

**APPROVED 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* (Perm. Alt. for Elizabeth Moses), *Dave Albrecht* (Perm. Alt. for Tom Egan)

**Date:** Wednesday, April 19, 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
Steve Abel .....	Fond du Lac County

**Committee Members Absent (Excused):**

Dick Koeppen .....	Waupaca County
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**ECWRPC Staff and Guests:**

Melissa Kraemer Badtke .....	Executive Director
Sara Otting .....	Controller
Leann Buboltz .....	Administrative Coordinator
Casey Peter .....	GIS Analyst I

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

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

5. **Special Order of Business/Action Item**

A. Presentation and Approval of the Draft 2022 Annual Audit – Ms. Leah Lasecki, Director, Clifton Larson Allen. A focus was given to the Governance Communication Letter, sharing significant changes with the members. One of the biggest changes was the GASB 87.

She continued to breakdown the balance sheet noting the changes of GASB 87 as it relates to the increase of numbers reported (i.e. the building and copier lease). Ms. Lasecki prepared and explained an informational sheet containing 4 years of records. Member discussion – wondering if footnotes could be added to the records for future members to know what went on during this time of changes. It was agreed that footnotes would be added each year with the assistance of Ms. Otting-Controller. Ms. Kraemer-Badtke interjected that it is also important to show 2019 baseline and 2020 when the implementation of the work program began, to see where East Central has come through the years. Lastly, Ms. Lasecki shared the Compliance Audit, where the

focus insuring that we are meeting the State and Federal Regulations. This year the firm audited the Main Street Bounceback Grant for Federal and the Transportation Program for State with the end results-no findings which means compliance is being met. Going through the findings, Ms. Lasecki noted that ECWRPC staff was very responsive and great to work with.

Mr. Johnson mentioned that taking the past audits into consideration where findings and changes needed to be adjusted, it is noteworthy that this organization has made the correct adjustments and is going in the right direction.

A motion was made by Vice Chair Connors and a second by Mr. Johnson to accept the 2022 Annual Audit as presented and to place on file. Motion carried unanimously.

6. **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.

## 7. **Announcements and Discussion Items**

- A. **Director's Report** – highlights presented by Ms. Melissa Kraemer-Badtke. Ms. Kraemer-Badtke reported that It has been identified in the Bipartisan Infrastructure Law (BIL), that 2.5% of the funding for the Metropolitan Planning Organization and the Regional Transportation Program needs to be utilized for Complete Streets program deliverables. She noted that the Federal Transit Administration and the Federal Highway Administration approved a waiver of the non-federal match requirements for the Metropolitan Planning Organization and the Regional Transportation Programs for Complete Streets program deliverables. She indicated that additional information will be forthcoming for the next Steering Committee meeting.

Ms. Kraemer-Badtke shared with the members that recently staff met with the Department of Natural Resources staff on the Water Quality Management Program contract. Historically ECWRPC receives approximately \$32,000 from the DNR for the program, while the Commission matches it with approximately \$103,000 to cover the Region's SSA Plans. Staff received notification that the DNR portion will be doubling their share of the cost for this year and possibly next year as well. Mr. Kraemer-Badtke shared that Senior Planner, Wilhelmina Paustian manages this Program and has done a great job streamlining program efficiencies and continues to look for ways to improve it in the hopes of reducing the levy.

Ms. Kraemer-Badtke updated the members of the addition of new Commissioners. Menominee County: Menominee County held elections in April and their reorganization meeting will take place on Tuesday, April 18<sup>th</sup>. New Commissioners representing Menominee County are Eugene Caldwell and Jane Comstock. The City of Oshkosh: Matt Mugerauer was recently elected as the Mayor of the City of Oshkosh and will be also serving on the Commission Board.

- B. **Main Street Bounceback Report** – Ms. Kraemer-Badtke summarizes the findings of the final MSBB Report. The report is designed to show individual communities with their own totals. Statistically the report shows that grants overall were divided equally between the rural and urban areas of the Region. Ms. Kraemer-Badtke shared that if

any communities or counties who would like this information to be presented, to just reach out to schedule a time.

- C. Nominating Committee Communication - Ms. Kraemer-Badtke shared with the members that at the March Nominating Committee meeting there was agreement in the idea to consolidate the small-member Committees, creating one generalized group. She shared the breakdown of the appointments with the Commission members. The new group would be called the Environmental Management Committee which would envelope the Community Facilities Committee, Open Space/Env Management Committee and the Regional Comp Planning Committee. It is planned, moving forward, to have Senior Planner, Wilhelmina Paustian provide an overview of Water Quality Management and the requirements of the members. (Informational only)

## **8. New Business/Action Items**

- A. First Quarter, 2023 Financial Report – presented by Controller – Sara 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.

A motion was made by Vice Chair Connors and a second by Mr. Johnson to approve of the First Quarter – 2023 Financial Report as presented and to be placed on file. Motion carried unanimously.

- B. First Quarter, 2023 Work Program Performance Report – Ms. Sara Otting, Controller 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 2<sup>nd</sup> 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.

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

- C. Proposed Resolution 16-23: Amending Resolution No. 08-90 and Subsequent Resolutions Specifying the Personnel Policies, now referred to as the Employee Manual, for the Staff Employed by East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke shared that the new employee manual has been re-formatted, policies have been clarified, and policy updates have been made. The employee manual has been reviewed and vetted through legal counsel. Also, an overview was presented of the updates that can be found in the employee manual document; Paid Parental Leave Policy, Years of Service Bonuses and Leave of Absences due to Illness or Disability

A motion was made by Mr. Kautza and a second by Mr. Albrecht to approve of Proposed Resolution 16-23: Amending Resolution No. 08-90 and Subsequent Resolutions Specifying the Personnel Policies, now referred to as the Employee Manual, for the Staff

Employed by East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

- D. Proposed Resolution 17-23: Amending the Bylaws 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, the structure of the Appleton and Oshkosh MPO structure.

A motion was made by Vice Chair Connors and a second by Mr. Albrecht to approve of Resolution 17-23 Amending the Bylaws of the East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- E. Proposed Resolution 18-23: Amending the 2023 Work Program and Budget for the East Central Wisconsin Regional Planning Commission. 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. Albrecht and a second by Mr. Kautza to approve of Proposed Resolution 18-23: Amending the 2023 Work Program and Budget for the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

- F. Proposed 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 Mr. Johnson and a second by Mr. Abel to approve of Proposed 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.

- G. **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 Vice Chair Connors and a second by Mr. Abel to go into closed session with the time noted at 2:30 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

Aye - Steve Abel, Fond du Lac County

Excused - Dick Koeppen, Waupaca County

- H. **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.
- i. No Action from closed session discussions

## 9. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)
1. David Albrecht - Winnebago County shared that the County Board acted on a Resolution to name the County Administration building after him.
  2. Jeremy Johnson – Menominee County shared that through their elections, the turn over was 4 out of 7 taking out papers. New ECWRPC members will be Gene Caldwell and Jane Comstock, the other four were write ins.

## 10. Establish Time and Place for Next Commission Meeting

- A. **Steering Committee Meeting:** *The next Steering Committee meeting will be Wednesday, May 17, 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. An agenda and meeting materials will be forthcoming.*

C. **Annual Meeting:** *The Annual Meeting will immediately follow the Quarterly Commission Board Meeting on Friday, April 28<sup>th</sup>, 2023 at Calumet County Courthouse (206 Court Street, Chilton). Further details will be forthcoming.*

11. Adjourn – A motion was made by Vice Chair Connors to adjourn with the time noted at 2:45 p.m.

Respectfully Submitted  
Leann Buboltz – Administrative Coordinator  
ECWRPC