

**Approved**

**DRAFT 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:** Friday – July 28, 2023 @ 9:00 a.m. (Prior to Quarterly Commission meeting)  
City of New London, City Hall (215 N. Shawano Street, New London WI 54961)

1. **Welcome and Introductions** – Chair Nooyen called the meeting to order at 9:00 a.m.

2. **Roll Call**

A. Introduction of Alternates, Staff and Guests

**Committee Members Present:**

Alice Connors (Vice Chair) .....	Calumet County
Steve Abel .....	Fond du Lac County
Jeremy Johnson (Perm. Alt. for Elizabeth Moses) .....	Menominee County
Jeff Nooyen (Chair) .....	Outagamie County
Tom Kautza .....	Shawano County
Dick Koeppen (Virtual).....	Waupaca County
David Albrecht (Perm. Alt. for Tom Egan) .....	Winnebago County

**Committee Members Absent (Excused):**

**ECWRPC Staff and Guests:**

Melissa Kraemer Badtke .....	Executive Director
Craig Moser .....	Deputy Director
Sara Otting.....	Controller
Wilhelmina Paustian .....	Senior Planner
Colin Kafka .....	Associate Planner
Brenna Root .....	Associate Planner
Leann Buboltz.....	Administrative Coordinator

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

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

5. **Approval of the Minutes of the June 14, 2023 Executive Committee Meeting** – a motion was made by Vice Chair Connors and second by Mr. Kautza 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. **Staffing Updates:**

- Tanner Russell accepted a planner position with the Town of Grand Chute.
- Adam BellCorelli has accepted a position with Winnebago County Office of Administration. Adam has been with the Commission for 3 years and we appreciate Adam's years of service to the Commission and wish him all the best in future endeavors.
- East Central staff has hired Tom Walsh as an LTE Special Projects Planner to work with communities and WisDOT in the MPOs on projects.
- East Central staff hired a part time human resources consultant to assist with staff recruitment, leadership training and assisting with updates on the employee manual.

- Hired Chris Colla for the Associate Transportation Planner position and he will be starting in mid-August. Thank you to Brenda Schneider for helping to recruit for the Associate Planner position.
2. **CARES Act Funding:** The CARES Act Grant award period expired on June 30, 2023. The Continuity Plan for the Commission along with the Disaster Recovery and Economic Development Resiliency Plan are completed. Ms. Kraemer-Badtke noted that having all the program deliverables completed, East Central staff will be working with the Economic Development Administration staff to close out the grant award. It was noted that \$43,852.35 was remaining in the CARES Act grant and will be returned to the U.S. Department of Treasury. In discussions with the staff from the Economic Development Administration, this will not impact the Commission in receiving future funding for the three-year planning partnership grant.
  3. **Transportation Program:**
    - a. **Appleton TMA Certification Review:** Ms. Kraemer-Badtke shared that every 4 years the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) must review and certify the metropolitan transportation planning processes for metropolitan planning organizations that have a population over 200,000 in accordance with 23 U.S.C. 134(k)(5) and 49 U.S.C. 5303(k). She noted that the review focuses on compliance with Federal regulations, challenges, successes, and experiences of the cooperative relationship between the MPO(s), the Wisconsin Department of Transportation, and public transportation operators throughout the metropolitan transportation planning processes.

The Review will consist of four primary activities: • *Review of planning products* (desk audit/review) • *Site Visit* on Wednesday, August 23rd and Thursday, August 24th at East Central Offices • *Preparation of a Certification Review Report:* The report is issued 60 days following the site visit and summarizes the process and finding of the review as well as if the process is certified. • *Certification Review Closeout Presentation* (Quarterly Commission Board Meeting in October).
    - b. **Local Contracts: Comprehensive Plans:** East Central staff received notice from the Wisconsin Department of Administration that they are sending out letters to communities whose comprehensive plan has not been updated in the last 10 years. East Central staff is able to work with communities on updating their comprehensive plan through a contract that covers the Commission staff time and costs to complete the project. As part of the Commission's reorganization plan which was approved in 2020, local contracts are considered based on staff capacity and are considered, in part, as backfill for additional revenue for the budget as necessary.
    - c. **MPO Policy Board Structure:** Ms. Kraemer-Badtke shared with the members that one area that will be discussed in the future is the MPO structure. Currently the Board serves as the MPO Policy Board for Appleton/Fox Cities. She noted that future dialogue will most likely take place discussing if it should be a separate policy body or if it should be the Commission Board.
  - B. Discussion regarding Non-member Counties and the Specialized Transportation Coordination Plans – Ms. Kraemer-Badtke. June of 2023 the WisDOT rolled out the Specialized Transportation Coordination Plan materials, where every 4 years an update takes place. She shared that Marquette County reached out to East Central staff requesting services to update their Plan. Upon further discussion it was the unanimous consensus of the members that services provided by East Central staff, at this time, would be prioritized to the member-counties.

