

**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: November 29, 2023 @ 10:00 a.m. (In-Person)

1. **Welcome and Introductions** – Chair Nooyen called the meeting to order at 10:00 a.m.
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
 Tom Kautza Shawano County
 Dick Koeppen - Remote Waupaca County
 David Albrecht (Perm. Alt. for Tom Egan) Winnebago County

Committee Members Absent (Excused):

Steve Abel Fond du Lac County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke Executive Director
 Craig Moser Deputy Director
 Sara Otting Controller
 Becky Olejniczak Human Resources
 Leann Buboltz Administrative Coordinator

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Vice Chair Connors and seconded Mr. Albrecht to approve of the agenda as presented. Motion carried.
4. **Public Comment** – No public comments
5. **Approval of the Minutes of the October 27, 2023 Executive Committee Meetings.** A motion was made by Mr. Johnson and seconded Mr. Kautza to approve of the Executive Committee Meeting as presented. Motion carried.
6. **Announcements and Discussion Items**
 - A. Announcements. Ms. Kraemer-Badtke shared with the members that the Environmental Planner interviews will be held on Tuesday, November 28th.
7. **New Business/Action Items**
 - A. Review and approval of the Draft 2024 Commission Meeting Schedule. Mr. Moser gave a brief overview of the approved changes that occurred to the Member 2024 meeting schedule. He noted that the April Quarterly Commission will not occur due to elections. Tentatively the Quarterly Commission meetings will be held in January, March, May, July, and October, with May also a time for new Commission orientation, discussion on the 2023 Audit and the Annual meeting. Chair Nooyen stated that with the elections, new commissioner orientation, etc. he thought that altering the schedule was a good idea. No motion needed as this was only informational.

- B. Proposed Resolution 57-23: Adopting the 2024 Cost Allocation Plan, Indirect Cost Rate, and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission Ms. Otting briefly explained that since June 2023, staff has worked with the negotiator from the U.S. Department of Interior to finalize the indirect cost rate for 2024. She noted that the indirect cost rate is higher than last year due to being fully staffed.

A motion was made by Mr. Kautza and a second by Mr. Albrecht to approve of Proposed Resolution 57-23: Adopting the 2024 Cost Allocation Plan, Indirect Cost Rate, and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- C. Review and discussion on the 2024 Draft Work Program and Budget. Ms. Kraemer Badtke presented the draft work program and budget noting two items that were not part of the discussions at the July and October meetings. She shared that there are two Open Space Recreation Contracts for the City of Shawano and Town of Buchanan that staff will be working on in 2024. Also, included in the draft 2024 budget was the health insurance rates and draft cost of living and merit increase. Ms. Kraemer-Badtke pointed out that the overhead budget includes office space, a new server, software maintenance, amongst others. The finalized 2024 work program and budget will be provided to each of the Standing Committee's and the Executive Committee at their January 2024 meeting(s).
- D. **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 and Section 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters, compensation, the 2024 staffing plan, and to conduct the annual performance evaluation and review of the 2024 employment agreement terms for the Executive Director. A motion was made by Vice Chair Connors and second by Mr. Kautza to go into closed session via roll call vote, with the time noted at 10:25 am.
- E. **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 Mr. Kautza and second by Mr. Koeppen to go into open session via roll call vote, with the time noted at 11:35 am.
1. Action from closed session discussions. Upon discussion a motion was made by Mr. Albrecht and a second by Vice Chair Connors to approve of Option 2 for the Executive Director's 5 Year Contract and Option 3 for employee salary adjustments and merit increases based on what was discussed. Motion carried unanimously.

8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*) –
1. Mr. Johnson – Menominee County shared that due to the resignation of Board Member Jane Comstock, they are in the process of reappointing someone to fill that vacancy.
 2. Mr. Kautza – Shawano County shared that his County is in the process of redistricting.

9. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting:** The next Executive Committee meeting is scheduled for Wednesday, January 17, 2024 at 1:30 p.m. To be held virtually. An agenda and meeting materials will be forthcoming.
- B. **Commission Meeting:** *The next Commission meeting will be held on Wednesday, January 24, 2024 at 10:00 a.m. – Virtually.*

10. **Adjourn** – A motion was made by Vice Chair Connors and second by Mr. Kautza to adjourn with the time noted at 12:00 p.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
ECWRPC