

**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:** January 17, 2024 @ 1:30 p.m. (Virtual)

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

**Committee Members Present:**

Jeff Nooyen (Chair) ..... Outagamie County  
 Alice Connors (Vice Chair) ..... Calumet County  
 Steve Abel ..... Fond du Lac County  
 Jeremy Johnson (Perm. Alt. for Elizabeth Moses) ..... Menominee County  
 Tom Kautza ..... Shawano County  
 Dick Koeppen ..... 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  
 Colin Kafka ..... Associate Planner  
 Leann Buboltz ..... Administrative Coordinator

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Mr. Kautza 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 November 29, 2023 Executive Committee Meetings.** A motion was made by Vice Chair Connors and seconded Mr. Albrecht to approve of the Executive Committee Meeting as presented. Motion carried.
6. **Announcements and Discussion Items**
  - A. Director’s Report – Ms. Kraemer Badtke shared highlights from the following areas; *list not all inclusive.*
    1. **Staffing Updates:**  
 New hire - East Central recently hired Joe Stephenson as the new Senior Planner for the Water Quality Management Program. Joe recently was the Director of Planning and Community Development with the City of Kaukauna. Prior to working with the City of Kaukauna, Joe worked at the City of Menasha as a Principal Planner in the Community Development Department.
    2. **EDA 3-year Planning Partnership Grant:** Ms. Kraemer Badtke shared that the **EDA 3-year Planning Partnership** Grant Award will be modified to a multi-year award with a 3-year

period of performance. She noted that previously, the full three years of funding (\$210,000) was obligated up front from the fiscal year appropriation in which the award was made. With a multi-year award, the funding is obligated one year at a time. East Central will be initially awarded \$70,000 for year one of your three-year planning award. Their goal, pending Congressional budgeting approvals, is to obligate the remaining \$140,000 for years two and three at a future date.

3. **Appleton (Fox Cities) MPO Certification Review:** ECWRPC Staff met with Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the Wisconsin Department of Transportation (WisDOT) in December to discuss the results of the certification review. Ms. Kraemer Badtke noted that there will be a corrective action regarding the MPO policy board structure along with the Congestion Management Process, the Transportation Improvement Program, and the Metropolitan Transportation Plan. Staff will continue to keep the Commission apprised of the progress regarding these corrective actions. She shared that staff is still waiting for a Certification Review Summary Report.
  4. **Sewer Service Area Plans:** It was shared that East Central staff will start the updating process to the Village of Stockbridge SSA Plan in 2024. Work will begin with Mr. Stephenson reaching out to the Village to set up an initial meeting. It was shared that once the Village of Sherwood hires an administrator, staff will begin the updating process of the SSA Plan.
  5. **SERDI Board Assessment – Survey.** Mr. Craig Moser, Deputy Director shared with the members that East Central staff has been working with Jim Youngquist from SERDI on the board assessment for the Commission. He noted that the assessment will consist of a survey, one-on-one meetings, and focus group discussions. Mr. Moser reported that this Survey will be sent out to the Commission Board in February.
  6. **Mid-America Economic Development Council Award – Overcoming Adversity.** Staff shared that the ECWRPC Small Community Technical Assistance Program received the Overcoming Adversity – Small Division award from the Mid America Economic Development Council at their Annual Conference held in Indianapolis. It was noted that award recognizes projects or best practices that a community, region, or state utilized during a situation to overcome challenges. Ayres Associates submitted the SCTA Program for consideration. Award categories are classified by population size, with the small division reflecting a community with less than 10,000. East Central Commissioner and former East Central Deputy Director Kevin Englebert and East Central Economic Development Planner Colin Kafka attended the conference November 29th – December 1st and received the award in person, with Mr. Englebert providing some brief remarks on the program and an appreciation for the award.
7. **New Business/Action Items**
- A. **Fourth Quarter, 2023 Financial Report** - presented by Sara Otting-Controller. An overview was given to the members of the 2023 Financial Report for the Fourth Quarter. A motion was made by Mr. Johnson and a second by Mr. Koeppen to receive and to place on file the 4th Quarter – 2023 Financial Report. Motion carried unanimously.
  - B. **Fourth Quarter, 2023 Work Program Performance Report** - Ms. Otting gave an overview of the 2023 Work Program Performance Report. In addition to other items, she noted that the accounts are all on track. A motion was made by Vice Chair Connors and a second by Mr. Abel to receive and to place on file the 4th Quarter, 2023 Work Program Performance Report. Mr. Johnson noted that it is nice to see positive changes regarding the financials. Motion carried unanimously.
  - C. **Proposed Resolution 01-24:** Adopting the Final 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke gave a brief over of the 2024 Work Program and Budget. She highlighted areas of the Staffing Plan as well as the Transportation, Economic Development, Sewer Service Area Programs. Ms. Kraemer Badtke also shared that two local contracts (Open Space Recreation Plan for the Town of Buchanan and

the City of Shawano Open Space Recreation Plan) along with the Broadband Mapping contract extension with New North are included. (The Work Program and Budget can be reviewed at the following link: <https://www.ecwrpc.org/wp-content/uploads/2024/01/Draft-2024-WorkProgram-and-Budget.pdf>)

A motion was made by Mr. Kautza and a second from Mr. Koeppen to approve Proposed Resolution 01-24 Adopting the Final 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

- D. **Proposed Resolution ~~05-24~~ 06-24:** Adopting the Comprehensive Safety Action Plan for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations. Mr. Colin Kafka reported to the members that East Central staff has been working with local municipalities and counties regarding the Plan since 2022. He highlighted that the completion of this Plan is required prior to applying for safer streets for all grants.

A motion was made by Mr. Albrecht and a second from Vice Chair Connors to approve of Proposed Resolution 06-24 Adopting the Comprehensive Safety Action Plan for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations. Motion carried unanimously.

Ms. Kraemer Badtke acknowledged staff, Colin Kafka and Casey Peters for a job well done on the Plan. (The Comprehensive Safety Action Plan can be reviewed at the following link: <https://www.ecwrpc.org/wpcontent/uploads/2024/01/Draft%20Comprehensive%20Safety%20Action%20Plan.pdf>)

- E. **Proposed Resolution 07-24:** Amending the Employee Manual for Staff Employed by East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke shared with the members the proposed amendments made to the Employee Manual. She noted that staff worked with Ms. Becky Olejniczak-HR Consultant and Atty. Jim Macy on the updates to the manual. These updates included:
- Pregnant Workers Fairness Act (PWFA) and Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP)
  - Increased Telecommute Availability
  - Increased Vacation Time
  - Added 3 Floating Holidays
  - Paid Parental Leave – added language to include that the Commission is able to request reimbursement if an employee voluntarily or involuntarily leaves the Commission prior to 6 months of service after the end of the paid parental leave period.

A motion was made by Mr. Koeppen and a second from Mr. Johnson to approve of Proposed Resolution 07-24 Amending the Employee Manual for Staff Employed by East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- F. **Proposed Resolution 08-24:** Amending Resolution No. 24-23 and Subsequent Resolutions to Adopt an updated Financial Policies and Procedures Manual for East Central Wisconsin Regional Planning Commission – A motion by Mr. Kautza and a second by Mr. Albrecht to hold this line item over for action until February 21, 2024 Executive Committee Meeting
- G. **Proposed Resolution 09-24:** Authorizing the Executive Director to Enter into an Agreement for Professional Services with Venable LLP. Briefly, Ms. Kraemer Badtke share with the members the redesignation process. She noted that the Commission will need to engage with legal counsel to review the redesignation agreement along with the bylaws document. She explained that staff will be looking to separate the Policy Boards for the Appleton Fox Cities MPO and the Oshkosh MPO out of the Commission which is also called Redesignation. She noted that East Central staff reached out to the Association of Metropolitan Planning Organizations for recommendations regarding a legal counsel that may have worked with MPOs on items similar to this and they recommended Venable LLP.

Ms. Kraemer Badtke shared that Venable LLP worked with Rio Grande Valley MPO in 2019 on their own redesignation process. She reported that the engagement letter has been updated and noted that Venable LLP removed the advance waiver of the conflict of interest. Ms. Kraemer Badtke shared that as a public entity, ECWRPC could not agree and would need notification if there was a conflict. Ms. Kraemer-Badtke stated that the costs of the contract would lie between \$10,000-\$30,000. Mr. Moser went on to explain that in this situation, staff is looking for expertise in redesignation, which is a very unique process.

A motion was made by Vice Chair Connors and a second by Mr. Abel to approve. Discussion took place regarding the contract costs. Committee members concurred that it is sensible to contract with an organization that has expertise in this matter which would constitute paying the higher contracted costs. Motion carried unanimously.

- H. **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 Vice Chair Connors to go into closed session via roll call vote, with the time noted at 2:21 p.m.

- I. **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. Koeppen and a second by Mr. Abel to go into open session with the time noted at 2:45 PM

No action necessary

## 7. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*) – None

## 8. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting:** The next Executive Committee meeting is scheduled for Wednesday, February 21, 2024 at 1:30 p.m. Virtual. 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.

9. **Adjourn** – A motion was made by Vice Chair Connors and second by Mr. Kautza to adjourn with the time noted at 2:48 p.m.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC