

Approved

**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: October 18, 2023 @ 1:30 p.m. – Virtual

1. **Welcome and Introductions** – Chair Nooyen called the meeting to order at 1:30 p.m.
2. **Roll Call**
 - A. Introduction of Alternates, Staff and Guests

Committee Members Present:

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

Committee Members Absent (Excused):

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

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Mr. Koeppen and seconded Mr. Johnson to approve of the agenda as presented. Motion carried.
4. **Public Comment** – No public comments
5. **Announcements and Discussion Items**
 - A. Director’s Report - Melissa Kraemer-Badtke reported that East Central WI Regional Planning Commission was awarded the Mid-America Economic Development Council Award – Overcoming Adversity (small division) for the Small Community Technical Assistance Program.
6. **New Business/Action Items**
 - A. **Proposed Resolution 47-23:** Authorizing the Executive Director of the Commission to Enter into a Contract with SERDI to conduct an Assessment of ECWRPC. Mr. Moser – Deputy Director, reported that information was received regarding the estimated cost of the travel reimbursement regarding member inquiry and discussion from the September 20, 2023 meeting. He noted that the cost of the SERDI Assessment Process is \$4,500 plus a not to exceed amount - \$3500 for travel reimbursement/SERDI staff costs related to the process. Upon member discussion a motion was made by Vice Chair Connors and a second by Mr. Kautza to approve of **Proposed Resolution 47-23:** Authorizing the

Executive Director of the Commission to Enter into a Contract with SERDI to conduct an Assessment of ECWRPC with a cost of not to exceed a total of \$8,000.00. Motion carried unanimously.

- B. **Proposed Resolution 48-23:** Amending the By-Laws of the East Central Wisconsin Regional Planning Commission - Related to the Commission's Meeting Schedule. Mr. Moser gave a brief overview. He reported that at the last Executive Committee meeting, East Central staff and the Committee discussed proposed changes to the Commission's By-laws regarding the regular schedule of Commission Board meetings. Among the issues discussed was that the last Friday of the month has been problematic in terms of ensuring a quorum. In addition, the July meeting date conflicts with an annual WI Counties Association meeting on the even years. Additionally, the April meeting date can be challenging given County Board elections in April and the subsequent timing of appointments to the Commission. Wednesday morning was identified as a potential better time for meetings and it was recommended that staff reach out to members who were absent.

Mr. Moser shared that East Central staff reviewed the feedback from the Committee as well as those members who were absent and have made proposed edits to the By-Laws accordingly, providing for a Commission Board meeting each calendar quarter, with flexibility on the specific schedule which is to be determined at the annual meeting.

Upon Board discussion a motion was made by Mr. Johnson and a second by Mr. Abel to approve of the updated By-law language as it relates to the commission's Meeting Schedule. Motion carried unanimously.

- C. **CLOSED SESSION:** The Committee will convene into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes to discuss strategy regarding ongoing negotiations with another entity so as not to compromise the Commission's bargaining position. A motion was made by Mr. Kautza and second by Mr. Koeppen to go into closed session via roll call vote, with the time noted at 1:38 pm.

Jeff Nooyen	Aye
Alice Connors	Aye
Steve Abel	Aye
Dick Koeppen	Aye
Jeremy Johnson	Aye
David Albrecht	Excused

- D. **RECONVENE INTO OPEN SESSION:** The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters. A motion was made by Vice Chair Connors and second by Mr. Abel to reconvene into open session via roll call vote with the time noted at 2:16 pm.

Jeff Nooyen	Aye
Alice Connors	Aye
Steve Abel	Aye
Dick Koeppen	Aye
Jeremy Johnson	Aye
David Albrecht	Excused

- i. Action taken from closed session discussions. A motion was made by Mr. Koeppen and second by Mr. Johnson to approve of East Central WI Regional Commission staff to engage with a commercial realtor. Motion carried unanimously.

7. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*) – Mr. Johnson of Menominee County asked the members if they could share what their County Board has done as it relates to salary increase(s) and inflation costs. Mr. Koeppen of Waupaca County indicated that they are going forward with a 5% salary increase in addition to the steps; Vice Chair Connors of Calumet County shared that they are going forward with a 4% salary increase in addition to the steps.

8. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting:** *The next Executive Committee meeting will be Wednesday – October 27, 2023 at 9:00 a.m.- Prior to the Quarterly Commission meeting*
- B. **Commission Meeting:** *The next Commission meeting will be held at Shawano County DHHS - W7327 Anderson Ave., Shawano WI on Friday, October 27, 2023 at 10:00 a.m. An agenda and meeting materials will be forthcoming.*

- 9. **Adjourn** – A motion was made by Vice Chair Connors and second by Mr. Koeppen to adjourn with the time noted at 2:25 pm.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
ECWRPC