

**FINAL
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: Wednesday, February 21, 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
 Jeremy Johnson (Perm. Alt. for Elizabeth Moses) Menominee County
 Tom Kautza Shawano County
 David Albrecht (Perm. Alt. for Tom Egan) Winnebago County

Committee Members Absent (Excused):

Steve Abel Fond du Lac County
 Dick Koeppen Waupaca County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke Executive Director
 Craig Moser Deputy Director
 Joe Stephenson Senior Planner
 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 January 17, 2024 Executive Committee Meetings.** A motion was made by Mr. Johnson and seconded Vice Chair Connors to approve of the January 17, 2024 Executive Committee Meeting minutes 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. New Hire – LTE Mr. Kraemer Badtke shared that ECWRPC recently hired an LTE special projects coordinator for the transportation program. Ms. Kate Blackburn will be assisting with the MPO Training Manual for staff and materials related to the redesignation process. Prior to joining East Central, Kate worked for a consulting firm working on transportation related projects.
 2. Update – Mr. Joe Stephenson has met with the Town and Village of Stockbridge along with members from Calumet County relative to their Sewer Service Area Plan and has begun working with them on their update.

7. **New Business/Action Items**

A. Discussion regarding Appleton and Oshkosh Metropolitan Planning Organization Policy Board Redesignation Process. Ms. Kraemer Badtke gave a brief overview. She shared that they met with Federal Highway Administration staff where they previously specified that a separate policy board would need to be made up from the Metropolitan Planning Area (MPA). However, upon further review Ms. Kraemer Badtke noted that the Federal Highway Administration (FHWA) does not approve the MPA area updates. This approval falls under the Wisconsin Department of Transportation (WisDOT) jurisdiction.

This being the case, the FHA is unable to issue a Corrective Action (through the Certification Review), that would require ECWRPC to have a separate policy board structure implemented. At this time, the FHWA strongly recommends this change. Ms. Kraemer Badtke stated that they will be working in coordination with the WisDOT to create a separate policy board for the Appleton (Fox Cities) Metropolitan Planning Organization and the Oshkosh Metropolitan Planning Organization because it is a Best Practice on a national level. She shared that she attempted to obtain guidance from Federal Highway Administration to no avail. It was noted that when Mr. Fred Wagner, Legal Counsel from Venable, LLP on behalf of ECWRPC, connected with the FHWA, he received the answers to questions that enabled staff to keep moving forward on this project.

Ms. Kraemer Badtke indicated that staff drafted resolutions of support for committee review. She indicated that the Transportation Advisory Committees and the Transportation Committee will discuss the draft Resolutions of Support at their March meetings. The Resolutions of Support will then be considered by the Executive Committee and Commission Board in March. It was noted that the Resolutions would approve engaging with all local impacted counties and municipalities for the establishment of a new MPO Policy Board structure for the Appleton (Fox Cities) MPO and the Oshkosh MPO, through approval of a Resolution of Support by their respective legislative bodies. Staff is tracking time and materials and may need to amend and adjust the Work Program. Also shared is that staff is creating documentation outlining the recertification process which will be available for future reference. No action needed – for informational purposes only.

- B. Proposed Resolution 08-24: Adopting an updated Financial Policies and Procedures Manual for East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke reported that recently the Financial Policies and Procedures Manual for the Commission were updated. She noted that in the past, there were several policies that were approved and recorded individually. Staff consolidated those documents into the financial Policies and Procedures Manual which assists easy retrieval. Ms. Kraemer Badtke shared that staff noted inconsistencies where the Executive Director could approve contracts that were \$15,000 or less and also found a document noting that the Executive Director could approve Local contracts that were \$25,000 or less. She reported staff removed the \$25,000 or less document sharing that if the cost is over \$15,000 it was felt that the Commissioner's should be aware of that expenditure cost. Mr. Moser noted verbiage was added to include *Commission self certifies each year up to \$50,000* which gives additional flexibility in the federal procurement rules.

A motion was made by Mr. Kautza and a second by Mr. Johnson to approve of Proposed Resolution 08-24: Adopting an updated Financial Policies and Procedures Manual for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

8. Informational/Discussion Items

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

9. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting**: The next Executive Committee meeting will be Wednesday, March 20, 2024 at 1:30 p.m., in-person. An agenda and meeting materials will be forthcoming.
- B. **Nominating Committee Meeting**: The Nominating Committee will meet on Thursday, March 28 at 8:45 a.m. prior to the Commission meeting. Location - In person at The Hillside-Plamman Park, Appleton WI. An agenda and meeting materials will be forthcoming
- C. **Commission Meeting**: The next Commission meeting will be held on Thursday, March 28 at 10:00 a.m. (Note Date change) In person at The Hillside-Plamman Park, Appleton WI. An agenda and meeting materials will be forthcoming

10. **Adjourn** – A motion was made by Vice Chair Connors and second by Mr. Albrecht to adjourn with the time noted at 1:55 p.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
ECWRPC