



**MEETING NOTICE**  
**QUARTERLY COMMISSION MEETING**  
**East Central Wisconsin Regional Planning Commission**

**Date:** Friday, October 27, 2023  
**Time:** 10:00 a.m.  
**Place:** Shawano County – DHS Conference Room, W7327 Anderson Ave., Shawano, WI 54166

1. **Call to Order** – Chair Nooyen called the meeting to order with the time noted at 10:00 a.m.

2. **Roll Call**

A. Introduction of Alternates and Guests –

**Commission Members Present:**

Alice Connors .....	Calumet County
Nick Kesler.....	Calumet County
Ronald McDonald .....	Ex-Officio Member
Scott Nelson .....	Ex-Officio Member
Steve Abel .....	Fond du Lac County
Sam Kaufman.....	Fond du Lac County
Joe Moore (Alt. for Keith Heisler) .....	Fond du Lac County
Jeremy Johnson (Alt. for Elizabeth Moses).....	Menominee County
Eugene Caldwell.....	Menominee County
Kevin Englebert (Alt. for Thomas Nelson).....	Outagamie County
Jake Woodford.....	Outagamie County
Nadine Miller.....	Outagamie County
Lee Hammen .....	Outagamie County
Jeff Nooyen.....	Outagamie County
Ken Capelle .....	Shawano County
Steve Gueths .....	Shawano County
Tom Kautza .....	Shawano County
Aaron Jenson (Alt. for Brian Smith).....	Waupaca County
DuWayne Federwitz .....	Waupaca County
Jerry Bougie (Alt. for Jon Doemel) .....	Winnebago County
Mark Rohloff (Alt for Matt Mugerauer).....	Winnebago County
Robert Keller.....	Winnebago County
Robert Schmeichel .....	Winnebago County

**Commission Members Excused:**

David DeTroye (Alt. for Tom Reinl) .....	Calumet County
Brenda Schneider .....	Fond du Lac County
Vacant.....	Menominee County
Dick Koeppen (Virtual).....	Waupaca County
David Albrecht (Alt. for Tom Egan).....	Winnebago County

**ECWRPC Staff and Guests:**

Melissa Kraemer Badtke .....	Executive Director
Craig Moser .....	Deputy Director
Sara Otting.....	Controller
Colin Kafka .....	Associate Planner
Brenna Root.....	Associate Planner
Casey Peters .....	GIS Analyst 1
Becky Olejniczak .....	Human Resources
Leann Buboltz.....	Administrative Coordinator

2. **Approval of Agenda / Motion to Deviate** - A motion was made by Mr. Kaufman and second by Mr. Kautza to approve of the agenda as presented. Motion carried unanimously.
3. **Public Comment** – There was no one in attendance for public comment.
4. **Approval of the Minutes of the July 28, 2023 Quarterly Commission Meeting.** A motion was made by Mr. Hammen and second by Mr. Englebert to approve of the minutes as presented. Motion carried.
5. **Announcements and Reports**
  1. Director's Report – Ms. Kraemer-Badtke shared with the members highlights from the following areas; *list not all inclusive*.
    - a. **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.
    - b. **Staffing Updates:**
      - 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.
    - c. **Safe Routes to School Program:** October was International Walk to School Day. Jennie Mayer and Kim Dieck organized and attended the events. Ms. Dieck conducted an interview with WLUK regarding the safe routes to school program in Kaukauna which was aired live. (a video was presented to the Commission). Ms. Kraemer Badtke thanked Mayor Woodford for his participation in a couple of walk to school day events at the Appleton Area Schools.
    - d. **WI American Planning Association (APA) Award** – Ms. Kraemer-Badtke was pleased to share that East Central staff accepted the award for innovation in planning for the equitable engagement toolkit and guidebook at the WI APA Conference. The purpose of this project was to create a toolkit, complementary guidebook, and training tools to enhance ECWRPC's and local communities' engagement efforts surrounding transportation-related plans and projects. Congratulation to the Transportation Team that assisted in the development of the Equitable Engagement Toolkit and Guidebook!
    - e. **Mid-America Economic Development Council Award** –Recently, East Central staff was notified that the Commission would be receiving the Mid-America Economic Development Council Award – Overcoming Adversity (small division) for the Small Community Technical Assistance Program. East Central staff will be honored at the award Luncheon on November 30<sup>th</sup> at the Mid-America Competitiveness Conference in Indianapolis. Congratulations to the Economic Development staff, as well as former staff and now Commissioner Kevin Englebert, and the Commission's consultant Ayres Associates on this award.
    - f. **Small Community Technical Assistance Program:** East Central and Ayres Associates hosted sessions/workshops at the following communities during the week of October 9<sup>th</sup>: City of Chilton, City of New Holstein, Village of Brandon and Village of Fremont. Communities hosted a visioning session with local business members and local community members. Staff then conducted a walkabout around the community, drafted a plan for the community, and presented it. 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 picking up where Mr. Englebert stepped away.
    - g. **FHWA/FTA Certification Review** Federal Highway Administration and Federal Transit Administration met with East Central staff and the Wisconsin Department of Transportation staff met to discuss projects and programs related to the Appleton (Fox Cities) MPO. A

representative from Federal Highway Administration will be attending the January Commission Board meeting to report out on their findings.

- h. **Shawano Leader Article-** Recently, Director Kraemer Badtke presented at the Shawano County Board meeting and the Shawano Leader (the local newspaper) did a really nice article on the Regional Planning Commission. A copy can be found at each of your places.
- i. **2024 Special Projects** – Presented by Mr. Craig Moser. (List not all inclusive) As we work to further develop the 2024 Work Program and Budget, there are a number of potential special projects we wish to bring to the attention of the Board for discussion and consideration. They include the following:
  1. **Appleton/Fox Cities & Oshkosh MPO Policy Board Restructuring** – During the recent federal Appleton Transportation Management Area Certification Review, it was clearly communicated that a restructuring of the Policy Board would be required, as anticipated. While we are unsure how lengthy and involved this process will be at this point, it is highly likely that there will be considerable time and effort involved in making this change.
  2. **SERDI Assessment of ECWRPC** – As detailed in the previous Memo, the objective of this independent, third-party review of the Commission is to develop strategies to maximize East Central's support and assistance to its member counties. Should the Commission approve of this work, staff will be involved in assisting the consultant with various aspects of the project.
  3. **Potential Office Relocation** – As detailed in the previous memo, the lease for the current office space expires on July 31, 2024. Should the Commission make the decision to relocate, staff will work to strategically time the move to minimize impacts, but we anticipate at least a week of lost productive time related to this transition.
  4. **Staff Training** – With at least 5 new staff joining the team in 2023, a significant focus over the next 12 – 18 months will be on training and professional development. We are working to identify high quality, cost effective training options to provide staff the tools and support needed to excel in their roles.
  5. **Website Update** – This project has been on the radar, but has been deferred due to more pressing matters. Staff will be considering aligning this work with the MPO restructuring and potential office move would be beneficial. It would also align with a branding refresh we're currently working to integrate into all Commission materials.
  6. **Server Replacement/Potential Software Investments** – We have budgeted for the replacement of the server in 2024, as the warranty expires in July. In addition, we are in the process of evaluating several potential software programs that could increase operational efficiency and organizational effectiveness. Final recommendations and implementation will be deferred until after the SERDI assessment is completed, should the Commission approve of that work, to ensure alignment with their recommendations.
  7. **Evaluation of Economic Development Program Enhancement** – Following the 5-year update to the Regional Comprehensive Economic Development Strategy this fall, we'll be identifying how best the Commission can play a meaningful role in implementing the recommendations contained therein. We have identified several potential options, but would strategically defer implementation until after the SERDI assessment is completed, if approved.

## 7. Business -

### A. Executive Committee –

1. Chairperson Nooyen requested that the motion combine and include the minutes for the July 28, 2023, minutes for the September 20, 2023 and minutes for the October 18, 2023 meetings respectively. The Commission members concurred.

A motion was made by Vice Chair Connors and second by Mr. Johnson to approve of the minutes for the July 28, 2023, September 20, 2023 and October 18, 2023 meetings respectively as presented. Motion carried unanimously.