## 7. New Business/Action Items

- A. **2<sup>nd</sup> Quarter, 2023 Financial Report** presented by Sara Otting-Controller. An overview was given to the members of the 2023 Financial Report for the Second Quarter. One of the items

noted is 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. Overall, she shared that we are on track.

A motion was made by Mr. Kautza and a second by Mr. Albrecht to accept 2<sup>nd</sup> Quarter – 2023 Financial Report as presented and to place on file. Motion carried unanimously.

- B. **2<sup>nd</sup> Quarter, 2023 Project Status Report.** Ms. Otting gave an overview of the 2023 Project Status Report. Amongst other items, she noted that the accounts are all on track. Report on file.

A motion was made by Vice Chair Connors and a second by Mr. Abel to approve of the 2<sup>nd</sup> Quarter, 2023 Work Program Performance Report as presented and be placed on file. Motion carried unanimously.

- C. **Proposed Resolution 31-23:** Adoption of the Preliminary Budget for Calendar Year 2024, Final Tax Levy and Staffing Plan for the East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke presented the 2024 preliminary budget and levy options for the Commission based on the recommendations from the June Executive Committee meeting. She shared with the members 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

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

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

**Option 3: 2024 Budget and Proposed Levy Amount - \$625,000 (recommended by Executive Committee at their June meeting)**

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

A motion was made by Mr. Kautza and a second by Mr. Albrecht to approve of **Resolution 31-23:** Adoption of the Preliminary Year 2024 Budget, Final Tax Levy and Staffing Plan for the East Central Wisconsin Regional Planning Commission – Option 3: 2024 Budget and Proposed Levy Amount - \$625,000.00. Motion carried unanimously.

- D. **Proposed Resolution 32-23:** Amending the 2023 Work Program, Budget, and Staffing Plan for East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke presented the three components to the amendment for the 2023 Work Program, Budget and Staffing plan. She noted the following:

- The first is an update to the economic development program to reflect the funding that is being utilized for the Small Community Technical Assistance Project.
- The second is the additional funding for the New North Broadband Mapping project and the inclusion of \$40,000 to complete the mapping for this project.
- The third is to amend the 2023 staffing plan. Included in the 2024 work program, budget and staffing plan, is an additional associate planner position for the transportation department. Due to staff turnover and current capacity challenges, East Central staff would request to hire that individual in the third and fourth quarter prior to 2024 to assist with program deliverables.

A motion was made by Mr. Johnson and a second by Mr. Abel to approve of **Resolution 32-23:** Amending the 2023 Work Program, Budget and Staffing Plan for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- E. **Proposed Resolution 33-23:** Authorizing the Executive Director of the Commission to Enter into a Contract with Ayres Associates for the Economic Development Small Community Technical

Assistance Project. Mr. Kafka gave a brief overview and noted that staff anticipated that there would be funding remaining from the Economic Development Administration (EDA) 3 Year Planning Partnership Grant, which will conclude at the end of 2023. He shared that East Central staff submitted a request for proposals and worked with the selection team to review the proposals and selected a consultant, Ayres Associates. It is expected that the project(s) would commence in August and then begin meetings with local communities in October.

A motion was made by Mr. Kautza and a second by Mr. Albrecht to approve of **Resolution 33-23**: Authorizing the Executive Director of the Commission to Enter into a Contract with Ayres Associates for the Economic Development Small Community Technical Assistance Project. Motion carried unanimously.

