transit – Transit Development. Motion carried unanimously.

9. Resolution 19-23: Authorizing the Executive Director to Enter into a Contract for Professional Services with SRF Consulting Group for the Go Transit – Transit Development Plan – GIS Analyst, Casey Peters gave the members a brief summary of the GO Transit Development Plan. He noted that on February 13, 2023, the Commission issued a Request for proposals; four firms responded to the request. A selection committee reviewed the proposals, which SRF Consulting Group, was selected. Staff is seeking approval from the commission to enter into contract with SRF Consulting Group for \$124,876.50

A motion was made by Vice Chair Connors and a second by Mr. Hammen to approve Resolution 19-23: Authorizing the Executive Director to Enter into a Contract for Professional Services with SRF Consulting Group for the Go Transit – Transit Development Plan. Motion carried unanimously.

B. Economic Development Committee

1. Main Street Bounceback Report – Ms. Kraemer-Badtke shared that the Main Street Bounceback Final Report is available. She also noted that she would be available to present the findings at their County Board meeting. East Central staff will be finalizing the close out of this project. Report available upon request.

C. Open Space and Environmental Management Committee

1. Approval of the Minutes for the January 11, 2023 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 January 11, 2023 Meeting. A motion was made by Ms. Schneider and second by Mr. Abel to approve the minutes as presented. Motion carried unanimously.

E. Transportation Committee

1. Approval of the Minutes for January 10, 2023 Meeting. A motion was made by Mr. Keller and second by Mr. Kautza to approve the minutes as presented. Motion carried unanimously.
2. Resolution 08-23: Amending the Transportation Alternatives Set-aside Funding Award for the Appleton (Fox Cities) Transportation Management Area for 2022-2026 Program Cycle. Ms. Biedermann reported that The Transportation Alternatives Set-aside Program (TA Set-aside) 2022-2026 cycle opened on September 16, 2021 and closed on January 28, 2022. TAP projects are funded up to 80% federal dollars and 20% local dollars; however, this amount can be as low as 50% federal funding. She shared that the funding allocation for this program cycle for the Appleton (Fox Cities) Transportation Management Area is \$529,040. ECWRPC received five TAP applications for the Appleton (Fox Cities) Metropolitan Planning Organization, designated as a Transportation Management Area (TMA). After formal review by the TAP selection committee, the Village of Kimberly was the highest scoring project and it was awarded the full allocation, which funded 59.5% of the cost based on the project's application. Since the time the project was selected and a State-Municipal Agreement (SMA) was awarded, two significant events occurred: 1. The City of Appleton withdrew its award for the 2020-2024 TAP cycle; and 2. The Bipartisan Infrastructure Law provided an increase in funding, starting in Federal Fiscal Year 2022. As a result, this allows the Village of Kimberly project to be moved to Federal Fiscal Year 2024 and for the project award amount to be increased. Ms. Biedermann shared that staff recommends the Transportation Committee approves Proposed Resolution 08-23 to amend the Village of Kimberly Marcella Road/Kennedy Avenue 2022-2026 Transportation Alternatives Set-aside award from \$529,040 to \$668,677 or up to 80% of eligible project costs for Federal Fiscal Year 2024.

A motion was made by Mr. Bougie and a second by Mr. Albrecht to approve Resolution 08-23: Amending the Transportation Alternatives Set-aside Funding Award for the Appleton (Fox Cities) Transportation Management Area for 2022-2026 Program Cycle. Motioned carried unanimously.

3. Resolution 09-23: Adopting WisDOT Transportation Performance Measures and Targets for PM2: Bridge and Pavement and PM3: System Performance for the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). Mr. Russell gave a brief overview of the proposed resolution and added that ECWRPC recommends that the Transportation Committee moves to adopt the WisDOT Transportation Performance Measures and Targets for PM2 and PM3 for the Appleton (Fox Cities) MPO, which was previously recommended by the Appleton (Fox Cities) MPO Technical Advisory Committee on March 6, 2023.

A motion was made by Mr. Kautza and a second by Mr. Schmeichel to approve of Resolution 09-23: Adopting WisDOT Transportation Performance Measures and Targets for PM2: Bridge and Pavement and PM3: System Performance for the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). Motion carried unanimously.

4. Resolution 10-23: Adopting WisDOT Transportation Performance Measures and Targets for PM2: Bridge and Pavement and PM3: System Performance for the Oshkosh Metropolitan Planning Organization (MPO). Mr. Russell gave a brief overview of Resolution 10-23 and shared that ECWRPC recommends that the Transportation Committee moves to adopt the WisDOT Transportation Performance Measures and Targets for PM2 and PM3 for the Appleton (Fox Cities) MPO, as previously recommended by the Appleton (Fox Cities) MPO Technical Advisory Committee on March 6, 2023.

A motion was made by Mr. Abel and a second by Mr. Keller to approve of Resolution 10-23: Adopting WisDOT Transportation Performance Measures and Targets for PM2: Bridge and Pavement and PM3: System Performance for the Oshkosh Metropolitan Planning Organization (MPO). Motion carried unanimously.

5. Resolution 11-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Mr. Tanner Russell shared with the members that since the 2023 Transportation Improvement Program (TIP) was amended on Jan. 27, 2022, the Wisconsin Department of Transportation (WisDOT) has requested TIP numbers on multiple new projects for the 2023-2026 funding cycle. He noted that the projects need to be amended into the TIP to receive the TIP numbers required for federal funding. It was noted that Valley Transit has also requested that a TIP number be assigned to multiple funding sources for the Whitman Facility Renovation. Funding was also added to the project with existing TIP number 252-23-031. The City of Appleton WE Energies Trail project funded through the Transportation Alternatives Set Aside Program is being removed from the TIP. The 2024 funds for that program are being moved to the Village of Kimberly, Marcella St. Trail project. In addition, Section 5310 funds for enhanced mobility of seniors and individuals with disabilities within the Appleton (Fox Cities) MPO are included in this amendment.

A motion was made by Mr. Federwitz and a second by Ms. Schneider to approve Resolution 11-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Motion carried unanimously.

6. Resolution 12-23: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023. Mr. Russell reported that since the 2023 Transportation Improvement Program (TIP) for the Oshkosh Metropolitan Planning Organization was approved on October 28, 2022, the Wisconsin Department of Transportation (WisDOT) has requested TIP Numbers on multiple new projects for the 2023-2026 funding cycle. He shared that these projects need to be amended into the TIP to receive the TIP numbers required for federal funding. WisDOT has requested the inclusion of the Bipartisan Infrastructure Law (BIL) 2023-2026 Surface Transportation Block Grant (STBG) project that was selected on Leonard Point Road in the Town of Algoma. WisDOT

has also requested that the preservation project on USH 45 between Oshkosh and New London be included. WisDOT has also requested two I-41 projects. The first is a rehab project over Lake Butte des Morts which currently only has state funding, but federal funding may be received. The second is a preservation project between Fond du Lac and Oshkosh that has design funds scheduled for 2023. In addition, Section 5310 funds for enhanced mobility of seniors and individuals with disabilities within the Oshkosh MPO are included in this amendment.

A motion was made by Vice Chair Connors and a second by Mr. Albrecht to approve Resolution 12-23: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023. Motion carried unanimously.

7. Resolution 13-23: Approving the Appleton (Fox Cities) Metropolitan Organization 2022 State of the System Report (<https://www.ecwrpc.org/wp-content/uploads/2023/03/Draft-Fox-Cities-MPO-State-of-the-System-Report-2022.pdf>) Ms. Rachel Roth shared that in 2021, East Central staff developed State of the System Reports for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, and they were approved by the Commission on April 27, 2022. She shared that these reports are to be updated on an annual basis, updates to the reports were completed for the Appleton (Fox Cities) MPO and the Oshkosh MPO in 2022. Additionally, in 2023, East Central staff developed a new State of the System Report for the East Central Wisconsin Region. Ms. Roth noted that the reports are designed to evaluate the status of the transportation system and track the progress of performance measures through datasets and maps for Calendar Year 2022. Staff collected and analyzed data for these reports to monitor six components of the transportation system: the roadway network, the transit system, the bicycle and pedestrian network, the Safe Routes to School program, airports, and freight.

A motion was made by Mr. Kautza and a second by Mr. Hammen to approve Resolution 13-23: Approving the Appleton (Fox Cities) Metropolitan Organization 2022 State of the System Report. Motion carried unanimously.

8. Resolution 14-23: Approving the Oshkosh Metropolitan Organization 2022 State of the System Report (<https://www.ecwrpc.org/wp-content/uploads/2023/03/Draft-Oshkosh-MPO-State-of-the-System-Report-2022.pdf>). Ms. Rachel Roth shared with the members that The State of the System Reports were updated for the Oshkosh MPO and given a new look. The report analyzes the current transportation network and system.

A motion was made by Mr. Bougie and a second by Mr. Rohloff to approve Resolution 14-23: Approving the Oshkosh Metropolitan Organization 2022 State of the System Report. Motion carried unanimously.

9. Resolution 15-23: Approving the East Central Wisconsin Region 2022 State of the System Report (<https://www.ecwrpc.org/wp-content/uploads/2023/03/Draft-ECWRPC-State-of-the-System-Report-2022.pdf>) Ms. Rachel Roth shared that this year she worked on a new project which included a report designed to include the entire East Central region. It's similar to the previous reports however breakdowns the transportation data for each member County which allows us to report on trends in the rural and urban areas.

Note – Ms. Kraemer-Badtke shared with the members that Ms. Roth designed all of the State of the System reports and did a tremendous job bringing to the forefront the graphic visualization feature(s) along with the ability to interact with the reports themselves using interactive buttons.

A motion was made by Vice Chair Connors and a second by Mr. Albrecht to approve Resolution 15-23: Approving the East Central Wisconsin Region 2022 State of the System Report. Motion carried unanimously.

F. Regional Comprehensive Planning Committee – No business items

8. Other Business

- A. ECWRPC – 50th Anniversary - Ms. Kraemer-Badtke gave a brief presentation sharing the history of the ECWRPC. She noted that the Commission was established in 1972 to promote intergovernmental cooperation, regional planning and a vision for the future. ECWRPC serves as a coordinating organization between federal, state and local governments in the regions., as well as assist units of government on issues that occur at the regionals level, and provides technical assistance, advice and services directly to individual units of government. Celebrating 50 Years of Planning

9. Establish Time and Place for Next Commission Meeting.

- A. The Commission's Annual meeting will be held on Friday, April 28, 2023 immediately following the Quarterly Commission Meeting.
- B. The next Quarterly Commission Board meeting will be 10:00 a.m. on Friday, July 28, 2023 – (Tentative) City of New London City Hall, 215 N. Shawano St., New London, WI. Additional meeting details will be forthcoming.

10. **Adjourn** – A motion was made by Mr. Hammen and second by Mr. Kautza to adjourn with the time noted at 11:05 a.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator
ECWRPC

Approved – July 28, 2023