2. 3rd Quarter – 2023 Financial report presented by Sara Otting-Controller. 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. Gueths and a second by Mr. Rohloff to accept 3rd Quarter – 2023 Financial Report as presented and to place on file. Motion carried unanimously.

3. 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. Federwitz and a second by Mr. Woodford to approve of the 3rd Quarter, 2023 Work Program Performance Report as presented and be placed on file. Motion carried unanimously.

4. Discussion and action on the WisDOT Concurrence Letter for 2024 Funding established for the State Metropolitan Planning Organizations. Ms. Kraemer-Badtke shared with the members that every 10 years in alignment with the release of the US Census data, the MPOs across the state and the Wisconsin DOT staff discuss the funding levels for the MPO Planning Program Funding. She noted that the funding is based off of population numbers from the US Census. The Transportation Management Areas (areas over 200,000 in population – Appleton, Green Bay, Madison and Milwaukee) have agreed to provide up to 3% of the federal funding to cover supplemental contribution toward minimum funding for non-TMA MPOs to support two staff members in each non-TMA MPO. The TMA MPOs also agreed to increase the federal funding minimum from \$168,000 to \$180,000. Ms. Kraemer-Badtke shared that Fond du Lac is the only MPO in the state that receives the minimum.

A motion was made by Mr. Kaufman and a second by Mr. Capelle to approve of the WisDOT Concurrence Letter for 2024 Funding and to place on file. Motion carried unanimously.

5. Resolution 47-23: Authorizing the Executive Director of the Commission to Enter into a Contract with SERDI to conduct an assessment of ECWRPC presented by Mr. Craig Moser. Mr. Moser reported that SERDI is a voluntary professional development association for regional council executive directors in the southeastern portion of the United States. and has conducted 64 assessments since 1994 offering a customized assessment to the regional planning commission. He noted that the Executive Committee discussed this possibility at the September meeting and requested a contract be brought forward for consideration, including a not to exceed travel expense. Mr. Moser shared that the cost of the SERDI Assessment Process is \$4,500 plus travel reimbursement of SERDI staff costs related to the process. The \$4,500 fee will be assessed with the submission of the complete record report. Travel reimbursement up to a maximum amount of \$3,500 will be paid upon request. Total projects cost not to exceed \$8,000. Staff recommended approval.

A motion was made by Mr. Johnson and a second by Ms. Miller to approve of the costs of the SERDI Assessment Process as reported with the total projects costs not to exceed \$8,000. Motion carried unanimously.

6. Resolution 48-23: Amending the By-Laws of the East Central Wisconsin Regional Planning Commission - Related to the Commission's Meeting Schedule presented by Mr. Craig Moser. Mr. Moser shared 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. He noted that among the issues discussed was that the last Friday of the month has been problematic in terms of ensuring a quorum. Also noted was that 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. Staff reviewed the feedback from the Committee as well as those members who were absent and subsequently 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.*

A motion was made by Vice Chair Connors and a second by Mr. Kautza to approve of the amendments as presented. Motion carried unanimously.

7. Resolution 49-23: Approving the Calumet County Specialized Transportation Coordinated Plan 2024-2028.
8. Resolution 50-23: Approving the Fond du Lac County Specialized Transportation Coordinated Plan 2024-2028
9. Resolution 51-23: Approving the Outagamie County Specialized Transportation Coordinated Plan 2024-2028
10. Resolution 52-23: Approving the Shawano and Menominee County Specialized Transportation Coordinated Plan 2024-2028
11. Resolution 53-23: Approving the Waupaca County Specialized Transportation Coordinated Plan 2024-2028
12. Resolution 54-23: Approving the Winnebago County Specialized Transportation Coordinated Plan 2024-2028

Resolutions - Approving the Specialized Transportation Coordinated Plans for Calumet, Fond du Lac, Shawano and Menominee, Outagamie, Waupaca, and Winnebago Counties presented by Ms. Brenna Root-Whitby. Ms. Root-Whitby reported that East Central Wisconsin Regional Planning Commission (ECWRPC), which serves as staff and fiscal agent for its seven member counties, Calumet, Fond du Lac, Menominee, Outagamie, Shawano, Waupaca, and Winnebago, 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 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 as made by Mr. Gueths and a second by Mr. Schmeichel to approve 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.

To view the draft plans go to the ECWRPC website under the 'Specialized Transportation Coordinated Plans' heading: <https://www.ecwrpc.org/programs/transportation/public-specialized-transportation/>

13. 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 with the members that the Economic Development Administration (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. The main components (and findings), of the CEDS are:
  - (i) Summary Background: An inventory of key economic markers and conditions of the regional economy.;
  - (ii) 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.;

- (iii) 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;
- (iv) 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.
- (v) Staff recommends that the Executive Committee approve Proposed Resolution 55-23.

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

14. Resolution 56-23: Approving ECWRPC to Act as the Fiscal Agent and Grant Administration Agency for a Regional Aviation Development Fund and Authorizing the Executive Director of the Commission to Develop and Execute the Required Agreements. Mr. Moser shared with the members that East Central leadership were approached by the Appleton Airport 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 Ms. Miller and a second by Vice Chair Connors to approve of 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.

B. Economic Development Committee

- 1. Approval of the July 12, 2023 Minutes for Meeting. A motion was made by Vice Chair Connors and a second by Mr. Gueths to approve of the minutes as presented. Motion carried unanimously.
- 2. Resolution 37-23: Resolution of Support for the Development and Submittal of the Economic Development Administration Planning Partnership Grant. Mr. Moser shared that the EDC previously approved of the Resolution 37-23 which would authorize ECWRPC staff to make application to the Economic Development Agency in the amount of \$210,000, which must be matched with non-Federal funds of \$90,000 (minimum) for a total of \$300,000 and enter into the required agreements to implement the grant, in order to provide eligible economic development planning and technical assistance activities in the East Central Wisconsin Region from 2024 – 2026.

A motion was made by Vice Chair Connors and second by Mr. Abel to approve Resolution 37-23.

Resolution of Support for the Development and Submittal of the Economic Development Administration Planning Partnership Grant. Mr. Moser stated that EDA has indicated that the East Central Wisconsin Regional Planning Commission is eligible for a three-year

Partnership Planning Assistance grant of \$210,000, which must be matched with non-federal funds of \$90,000 (minimum) for a total of \$300,000 over the three-year performance period. He noted that the required local match has declined from 40% to 30% based on the economic statistics within the ECWRPC region. Mr. Moser explained that the net effect of that adjustment, is that the core Economic Development program had previously worked with a \$350,000 budget over the three- year performance period (\$210,000 federal, \$140,000 local), which would now be reduced to \$300,000. He summarized that while the federal funding remains constant at \$70,000/year, the local match is reduced from \$46,666/year to \$30,000/year – which indicates a reduction of \$16,666/year. Member discussion took place and concurred that monies should remain within the budget and not change the budget numbers.

A motion was made by Mr. Kautza and second by Vice Chair Connors to approve of the amendment to Resolution 37-23 as outlined on the handout.

Amendment – Moser explained that the EDA invitation to apply for the Partnership Planning Assistance grant included specific language to include in the authorizing document, as outlined on the handout as follows: *“That the local match of \$90,000 (minimum) is committed to the project for the period of performance, (ii) will be available as needed, and (iii) is not or will not be conditioned or encumbered in any way that may preclude its use consistent with the requirements of EDA investment assistance.”*

Chair Nooyen asked for any opposition to the amendment language, hearing of none; by unanimous consent the amendment is approved. The following is added to the Resolution 37-23. *“That the local match of \$90,000 (minimum) is committed to the project for the period of performance, (ii) will be available as needed, and (iii) is not or will not be conditioned or encumbered in any way that may preclude its use consistent with the requirements of EDA investment assistance.”*

Chair Nooyen asked for any opposition to Resolution 37-23, as amended, hearing of none; by unanimous consent Resolution 37-23, as amended, was approved.

C. Environmental Management Committee

1. No Business Items

D. Transportation Committee

1. Approval of the Minutes for July 11, 2023 Meeting. A motion was made by Mr. Keller and a second by Mr. Hammen to approve of the Minutes for July 11, 2023 Meeting as presented. Motion carried unanimously.
2. Resolution 38-23: Adopting the 2023 Title VI Non-Discrimination Program and Limited English Proficiency Plan for the East Central Wisconsin Regional Planning Commission (<https://www.ecwrpc.org/wp-content/uploads/2023/09/DRAFT-2023-Fox-Cities-MPO-Title-VI-and-LEP-Plan-1.pdf>) Ms. Biederman shared with the Commission that the *Title VI Non-Discrimination Program* is intended to ensure that no person shall, on the grounds of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any MPO-sponsored program or activity. She indicated that the *Limited English Proficiency Plan* has been also added to address East Central’s responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. Staff worked in consultation with WisDOT’s Federal Compliance Manager to update the document to ensure federal compliance.

A motion was made by Mr. Caldwell and a second by Ms. Miller to approve of Resolution 38-23: Adopting the 2023 Title VI Non-Discrimination Program and Limited English Proficiency

Plan for the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

3. Resolution 39-23: Adopting the Public Participation Plan for the Appleton (Fox Cities) and Oshkosh MPOs (<https://www.ecwrpc.org/wp-content/uploads/2023/08/Draft-FCOMPO-PPP-2023.pdf>) Ms. Brenna Root-Whitby shared with the Commission that as a requirement of the Bipartisan Infrastructure Law (BIL) and its predecessor transportation bills, including the FAST Act, a Public Participation Plan (PPP) must be developed by each Metropolitan Planning Organization (MPO). She noted that the PPP outlines opportunities for the engagement of all community members within the Appleton (Fox Cities) and Oshkosh MPOs to participate in the development of transportation plans and programs. The Public Participation Plan has been developed in consultation with various federal and state agencies in an effort to improve public involvement and interaction in the transportation and land use planning process. Ms. Root-Whitby noted that a 45-day public review and comment period commenced on Sunday, August 13, 2023 and ended on Tuesday, September 26, 2023.

A motion was made by Mr. Keller and a second by Mr. Kautza to approve Resolution 39-23: Adopting the Public Participation Plan for the Appleton (Fox Cities) and Oshkosh MPOs as presented. Motion carried unanimously.

4. Resolution 41-23: Adopting the Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization 2024-2027 (<https://www.ecwrpc.org/wp-content/uploads/2023/09/Draft-2024-Appleton-TIP.pdf>) Mr. Casey Peters shared that the Transportation Improvement Program (TIP) is an annually prepared program of transportation projects that will be utilizing federal funding assistance in their implementation. He noted that this TIP includes projects within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). Mr. Peters stated that East Central Wisconsin Regional Planning Commission (ECWRPC) has updated the Transportation Improvement Program (TIP) for the Appleton MPO and that staff worked with WisDOT Northeast Region, transit operators, and local government officials to compile this list of projects for the 2024-2027 program years.

A motion was made by Mr. Federwitz and a second by Mr. Englebert to approve of Resolution 41-23: Adopting the Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization 2024-2027. Motion carried unanimously.

5. Resolution 42-23: Adopting the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization 2024-2027 (<https://www.ecwrpc.org/wp-content/uploads/2023/09/Draft-2024-Oshkosh-TIP.pdf>) Mr. Casey Peters shared that the Transportation Improvement Program (TIP) is an annually prepared program of transportation projects that will be utilizing federal funding assistance in their implementation. He noted that this TIP includes projects within the Oshkosh Metropolitan Planning Organization (MPO). Mr. Peters stated that East Central Wisconsin Regional Planning Commission (ECWRPC) has updated the Transportation Improvement Program (TIP) for the Oshkosh MPO and that staff worked with WisDOT Northeast Region, transit operators, and local government officials to compile this list of projects for the 2024-2027 program years.

A motion was made by Mr. Rohloff and a second by Mr. Hammen to approve of Resolution 42-23: Adopting the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization 2024-2027. Motion carried unanimously.

6. Resolution 44-23: Authorizing the Commission to Submit and Support an Application for the 2024-2028 Transportation Alternatives Set-aside Program Funding to Continue the Regional Safe Routes to School (SRTS) Program.

A motion was made by Mr. Keller and a second by Mr. Gueths to approve of Resolution 44-23: Authorizing the Commission to Submit and Support an Application for the 2024-2028



Transportation Alternatives Set-aside Program Funding to Continue the Regional Safe Routes to School (SRTS) Program as presented.

Ms. Jennie Mayer shared that the TA Set Aside program is awarded for up to 80% of eligible project costs, with the remaining 20% being a local match. She noted the Regional Safe Routes to School Program was initially requesting a total of \$968,847.60 in federal funds, to be matched by \$242,211.90 in local funds provided by the Commission, for a total two-in-a-half-year project cost of \$1,211,059.59 for the Fall 2026 and calendar years 2027 and 2028. On October 20<sup>th</sup> the DOT granted the requested 6-month extension to spend the current monies down until December 30, 2026.

A motion was made by Mr. Keller and a second by Mr. Gueths to approve of the amendment to Resolution 44-23 as discussed.

*Amended wording - Resolution 44-23: Authorizing the Commission to Submit and Support an Application for the 2024-2028 Transportation Alternatives Set-aside Program Funding to Continue the Regional Safe Routes to School (SRTS) Program. That the Commission be authorized to develop a 2024-2028 Transportation Alternatives Set-aside Program application to the Wisconsin Department of Transportation (WisDOT) for the East Central WI Regional Safe Routes to School Program for a total of \$788, 080.00 in federal funds, to be matched by \$197,020.00 in local funds provided by the Commission, for a total two- year project cost of \$985,100.00 for Fiscal Years 2027 and 2028.*

Chair Nooyen asked for any opposition to the amendment, hearing of none; by unanimous consent the amendment to Resolution 44-23 is approved.

Chair Nooyen asked for any opposition to Resolution 44-23, as amended, hearing of none; by unanimous consent Resolution 37-23, as amended, was approved.

7. Resolution 45-23: Amending the 2023 Unified Transportation Work Program and Budget. Ms. Kraemer Badtke shared with the members that the Commission staff assessed the transportation program deliverables as outlined for the 2023 Work Program and budget and upon that assessment are requesting an extension of funding availability for those projects to the 2023 Work Program and Budget. She outlined the list of work program activities and projects along with the budget for each. Also noted was that the program deliverables and funding will need to be completed and utilized by November 30, 2023.

A motion was by Mr. Capelle and a second by Mr. Kautza to approve of Resolution 45-23: Amending the 2023 Unified Transportation Work Program and Budget as presented. Motion carried unanimously.

8. Resolution 46-23: Approving the 2024 Unified Work Program and Budget (<https://www.ecwrpc.org/wp-content/uploads/2023/09/2024-Transportation-Work-Program-and-Budget.pdf>) Ms. Kraemer-Badtke presented the 2024 UPWP and Budget and program deliverables. She noted the timeline of the program deliverables and timeline, and she noted that staff would be working with Federal Highway Administration (FHWA) staff, Federal Transit Administration (FTA) staff, and Wisconsin Department of Transportation staff on restructuring the Appleton and Oshkosh MPOs in 2024. She also noted both FHWA and FTA issued a waiver of local match requirement for activities that support Safe and Accessible Transportation Options; deliverables meeting those requirements are noted in the UPWP. A motion was by Mr. Kaufman and a second by Vice Chair Connors to approve of Resolution 46-23: Approving the 2024 Unified Work Program and Budget as presented. Motion carried unanimously.

- E. **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. Schmeichel and second by Mr. Hammen to move to Closed Session. Roll call was taken with all voting aye with the time noted at 11:15 a.m.

- F. **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. Hammen and second by Mr. Federwitz to move to Open Session. Roll call was taken with all voting aye with the time noted at 11:25 a.m.

8. **Other Business**

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

- A. The next Quarterly Commission Board meeting will be 10:00 a.m. on Friday, January 26, 2024. Additional meeting details will be forthcoming.

10. **Adjourn** – A motion was made by Mr. Hammen and second by Mr. Federwitz to adjourn with the time noted at 11:35 a.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator  
ECWRPC