- F. **Proposed Resolution 34-23**: Authorizing the Executive Director of the Commission to Enter into a Contract with SRF Consulting Group to develop the Electric Vehicle Readiness Plan for the Oshkosh Metropolitan Planning (MPO) Ms. Kraemer-Badtke shared that one of the work program deliverables outlined in the 2023 work program was to develop an Electric Vehicle Readiness Plan for the Oshkosh MPO. She noted that East Central staff released a request for proposals and received proposals from six firms. The selection committee reviewed the submittals and selected SRF Consulting Group to develop the Electric Vehicle Readiness Plan. Ms. Kraemer-Badtke stated that the purpose of the plan will be to work with community stakeholders including, but not limited to, City staff, economic development professionals, chambers of commerce, local fire departments, and others.

A motion was made by Mr. Kautza and a second by Mr. Abel to approve of **Resolution 34-23**: Authorizing the Executive Director of the Commission to Enter into a Contract with SRF Consulting Group to develop the Electric Vehicle Readiness Plan for the Oshkosh Metropolitan Planning (MPO). Motion carried unanimously.

- G. **Proposed Resolution 35-23**: Approving the East Central Wisconsin Regional Planning Commission Disaster Recovery and Economic Development Resiliency Plan. Mr. Kafka reported to the Commission that this was a deliverable of the CARES Act funding. He noted that many sectors were impacted by the Covid Pandemic. East Central staff conducted one-on-one interviews with stakeholders within each of the sectors that were impacted. Once the interviews were completed staff analyzed data for each of the Counties and also at the Regional level. The results of the findings can be found in the Plan.

A motion was made by Vice Chair Connors and second by Mr. Abel to approve of **Resolution 35-23**: Approving the East Central Wisconsin Regional Planning Commission Disaster Recovery and Economic Development Resiliency Plan. Motion carried unanimously.

Ms. Kraemer-Badtke as well as the members went on record commending Rachel Roth-GIS Analyst I and Colin Kafka-Associate Planner on the great job compiling the information and the presentation as it is a tremendous resource that is now available. Link available to review: <https://www.ecwrpc.org/wp-content/uploads/2023/07/ECWRPC-Disaster-Recovery-and-Economic-Resiliency-Plan.pdf>

- H. **Proposed Resolution 36-23**: Authorizing the Executive Director of the Commission to Enter into a Service Agreement with New North, Inc. and Bay Lake Wisconsin Regional Planning Commission. Mr. Moser reported that the Public Service Commission of Wisconsin announced that 77 entities had opted into the Broadband Equity, Access, and Deployment (BEAD) Local Planning Grant Program. He noted that the BEAD Local Planning Grant Program supports locally informed analysis of broadband needs that will provide information for Wisconsin's Five-Year Action Plan. New North, Inc. as the Regional Economic Development Organization (REDO) has been working with counties within East Central Wisconsin to begin the process to develop each of the County plans. Mr. Moser shared that during the initial conversations with the New North Broadband Alliance, it was communicated that there was a need to have GIS data analysis and visualization services provided as part of the plan development. Staff from New North, Inc. and the participating counties requested the GIS and data analysis services from East Central

Wisconsin Regional Planning Commission and Bay Lake Wisconsin Regional Planning Commission. East Central staff has continued to work with staff from the Wisconsin Public Service Commission and several other Regional Planning Commissions from across the state to develop statewide and regionwide GIS datasets for broadband data. The Broadband Equity, Access and Deployment (BEAD) Local Planning Grant Project will begin August 1, 2023 and will be completed by December 31, 2023. East Central Wisconsin Regional Planning Commission will be provided \$40,000 to develop the regional broadband dataset along with conducting data analysis. At the completion of the project, the GIS data and information will be provided back to the counties.

A motion was made by Vice Chair Connors and a second by Mr. Kautza to approve of **Resolution 36-23:** Authorizing the Executive Director of the Commission to Enter into a Contract with New North, Inc. for the Regional Broadband Mapping Project. Motion carried unanimously.

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 Wednesday – September 20, 2023 at 1:30 p.m. (August Meeting Canceled)*

B. **Commission Meeting:** *The next Commission meeting will be held on Friday, October 27, 2023 at 10:00 a.m. Information will be forthcoming.*

10. **Adjourn** – A motion was made by Mr. Albrecht and second by Mr. Kautza to adjourn with the time noted at 9:49 a.m.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC