

**MEETING MINUTES
EXECUTIVE COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission**

COMMITTEE MEMBERS: *Alice Connors (Vice Chair), Dean Will (Perm Alt for Steven Abel), Jeremy Johnson (Perm Alt for Elizabeth Moses), Dan Gabrielson, Tom Kautza, Dave Morack, Nate Gustafson (Perm Alt for Tom Egan)*

Date: Wednesday, May 15, 2024 @ 10:00 a.m. (In Person)

1. **Welcome and Introductions** – Vice Chair Connors called the meeting to order at 10:00 a.m.

2. **Roll Call**

A. Introduction of Alternates, Staff and Guests

Committee Members Present:

Alice Connors (Vice Chair) Calumet County
 Dean Will (Perm Alt for Steve Abel) Fond du Lac County
 Jeremy Johnson (Perm Alt for Elizabeth Moses) Menominee County
 Dan Gabrielson Outagamie County
 Dave Morack Waupaca County
 Nate Gustafson (Perm Alt for Tom Egan) Winnebago County

Committee Members Absent (Excused):

Tom Kautza Shawano County

ECWRPC Staff:

Melissa Kraemer Badtke Executive Director
 Craig Moser Deputy Director
 Sara Otting Controller
 Mike Zuege GIS Manager
 Casey Peters GIS Analyst 1
 Rachel Roth GIS Analyst 1
 Kim Biedermann Principal Planner - Transportation
 Leann Buboltz Administrative Coordinator

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Mr. Johnson and a second by Mr. Morack to approve of the agenda as presented. Motion carried.

4. **Public Comment** – No public comments

5. **Approval of the Minutes of the March 20, 2024 Executive Committee Meeting**. A motion was made by Mr. Johnson and a second by Vice Chair Connors. Motion carried, noting that the newly appointed members abstained from the vote.

6. **Announcements and Discussion Items**

A. Director’s Report (List is not all inclusive)

Update on Staffing - A Limited-Term Employee position is currently available, which will be centered around the Transportation Program working on special projects. She also shared that personnel with extensive experience in aviation law has been hired to assist with drafting template documents needed for the new Regional Aviation Development Fund that the Commission will be administering. Ms. Kraemer Badtke also stated that staff will be hiring a Communications Coordinator with the Transportation Program which is budgeted noting, this position will be involved in assisting the Metropolitan Policy Board creation.

Appleton (Fox Cities) MPO/Oshkosh MPO Redesignation of Policy Board: East Central staff has been working with legal counsel, WisDOT, FHWA, and FTA to separate the Appleton (Fox Cities) MPO Policy Board. Staff continue to work with local communities to approve a resolution in support of the new policy board structure and are working with legal counsel and WisDOT to finalize the redesignation agreement.

Marquette County Request: Ms. Kraemer Badtke reported that Marquette County, who is currently not a member of East Central, reached out regarding organizational strategic planning they’re interested in doing. She indicated that staff are currently evaluating potential resources

that might be of assistance to Marquette County, given the Board's current position on providing services to non-member counties.

Economic Development Program ECWRPC Drone Technical Assistance Program will be implemented in the coming months to provide high resolution photography and data collection at the request of local governments.

Regional Safe Routes to School Fifty-two schools in the East Central Region registered to participate in Bike to School Day in May. Staff provided each school with a toolkit to help plan their events and various giveaways for the students including helmets, bike locks, bells, and reflective bands.

Regional Comprehensive Plan Update Ms. Kraemer Badtke reported that East Central staff are preparing to update the Regional Comprehensive Plan. Initial meetings with each of the Counties to hear directly about issues and opportunities are currently being scheduled.

Water Quality Management Program East Central staff continue to work on the update of the Sherwood Sewer Service Area Plan and the Stockbridge Sewer Service Area Plan later in 2024. The Wisconsin Department of Natural Resources (WDNR) has provided a final approval letter for the Fox Cities Sewer Service Area Plan update.

GIS & Data Visualizations Broadband Mapping (contract with New North): Ms. Kraemer Badtke shared with the members that Barbara LaMue of New North provided a great compliment to Mike Zuege and his GIS team regarding the work done on the broadband mapping. The GIS team (ECWRPC and Bay-Lake RPC) will continue to work with NEW North Counties to continue the mapping process.

- B. **Nominating Committee Communication.** Ms. Kraemer Badtke informed the members that Mr. Mark Rohloff served as the chair of the nominating committee. She reported that the Nominating Committee met twice on March 28th and on May 8th and shared that the Committee members are recommending the following individuals for 2024-2026 term – *Ms. Alice Connors of Calumet County to serve as the Chair of the Commission and Mr. Jeremy Johnson of Menominee County to serve as the Vice Chair of the Commission.* The Nominating Committee is also recommending the Standing Committee appointments for 2024-2026 as presented. The full Commission board will consider this information at the Annual meeting which will be held on May 23rd.
- C. **SERDI Board Assessment Update.** Mr. Craig Moser shared a brief overview of the Assessment process. He noted that the Commission hired Jim Youngquist from SERDI to conduct a board assessment for the Commission. Mr. Youngquist conducted 5 focus groups and 10 one on one interviews with key stakeholders from across the region. Mr. Moser reported that a survey was also conducted for the Commission board and partner organizations from across the region. It was noted that Mr. Youngquist will be at the Commission meeting on May 23rd to present the findings and address possible member modifications and revisions. No action was required.

7. **New Business/Action Items**

- A. **1st Quarter – 2024 Financial Report.** Ms. Otting, Controller presented the 1st Quarter 2024 Financial Report in detail. A motion was made by Mr. Johnson and a second by Mr. Morack to receive the 1st Quarter – 2024 Financial Report and place on file. Motion carried unanimously. A copy of the report is available upon request.
- B. **1st Quarter – 2024 Work Program Performance Report.** Ms. Otting, Controller presented the 1st Quarter – 2024 Work Program Performance Report in detail. A motion was made by Mr. Johnson and a second by Mr. Will to receive the 1st Quarter – 2024 Work Program Performance Report and place on file. Motion carried unanimously. A copy of the report is available upon request.
- C. **Proposed Resolution 27-24:** Amending the 2024-2027 Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program. Mr. Casey Peters gave a brief overview. He noted that the changes are being made to reflect updates made between WisDOT and the project sponsor. These projects require an amendment to ensure the MPO's TIP process remains within federal compliance. Dependent on the degree of change on these projects, these amendments are categorized as either Major Amendments, Minor Amendments, or Administrative Modifications. Details about the differences between these amendment types can be found in the TIP.

The project details are as follows:

Major Amendments

- TIP # 252-20-037 – WIS 76 / School Rd Intersection, NHPP: Change funding type, moved LET to 2023, to be removed
- TIP # 252-20-038 – IH41 / Breezewood – STH 15, NHPP: Moved LET to 2023, to be removed.
- TIP # 252-20-054 – Olde Oneida St, South Mill Race Bridge, STBG: Moved to 2025
- TIP # 252-20-056 – CTH P, STH 47 – Midway Rd, STBG: slight change in funding amount
- TIP # 252-20-057 – Racine St, Third to Ninth St, STBG: moved construction funding to different State project ID.
- TIP # 252-20-063 – USH 10, STH 114 – CTH N, NHPP: added back into program cycle
- TIP # 252-20-064 – WIS 96, WCL – Appleton, State Funds: removed federal funds from project
- TIP # 252-20-065 – WIS 76, CTH II – Shady Lane, STBG: move to 2024, reduction in fed funding
- TIP # 252-21-011 – STH 96, Claribel St – CTH JJ, STBG: LET moved to 2023, can be removed
- TIP # 252-21-012 – STH 96, CTH JJ – CTH D. STBG: LET moved to 2023, can be removed
- TIP # 252-21-014 – Wisconsin Ave, Casaloma Dr – Badger Ave, NHPP: federal funding split between NHPP, HSIP
- TIP # 252-21-015 – STH 15/STH 76, CTH JJ – CTH T, State Funds: federal funding removed
- TIP # 252-22-001 – STH 15/STH 76, CTH JJ – CN RR Xing 1818837Y: federal funding removed
- TIP # 252-22-002 – STH 15/STH 76, Everglade Rd – CTH JJ, STBG: increase in federal & state funding, addition of local funding
- TIP # 252-22-003 – STH 55, USH 10 – Ridgecrest Lane, STBG: funding moved to 2028, to be moved to illustrative
- TIP # 252-22-012 – IH41, Wrightstown SWEF 34/Post-building, State Funds: reallocated federal funding to state funding
- TIP # 252-22-252 – IH41, Various projects, NHPP: split out grouped IH41 projects into individual State IDs, significant change in federal funding across these projects
- TIP # 252-22-053 – Buchanan Rd, Apple Creek Bridge, STBG – Local Bridge: change in LET year
- TIP # 252-22-055 – Farrell Rd, Apple Creek Bridge, STP – Local Bridge: updated funding type and amount
- TIP # 252-022-057 – IH41 Expansion, Various Projects, NHPP: Split grouped projects into individual state IDs, significant changes in federal funding across these projects
- TIP # 252-22-058 – CTH KK, Kankapot Creek Bridge, STBG – Local Bridge: major reduction in federal funding
- TIP # 252-22-064 – Lawe St, College Ave to Wisconsin Ave, STBG: project LET moved from 2026 to 2025
- TIP # 252-23-006 – STH 76, Larsen Rd Intersection, HSIP & NHPP: split federal funding sources, change in funding total, change in LET year
- TIP # 252-23-007 – USH 10, STH 114 – Fire Lane 7, NHPP: Change project description, slight change in funding
- TIP # 252-23-009 – STH 114, Melissa Street – USH 10, NHPP: to be removed
- TIP # 252-23-017 – CTH N, CTH N Interchange B440179, State Funds: federal funding removed
- TIP # 252-23-044 – IH41, STH 96 – CTH F, NHPP: re-added from previous year TIP
- TIP # 252-23-046 – IH41, Railroad Structures, NHPP: change in LET year, slight change in amount
- TIP # 252-23-049 – IH41, CTH Y – Breezewood Lane, NHPP: re-added to program cycle
- TIP # 252-23-053 – Racine Street, Racine WCL RR Xing Sig/Gate: added construction funds for 3rd to 9th to match State Project ID
- TIP # 252-23-059 – City of Kaukauna – Street Lighting, CRP: re-added to program cycle
- TIP # 252-23-060 – City of Menasha – Street Lighting, CRP: re-added to program cycle
- TIP # 252-23-062 – Outagamie County – Smart Traffic Control, CRP: re-added to program cycle
- TIP # 252-23-068 – City of Menasha – Feasibility Study, TAP: re-added to program cycle
- TIP # 252-23-069 – Village of Harrison – Feasibility Study, TAP: re-added to program cycle
- TIP # 252-23-071 – IH41 – Wrightstown SWEF 34/Post-site, NHPP: increase in federal funds
- TIP # 252-24-024 – STH 76, STH 15 – CTH S, STBG & HSIP: split federal funding
- TIP # 252-24-034 – Marcella St Trail, Foxy RR Xing 179987G, Locally Funded

Minor Amendments

- TIP # 252-24-035 – CTH A, CTH JJ Intersection, HSIP: new project design

Administrative Modifications

- TIP # 252-20-055 – E County Line, Kavanaugh Rd to Outagamie Rd, STBG: moved up construction date
- TIP # 252-21-010 – STH 55, USH 151 to STH 114, STBG: slight increase in funding
- TIP # 252-22-054 – Spencer Street, Nicolet Rd – Bluemound Dr, STBG: update in construction date

Ms. Kraemer Badtke shared with the members that in some situations regarding the review and limited time restraints the Executive Committee will be required to take action on the TIP amendments instead of the regular review from the Transportation Committee.

A motion was made by Mr. Morack and a second by Mr. Gustafson to approve of **Proposed Resolution 27-24**: Amending the 2024-2027 Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program as presented. Motion carried unanimously.

- D. **Proposed Resolution 28-24**: Amending the 2024-2027 Oshkosh Metropolitan Planning Organization Transportation Improvement Program. The project details are as follows:

Major Amendments

- TIP # 253-19-037 – USH 45/Fond du Lac-Oshkosh, NHPP: Slight change in date, slight change in funding amount, split federal funding sources
- TIP # 253-19-037 – USH 45/Fond du Lac-Oshkosh, HSIP: Change in date, slight change in funding amount, split federal funding sources

- TIP # 253-20-031 – WIS 91/ Berlin – Oshkosh, PROTECT: Change in funding source, slight increase in funding
- TIP # 253-20-032 – CTH I, STGB: Update local funding match for storm/sewer agreement, increase greater than \$1 million in local funds
- TIP # 253-21-010 – STH 91/Berlin-Oshkosh, STGB: Split federal funding, change in construction date (within same year), slight decrease in funding
- TIP # 253-21-010 – STH 91/Berlin-Oshkosh, HSIP: Split federal funding, change in construction date (within same year), slight decrease in funding
- TIP # 253-21-025 – STH 91, STGB: Construction moved to 2023, remove from TIP table
- TIP # 253-22-022 – STH 91, NHPP: Federal funding removed
- TIP # 253-23-003 – STH 21, Omro-Oshkosh, STGB: Split federal funding sources, construction date moved to 2025
- TIP # 253-23-003 – STH 21, Omro-Oshkosh, HSIP: Split federal funding sources, construction date moved to 2025
- TIP # 253-23-004 – STH 21, Omro-Oshkosh, STGB: Split federal funding, construction date advanced
- TIP # 253-23-004 – STH 21, Omro-Oshkosh, HSIP: Split federal funding, construction date advanced
- TIP # 253-23-021 – IH 41, Oshkosh-Appleton, HSIP: Slight change in funding amount, addition of HSIP federal funding
- TIP # 253-23-022 – IH 41, Fond du Lac-Oshkosh: Funding moved to 2028, to be removed

Administrative Modifications

- TIP # 253-21-009 – USH 45/Main St., NHPP: Increase in funding amount less than \$1 million, change in date (within same year)
- TIP # 253-22-005 – IH 41, Oshkosh-Appleton, NHPP: Very slight increase in funds
- TIP # 253-22-031 – STH 44, Wisconsin St., C Oshkosh, NHPP: Slight increase in funding, construction date moved to 2027
- TIP # 253-23-002 – STH 21, Omro-Oshkosh, NHPP: Construction moved to 2025
- TIP # 253-23-005 – STH 21, Omro-Oshkosh, NHPP: Construction moved to 2025, slight change in funding

A motion by Mr. Gabrielson and a second by Mr. Will to approve **Proposed Resolution 28-24:** Amending the 2024-2027 Oshkosh Metropolitan Planning Transportation Improvement Program as presented. Motion carried unanimously.

- E. **Proposed Resolution 29-24:** Approval of the 2024-2028 Transportation Alternatives Set Aside Program Projects for the Appleton (Fox Cities) Metropolitan Planning Organization. Ms. Kim Biedermann gave a brief overview. A total of five applications were received for review with staff recommending the award to the Safe Routes to School program (within Appleton MPO only) at 80% federal funding, the Town of Grand Chute's STH 96/W Wisconsin Avenue Sidewalk project at 80% design and 80% eligible construction costs, and the Village of Harrison's Old Highway Road Trail at 80% design 60% eligible construction costs.

A motion by Mr. Will and a second by Mr. Johnson to approve of **Proposed Resolution 29-24:** Approval of the 2024-2028 Transportation Alternatives Set Aside Program Projects for the Appleton (Fox Cities) Metropolitan Planning Organization as presented. Motion carried unanimously.

- F. **Proposed Resolution 30-24:** Approval of the 2024-2029 Surface Transportation Block Grant-Urban Projects for the Appleton (Fox Cities) Metropolitan Planning Organization. She noted that every two years there is a program solicitation to award funding through the Surface Transportation Block Grant Urban Program (STBG) for 2024-2029. Staff recommends approving the selection of the City of Kaukauna – Kenneth Avenue project which will be funded up to \$4,191,027 in federal funding with design in FY 2026 and construction in FY 2029.

A motion was made by Mr. Morack and a second by Mr. Gustafson to approve of **Proposed Resolution 30-24:** Approval of the 2024-2029 Surface Transportation Block Grant-Urban Projects for the Appleton (Fox Cities) Metropolitan Planning Organization as presented. Motion carried unanimously.

- G. **Proposed Resolution 31-24:** Authorizing the Executive Director to Enter into a Contract with CPCS, Inc. and Green Bay Metropolitan Planning Organization (Brown County) for the Intermodal Freight Facility Study – Phase 2 Project. Ms. Kraemer Badtke reported to the members that in 2020, East Central staff worked with the Green Bay MPO and other partner organizations on the Intermodal Freight Facility Study. She reported that additional data and information was needed regarding inbound and outbound commodity flows. Green Bay MPO and East Central staff have been working collectively to develop a phase 2 project.

Ms. Kraemer Badtke shared that the Commission went out for one Request for Proposals and didn't receive any responses. Next, the Commission staff went out for a second solicitation and one proposal was submitted and ultimately selected. She noted that this will be a third-party agreement between CPCS and Green Bay MPO. Green Bay MPO will be contributing ~\$100,000

and the Commission serving as the Appleton (Fox Cities)/Oshkosh MPO will be contributing ~\$80,000.

A motion was made by Mr. Gabrielson and a second by Mr. Will to approve of **Proposed Resolution 31-24**: Authorizing the Executive Director to Enter into a Contract with CPCS, Inc. and Green Bay Metropolitan Planning Organization (Brown County) for the Intermodal Freight Facility Study – Phase 2 Project as presented. Motion carried unanimously.

- H. **Proposed Resolution 32-24**: Approval of the 2023 East Central Wisconsin Region State of the System Report. Ms. Rachel Roth presented the East Central Wisconsin State of the System Report, which she noted, is updated on an annual basis by East Central Wisconsin Regional Planning Commission transportation and GIS staff. She shared that the report is designed to evaluate the status of the transportation system and track the progress of performance measures through datasets and maps for Calendar Year 2023. This is the second year of updating the report.

Upon review a motion was made by Mr. Gustafson and second by Mr. Morack to approve of **Proposed Resolution 32-24**: Approval of the 2023 East Central Wisconsin Region State of the System Report as presented. Motion carried unanimously.

8. **Informational/Discussion Items**

- A. County Roundtable Discussion (*as time permits*). Mr. Johnson of Menominee County gave a brief overview to the new members, of Menominee County. He shared that the County lies 100% within the reservation with a very small tax base. Mr. Johnson noted that they do not have townships, and with that we have one board that handles the town board as well as the county board. The tribe has the bulk of the employment, along with the public transit.

9. **Establish Time and Place for Next Meeting(s)**

- A. **Executive Committee Meeting**: The next Executive Committee meeting(s) is scheduled for
1. June 13, 2024- *Thursday* at 1:30 p.m.
 2. July 10, 2024 - *Wednesday* at 1:30 p.m.
- Regular sessions will be held the 3rd Wednesday of the month at 1:30 p.m.

- B. **Commission Meeting**: The next Commission meeting will be held on Thursday, May 23rd, 2024 at 10:00 a.m. In person at City of Menasha (Council Chambers) located at 100 Main Street, Menasha. An agenda and meeting materials will be forthcoming.

10. **Adjourn** – Vice Chair Connors adjourned the meeting with the time noted at 11:10 a.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
ECWRPC