

**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 27, 2023 @ 9:00 a.m.
Shawano County – DHS Conference Room, W7327 Anderson Ave., Shawano WI

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
Jeremy Johnson (Perm. Alt. for Elizabeth Moses) Menominee County
Jeff Nooyen (Chair) Outagamie County
Tom Kautza Shawano County
Steve Abel Fond du Lac County

Committee Members Absent (Excused):

David Albrecht (Perm. Alt. for Tom Egan) Winnebago County
Dick Koeppen Waupaca 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. Kautza 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 September 20, 2023 and October 18, 2023 Executive Committee Meetings.** Chair Nooyen requested that the motion include the September 20, 2023 and October 18, 2023 minutes together. The members concurred. A motion was made by Mr. Abel and seconded Mr. Kautza to approve of the Minutes of the September 20, 2023 and October 18, 2023 Executive Committee Meetings as presented. Motion carried.

6. **Announcements and Discussion Items**

1. Director’s Report - Melissa Kraemer-Badtke *list not all inclusive.*

i. **Commissioner News:** Ms. Jane Comstock recently resigned her position on the Menominee County Board. East Central staff will be working with Menominee County on a new appointment.

ii. **Staffing Updates:**

1. New hires - Brice Richardson and Abby Mader were hired to fill the Associate Planners for the Transportation Team. Kia Kling was hired to serve as the new Associate Planner for the Safe Routes to School Program. Ms. Kling will be working with Commission on a part-time basis beginning in 2024 and then begin working full time in May, 2024. Kia currently has an internship with the Village of Fox Crossing and she is also attending

UW- Green Bay and is working towards a Bachelor's Degree in Environmental Science and Policy with an emphasis in Planning.

Resignations – Staff received a resignation letter from Wilhelmina Paustian who served as the Lead-Senior Planner in the Sewer Service Area. ECWRPC will be posting her position in the near future.

- iii. **Small Community Technical Assistance Program:** Ms. Kraemer Badtke shared that East Central staff and Ayres Associates hosted workshops during the week of October 9th at the City of Chilton and New Holstein and also the Village of Brandon and Fremont. The listed communities hosted a visioning session with local business and local community members. She noted that East Central staff also conducted a walkabout around the community; drafted and presented a plan for the respective community. The finalized plans will be available for each of the communities in November. Ms. Kraemer Badtke commended Commissioner Englebert for developing the program while employed at ECWRPC and Colin Kafka for taking over the program when Mr. Englebert transitioned to his new role at Outagamie County.

7. **New Business/Action Items**

- A. 3rd Quarter, 2023 Financial Report – presented by Sara Otting. An overview was given to the members of the 2023 Financial Report for the Third 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.

A motion was made by Mr. Kautza and a second by Vice Chair Connors to accept 3rd Quarter – 2023 Financial Report as presented and to place on file. Motion carried unanimously.

- B. 3rd Quarter, 2023 Work Program Performance Report. Ms. Otting gave an overview of the 2023 Work Program Performance Report. Amongst other items, she noted that the accounts are all on track. Report is placed on file.

A motion was made by Mr. Johnson and a second by Mr. Abel to approve of the 3rd Quarter, 2023 Work Program Performance Report as presented and be placed on file. Motion carried unanimously.

- C. Proposed Resolution 49-23: Approving the Calumet County Specialized Transportation Coordinated Plan 2024-2028.
- D. Proposed Resolution 50-23: Approving the Fond du Lac County Specialized Transportation Coordinated Plan 2024-2028
- E. Proposed Resolution 51-23: Approving the Outagamie County Specialized Transportation Coordinated Plan 2024-2028
- F. Proposed Resolution 52-23: Approving the Shawano and Menominee County Specialized Transportation Coordinated Plan 2024-2028
- G. Proposed Resolution 53-23: Approving the Waupaca County Specialized Transportation Coordinated Plan 2024-2028
- H. Proposed Resolution 54-23: Approving the Winnebago County Specialized Transportation Coordinated Plan 2024-2028

Proposed Resolutions - Approving the Specialized Transportation Coordinated Plans for Calumet, Fond du Lac, Shawano and Menominee, Outagamie, Waupaca, and Winnebago Counties. Ms. Root-Whitby reported that East Central Wisconsin Regional Planning Commission (ECWRPC), is designated by the Wisconsin Department of Transportation to lead the development of the Specialized Transportation Coordinated Plan every five years. Chairperson Nooyen requested that the motion combine and include Proposed Resolutions 49-23, 50-23, 51-23, 52-23, 53-23, and 54-23 to formally adopt the 2024 – 2028 Specialized Transportation Coordinated Plans for each of the respective counties: Calumet, Fond du Lac, Outagamie, Shawano and Menominee, Waupaca, and Winnebago, respectively. The Commission members concurred.

A motion was made by Vice Chair Connors and a second by Mr. Kautza to approve Proposed Resolutions 49-23, 50-23, 51-23, 52-23, 53-23, and 54-23 to formally adopt the 2024 – 2028

Specialized Transportation Coordinated Plans for each of the respective counties. Motion carried unanimously. Ms. Kraemer Badtke went on record commending Ms. Root-Whitby for taking the lead on this project.

- I. Proposed Resolution 55-23: Adopting the 2023 Comprehensive Economic Development Strategy (CEDS) 5-Year Update presented by Mr. Colin Kafka. Link available to review: <https://www.ecwrpc.org/public-review/>. Mr. Kafka shared that the EDA requires the Commission to complete a major update of the strategy every five years and a minor update to the strategy annually. He noted that with the last major update occurring in 2018. Mr. Kafka noted that the main components (and findings), of the CEDS are:
- Summary Background: An inventory of key economic markers and conditions of the regional economy.;
 - SWOT and Engagement: A Strengths, Weaknesses, Opportunities, and Threats analysis exercise was conducted with public and private stakeholders. He noted that staff met with county stakeholders over June/July to further discuss economic development issues and priorities in each county.;
 - Strategic Direction and Action Plan: Using the data from the *summary background* and *engagement*, the strategic direction and action plan identifies the regional vision, goals, objectives, and actions to be implemented to address economic development challenges and capture opportunities;
 - Evaluation Framework: Performance measures for ECWRPC are identified to evaluate the implementation of the strategic direction and action plan. Partnerships, timelines, and evaluation metrics are also provided and will be reviewed annually.
 - Staff recommends that the Executive Committee approve Proposed Resolution 55-23

A motion was made by Vice Chair Connors and a second by Mr. Abel to approve of Proposed Resolution 55-23: Adopting the 2023 Comprehensive Economic Development Strategy (CEDS) 5-Year Update. Motion carried unanimously.

- L. Proposed Resolution 56-23: Authorizing East Central Wisconsin Regional Planning Commission to act as the Fiscal Agent and Grant Administrator for a Regional Aviation Development Fund and Authorizing the Executive Director of the Commission to Develop and Execute any Required Agreements. Mr. Moser shared with the members that East Central leadership were approached by the ATW staff to be the fiscal agent for the Regional Aviation Development Fund. Staff have been in discussions with the Appleton Airport Director regarding the administration of a proposed *Regional Aviation Development Fund*, to help support continued growth of the aviation sector in the region as a component of East Central's core Economic Development Program area. Mr. Moser noted that under the proposed model, ECWRPC would serve as the fiscal agent of a segregated fund to support the development of aviation-related economic development initiatives in East Central's service area, no cost would be levied. Also shared was that fund promotion and development would be handled by other stakeholder agencies. Initially, the program is designed to enhance commercial air service development by providing incentives for new route destinations or increased frequency to existing destinations. Additional opportunities to enhance the aviation sector will be evaluated moving forward. ECWRPC would establish a Special Project Committee, per Article VI, Section 3 of East Central's By-Laws, to review and award grants from the fund.

A motion was made by Mr. Johnson and a second by Mr. Abel to approve of Proposed Resolution 56-23: Authorizing East Central Wisconsin Regional Planning Commission to act as the Fiscal Agent and Grant Administrator for a Regional Aviation Development Fund and Authorizing the Executive Director of the Commission to Develop and Execute any Required Agreements. Motion carried unanimously.

8. **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.

9. **Establish Time and Place for Next Commission Meeting**

- A. **Executive Committee Meeting:** ~~DATE CHANGE~~ The next Executive Committee meeting is scheduled for ~~Wednesday, November 15, 2023~~ Rescheduled for Wednesday, November 29, 2023 at 10:00 a.m. To be held in person at East Central office(s) An agenda and meeting materials will be forthcoming.
- 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.*

10. **Adjourn** – A motion was made by Vice Chair Connors and second by Mr. Kautza to adjourn with the time noted at 9:35 a.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
ECWRPC