

MEETING NOTICE
EXECUTIVE COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission

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

Place: East Central Offices (400 Ahnaip Street, Suite 100; Menasha)

Date: Wednesday, November 20, 2024 – In Person

Time: 1:30 p.m.

Members-Please contact the East Central office to confirm your attendance.

AGENDA

- 1. Welcome and Introductions**
- 2. Roll Call**
 - A. Introduction of Alternates, Staff and Guests
- 3. Approval of the Agenda/Motion to Deviate**
- 4. Public Comment**
- 5. Approval of the Minutes**
 - A. September 18, 2024 Executive Committee Minutes
 - B. October 16, 2024 Executive Committee Minutes
 - C. October 24, 2024 Executive Committee Minutes
- 6. Announcements and Discussion Items**
 - A. Director's Report
- 7. New Business/Action Items**
 - A. Review and approval of the Draft 2025 Executive Committee and Commission Board Meeting Schedule
 - B. **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 for the Executive Director.
 - C. **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.
- 8. Informational/Discussion Items**
 - A. County Roundtable Discussion (*as time permits*)
- 9. Establish Time and Place for Next Meeting(s)**
 - A. **Executive Committee Meeting:** The next Executive Committee meeting will be on Wednesday, January 15, 2025 at 1:30 p.m. An agenda and meeting materials will be forthcoming.
- 10. Adjourn**

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

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

Date: Wednesday, September 18, 2024 @ 1:30 p.m. (In Person) 400 Anhaip Street, Menasha, WI 54952

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

Committee Members Present:

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

Committee Members Absent (Excused):

ECWRPC Staff:

Melissa Kraemer Badtke.....	Executive Director
Craig Moser.....	Deputy Director
Sara Otting.....	Controller
Jennie Mayer.....	SRTS Manager
Leann Buboltz.....	Administrative Coordinator

Guest:

Peter McCloud	Foster & Foster Consulting Actuaries Inc.
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3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Mr. Johnson and a second by Mr. Kautza to approve of the agenda as presented. Motion carried.
4. **Public Comment** - None
5. **Special Order of Business**
 - A. **Presentation and Approval of the GASB 75 Actuarial Valuation – Foster and Foster Actuaries and Consultants.** Ms. Otting introduced Mr. Peter McCloud of Foster and Foster who presented on, Other Post-Employment Benefit (OPEB) Valuation Study addressing liabilities as of December 31, 2023 and gave an overview of ECWRPC Governmental Accounting Standards Board (GASB) 75 Actuarial Valuation to the members. Mr. McCloud stated that there is a minimal liability (in accounting terms) to the Commission for retirees choosing to participate in the health insurance benefit. He noted that GASB 16 shows where the Commission provides eligible retirees with a cash payout of accumulated unused vacation time upon retirement. This cash payout can be applied toward the cost of staying on the actual plan and pay the full cost of coverage. Report on file. No action needed, for informational purposes only.
6. **Approval of the Meeting Minutes**
 - A. July 10, 2024 Executive Committee Meeting
 - B. July 24, 2024 Executive Committee Meeting

Upon consensus from the members it was agreed to combine the action of the two meeting minutes into one motion. A motion was made by Mr. Will and second by Mr. Gustafson to approve of the July 10, 2024 and the July 24, 2024 Executive Committee minutes as presented. Motion carried unanimously.

7. Announcements and Discussion Items

A. Director's Report – Ms. Kraemer Badtke highlighted the noted areas below. (list is not all inclusive)

1. **Staffing Update:** East Central staff hired a new member for the Water Quality Management program who will be starting in mid-November.
2. **2025 Work Program and Budget Update:** It was reported that staff has been working with federal and state agencies to finalize funding amounts and program deliverables for 2025 as well as working with communities to finalize local contracts for the 2025 work program.

Environmental Management

1. **Stockbridge and Sherwood Sewer Service Area Plans: Update.** The Stockbridge Sewer Service Area (SSA) 2045 Plan Update has been drafted and is being reviewed by the Village of Stockbridge. Commission staff will start to work on the Village of Sherwood Sewer Service Area Plan in the beginning of 2025.

Economic Development

1. **Administration and Contract for Three Year Planning Partnership Grant:** The Economic Development Administration will be amending ECWRPC contract to fund the second and third years of the program. Last year staff was notified of the three-year planning partnership grant for the Economic Development Program, when they indicated only one year would be awarded based on the available funding.
2. **New North Accreditation:** In September, East Central along with Calumet County and the Village of Harrison met with New North and the Accreditation team from International Economic Development Council (IEDC). East Central staff discussed the unique partnership between the Commission and New North and how staff collaborated on projects, including the Intermodal Freight Facility Plan and the Broadband Plans for the counties within the region. It was shared that on September 3, 2024, New North announced that they were an accredited Economic Development Organization by IEDC.

Transportation

1. Appleton (Fox Cities) MPO Policy Board and Oshkosh MPO Policy Board

Redesignation and Orientation: Staff held the first Appleton (Fox Cities) and Oshkosh MPO Policy Board Orientation meeting on Thursday, September 5th. The new Policy Board members learned about the history of Metropolitan Planning Organizations, program deliverables and federal requirements along with their role as policy board members. East Central staff worked with the Wisconsin Department of Transportation to finalize the redesignation agreement along with the cooperative agreements. Ms. Kraemer Badtke indicated that this all took place in less than 9 months with the first meetings of the new Appleton (Fox Cities) and Oshkosh MPO Policy Boards to be held in October, 2024.

2. **Intermodal Freight Facility Plan – Phase 2:** The Intermodal Freight Facility Coalition recently met to discuss components of the Phase 1 Study. The purpose of the Study is to gather additional data related to inbound and outbound commodity flows; discuss with companies the challenges and opportunities for an intermodal freight facility study; and expand the coalition.

3. **Safe Streets for All Grant City of Oshkosh:** East Central staff was notified that the City of Oshkosh will receive \$8 million dollars to build a pedestrian bridge over I-41 through the Safe Streets for All Program. Staff recently developed the Comprehensive Safety Action Plan for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, which was approved by the Commission in early 2024. The Comprehensive Safety Action Plan was an eligibility requirement for a community applying for infrastructure funding.

Contract Update

1. Staff are finalizing the draft Comprehensive Outdoor Recreation Plans for the Town of Buchanan and the City of Shawano. Ms. Kraemer Badtke went on record commending East Central staff for their work of improving the quality of work and changing the model of the Plans that are provided to municipalities. An example was provided to members.

8. New Business/Action Items

- A. Proposed Resolution 47-24: Authorizing the Executive Director of the Commission to enter into a Contract with Image Studios Inc. for the Safe Routes to School - 2024 Safe Routes to School Video Series (*being addressed under the full authority of the Commission*).

Ms. Jennie Mayer, SRTS Coordinator shared with the members that staff is interested in creating a series of dynamic and educational age specific videos about bicycle and pedestrian safety. She noted that the purpose of these videos is to teach elementary, middle, and high school age students about basic traffic safety principles. East Central staff has contacted Image Studios Inc. in Appleton to develop a proposal. Image Studios Inc. has the state contract for video production, which provides a better value and price point where in this case, the cost for the video series is \$77,500.00. Upon completion, a total of eight videos, translated into Spanish, can be used with students in Kindergarten through High School. Mr. Wills inquired what the length of videos will be. Ms. Mayer indicated that the elementary videos will be 15 minutes long, where the 6th grade and up will be 30 seconds to one minute in length.

A motion was made by Mr. Gabrielson and a second by Mr. Kautza to approve of Proposed Resolution 47-24: Authorizing the Executive Director of the Commission to enter into a Contract with Image Studios Inc. for the Safe Routes to School - 2024 Safe Routes to School Video Series (*being addressed under the full authority of the Commission*) as presented. Motion carried unanimously.

- B. Proposed Resolution 48-24: Amending the 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission (*being addressed under the full authority of the Commission*).

The Town of Black Wolf contacted the Commission for assistance with the completion of their Comprehensive Plan Update, after a consultant they had hired was unable to complete the work due to staffing turnover. Staff worked with the Town to determine a Scope of Work based on the work that had already been completed by the consultant and provided a proposal to the Town considering the current workload and capacity, and determined that this work could be completed by the Commission staff on behalf of the Town in 2024.

A motion was made by Mr. Kautza and a second by Mr. Gustafson to approve of the Proposed Resolution 48-24: Amending the 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission (*being addressed under the full authority of the Commission*) as presented.

- C. Proposed Resolution 49-24: Authorizing the Executive Director to enter into a Contract with the Town of Black Wolf to complete their Comprehensive Plan and Authorizing the Executive Director to execute the contract on behalf of the Commission (*being addressed under the full authority of the Commission*). With additional consideration by the members in regards to staff's current workload and capacity, it was concluded that this work could be completed on behalf of the Town in 2024.

A motion was made by Mr. Wills and a second by Mr. Kautza to approve of the Proposed Resolution 49-24: Authorizing the Executive Director to enter into a Contract with the Town of Black Wolf to complete their Comprehensive Plan and Authorizing the Executive Director to execute the contract on behalf of the Commission (*being addressed under the full authority of the Commission*) as presented.

- D. Approval of the 2025 Employee Health Insurance, Dental Coverage and Vision Program. Ms. Otting presented a brief overview of the 2025 proposals. Discussion stemmed around the five proposals;
Proposal A (Current 2024 Rates): The actual premium amounts for employee and Commission.
Proposal B: Minimum amounts allowed by the state. The employee portion would be 12%. Commission portion would be 88%
Proposal C: The employee portion would be at 16%. The Commission portion would be 84%.

Proposal D: The employee portion would be at 18%. The Commission portion would remain at 82%. It was noted that this would increase both the employee premium and the Commission premium, it splits the increased burden between the employee and the Commission.

Proposal E: The employee portion would be at 20%. The Commission portion would be 80%. This would be an almost \$800 increase for the year to employees with a family.

Ms. Otting shared that staff recommends Proposal D with employee portion at 18% and the Commission portion at 82%. She noted that they felt this option is a manageable increase for both employees and the Commission

A motion was made by Mr. Johnson and a second by Mr. Morack to approve staff to move forward with Proposal D as presented. Motion carried unanimously.

- E. Discussion regarding the Regional Aviation Development Fund Memorandum of Understanding. Mr. Moser presented to the members a background and overview Regional Aviation Development Fund Committee. Briefly, in October, 2023, the East Central Wisconsin Regional Planning Commission (ECWRPC) Board authorized the Commission to serve as the fiscal agent and grant administrator of a newly created Regional Aviation Development Fund, designed 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 East Central brought on a Limited Term Employee who has legal experience with airport-related issues to assist in drafting a Memorandum of Understanding between East Central and the Appleton Airport to ensure clear understanding of roles and responsibilities of each party. He requested that the members review and give feedback on the DRAFT Memorandum of Understanding document. Also shared was the possibility to receive \$10,000.00 of seed money to be placed in the Fund for future needs and use as the Committee deems fit.
- F. Discussion regarding the SERDI Board Assessment Implementation.
 - i. Local Government Meetings – Mr. Moser presented a 2024 Local Government Meeting Matrix that was made available, showing the areas of focus broken down by the member Counties. Overall it identified grant writing, administration and support to be one of the top areas of need and focus. While categorizing Economic Development, housing and roadway maintenance next in line, respectively. Chair Connors noted that she felt the meetings were well attended and provided great feedback from the municipalities.
 - ii. Board Assessment Implementation Update - Ms. Kraemer Badtke gave a brief overview to the members of the progress and implementation efforts relating to the SERDI Board Assessment and the breakdown of the \$50,000 fund balance set aside to begin the implementation process. One of the key areas that staff will continue to work on is the outreach portion of the SERDI Assessment. It is felt that it is an important area keeping that line of communication open, where relationships grow and opportunities are shared.

9. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)
 - 1. Fond du Lac County – Dean Wills shared that he is a new member of the Jail Ad Hoc Committee.
 - 2. Menominee County – Jeremy Johnson shared that the Menominee School District is looking to locate the High, Middle and Elementary Schools all in one area.
 - 3. Outagamie County – Dan Gabrielson complemented Jennie Mayer – SRTS Lead on the student-friendly and inviting signage used for the Safe Routes to Schools events.
 - 4. Shawano County – Tom Kautza reported that the County is looking into the possibility of building a new courthouse and justice center.

10. Establish Time and Place for Next Meeting(s)

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be on Wednesday, October 16th, 2024 at 1:30 p.m. An agenda and meeting materials will be forthcoming.

B. **Commission Meeting:** The next Commission Meeting will be held on Thursday, October 24, 2024 at Fond du Lac Highway Dept, 1028 S Hickory St, Fond du Lac WI 54937 at 10:00 a.m. Agenda and meeting packet will be forthcoming. Agenda and meeting packet will be forthcoming.

11. **Adjourn** – Chair Connors adjourned the meeting with the time noted at 2:50 p.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
East Central WI Regional Planning Commission

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

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

Date: Wednesday, October 16, 2024 @ 1:30 p.m. (In Person) 400 Anhaip Street, Menasha, WI 54952

1. Welcome and Introductions –Chair Connors called the meeting to order at 1:30 p.m.

2. Roll Call

A. Introduction of Alternates, Staff and Guests

Committee Members Present:

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

Committee Members Absent (Excused):

Nate Gustafson (Perm Alt for Tom Egan) Winnebago County

ECWRPC Staff:

Melissa Kraemer Badtke Executive Director
 Craig Moser Deputy Director
 Sara Otting Controller
 Leann Buboltz Administrative Coordinator

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

4. Public Comment - None

5. Announcements and Discussion Items

A. Redesignation Process Update – Ms. Kraemer Badtke shared with the members that in August 2024, staff submitted the redesignation agreement to the WisDOT for their consideration and signature. She noted that at the end of September, staff received the signed copies of the agreements for our records. The new MPO Policy Boards will be meeting on Thursday October 17th (Appleton/Fox Cities) and Thursday, October 24th (Oshkosh).

6. New Business/Action Items

A. Proposed Resolution 51-24: Adopting the 2025 Cost Allocation Plan. Ms. Otting shared with the members that East Central staff has been working with the U.S. Department of Interior to develop the 2025 Indirect Cost Rate Proposal, which will be based on the 2023 audit. She noted that the Indirect Cost Rate Proposal includes supplemental materials including the 2023 Audited Financial Statements, estimated financial data for the 2025 Proposed Budget, the Certificate of Indirect Cost Rate and the Signed Certificate of Lobbying. The NICRA for 2025 has been approved by U.S. Department of Interior at 71.01%. The Fringe rate for 2025 has been updated to 46.73%.

A motion was made by Mr. Kautza and a second by Mr. Johnson to approve Proposed Resolution 51-24: Adopting The 2025 Cost Allocation Plan, Indirect Cost Rate, And Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- B. Discussion regarding the 2025 Budget and Staffing Plan for East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke gave an overview of the proposed 2025 Budget and Staffing Plan. She noted the anticipated 2025 items of revenue, i.e. contracts with other municipalities, proposed grant approvals, etc. Ms. Kraemer Badtke also discussed SERDI Implementation, noting that grant administration was a key area of need that came out of the local governmental meetings.

Option 1 illustrated below represents the current budget with no change to the staffing plan.

Option 2 adds a full-time Grants Administrator & Local Contract Support position in 2025.

Committee discussion included the benefits of initiating the new position upon which consensus was reached to move forward with the Grants Administration position as defined in Option

Committee discussion directed staff to keep the lines of communication open between ECWRPC and the non-member counties by sharing the benefits and opportunities of being an active member. Also, it was voiced to continue the local government meetings, possibly annually as part of the continued Outreach Efforts as noted in the SERDI Assessment findings. The members felt that information received from other municipalities is invaluable.

7. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)
Shawano County – Tom Kautza shared that a failed effort to hack into their computer system, but was caught in time. He warned that security can be loose on a Zoom meeting.
- B. Menominee County – Jeremy Johnson shared that Jeremy Weso-Administrative Coordinator resigned his position and will be going to the Green Bay DOT.

8. Establish Time and Place for Next Meeting(s)

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be on Thursday, October 24th, 2024 at 9:00 a.m., prior to the Commission Meeting. An agenda and meeting materials will be forthcoming.
- B. **Commission Meeting:** The next Commission Meeting will be held on Thursday, October 24, 2024 at Fond du Lac Highway Dept, 1028 S Hickory St, Fond du Lac WI 54937 at 10:00 a.m. Agenda and meeting packet will be forthcoming.

9. Adjourn – Chair Connors adjourned the meeting with the time noted at 2:50 p.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
East Central WI Regional Planning Commission

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

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

Date: Thursday, October 24 2024 @ 9:00 a.m. (In Person)
Fond du Lac Highway Department (1820 S. Hickory Street, Fond du Lac, WI)

1. Welcome and Introductions –Chair Connors called the meeting to order at 1:30 p.m.

2. Roll Call

A. Introduction of Alternates, Staff and Guests

Committee Members Present:

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

Committee Members Absent (Excused):

ECWRPC Staff:

Melissa Kraemer Badtke	Executive Director
Craig Moser.....	Deputy Director
Sara Otting	Controller
Mike Zuege	GIS Manager
Leann Buboltz	Administrative Coordinator

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

4. Public Comment - None

5. Announcements and Discussion Items

A. Ms. Kraemer Badtke shared with the members

SERDI Webinar: The Southeast Directors Institute hosted a webinar featuring Dr. Laura Ullrich, a Senior Regional Economist with the Federal Reserve Bank of Richmond. This webinar was very informative and had a lot of great information and data regarding the current status of the economy. The Commission is currently a member of SERDI and SERDI will be offering member exclusive webinars and East Central staff will continue to forward those to the Board when they are available.

Economic Development USDA Grant in partnership with NADO: East Central staff worked in partnership with the National Association of Development Organizations to apply for USDA funds to continue the Small Community Technical Assistance Program for 2025. This week East Central staff was notified that USDA has awarded these grant funds and staff will be working with NADO staff to figure out the details of the grant award.

6. New Business/Action Items

A. **3rd Quarter, 2024 Financial Report.** Ms. Otting, Controller presented the 3rd Quarter – 2024 Financial Report in detail. A motion was made by Mr. Kautza and a second by Mr. Morack to

receive the 3rd Quarter – 2024 Financial Report and place on file. Motion carried unanimously. A copy of the report is available upon request.

- B. **3rd Quarter, 2024 Project Status.** Ms. Otting, Controller presented the 3rd Quarter – 2024 Work Program and Project Status Report in detail. A motion was made by Mr. Johnson and a second by Mr. Will to receive the 3rd 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 52-24:** Adopting the Final 2025 Work Program and Budget for East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke stated that staff took the verbal direction from the Executive Committee to include a Grants Administrator/Contracts position in the 2025 staffing plan and budget. She also shared with the members that recently staff was informed that the USDA grant, which was applied for with NADO, was awarded to ECWRPC. A portion of those funds will be used to hire a consultant to assist with the Small Community Technical Assistance Program and a portion will be used by staff for their time and expenses. Staff confirmed that the Village of Hortonville Comprehensive Outdoor Recreation Plan will be contracted with ECWRPC as well.

Ms. Kraemer Badtke reported that staff will be aligning along with the findings in the SERDI Assessment that shows in 2025 staff will be focusing on community outreach to let others know what East Central can do for them, host continued governmental meetings, hire a Grants Administrator and also provide GIS services as needed. She informed the Committee that approving the 2025 budget in October gives staff and the Commission a surplus of about \$42,000 with the availability of amending the budget and work program in January, if needed, should additional contracts be approved.

A motion was made by Mr. Will and a second by Mr. Morack to approve of Proposed Resolution 52-24: Adopting the Final 2025 Work Program and Budget for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

7. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)
 - i. Outagamie County – Dan Gabrielson shared that they have made progress on finding a potential buyer for the UW Fox Cities Campus.
 - ii. Waupaca County – Dave Morack reported that a potential water shed study will be conducted for the Wolf River which includes surrounding counties. Details to follow at a later date,
 - iii. Calumet County – Chair Connors shared that the budget for the County has been completed and approved.
 - iv. Shawano County – Tom Kautza reported that the budget for the County has been approved.

8. Establish Time and Place for Next Meeting(s)

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be on Thursday, November 20, 2024 at 1:30 p.m., prior to the Commission Meeting. An agenda and meeting materials will be forthcoming.
- B. **Commission Meeting:** The next Commission Meeting will be held on Thursday, October 24, 2024 at Fond du Lac Highway Dept, 1028 S Hickory St, Fond du Lac WI 54937 at 10:00 a.m. Agenda and meeting packet will be forthcoming.

- 9. **Adjourn** – A motion was made by Mr. Will and second by Mr. Morack to adjourn, with the time noted at 9:34 a.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
East Central WI Regional Planning Commission

East Central Wisconsin Regional Planning Commission – November 20, 2024 Report

By Melissa Kraemer Badtke, Executive Director and Craig Moser, Deputy Director.

Administration

SERDI Implementation Update: Work continues on the priority SERDI implementation items, as previously approved by Executive Committee, as outlined in the table below.

SERDI Implementation Budget - 2024			
Deliverables	Budget	Notes	Progress Update
Customer Relationship Management System (CRM)	\$18,000	This system will allow the staff to have one database for contact information for communities and partner organizations. In addition, it will provide staff an avenue for sending out notices of grants, newsletters, and other important agency announcements.	ActiveCampaign was selected as the vendor and staff are currently working through the onboarding process, with the goal of building out the contact database by year end.
Website Update/Refresh	\$2,000	This was identified as a need by staff, communities, and also during the Appleton (Fox Cities) MPO Certification Review. Staff will develop a new website that is more user friendly.	A new website template has been selected and work will begin in Q1 2025 on implementation, incorporating new brand identity.
Brand Refresh	\$15,000	Update the logo and brand for the Commission along with the development of template documents that staff will be able to utilize when communicating to partner organizations and communities.	Staff continue to work with A2Z on the brand refresh.
Communication Materials	\$5,000	Develop communication materials (i.e. newsletter, etc.) regarding the Commission.	This will be incorporated with the implementation of the new branding for the Commission and the CRM Software in Q1, 2025.
Community Outreach	\$10,000	The Executive Director and Deputy Director will begin attending City, Village, Town and County Board meetings and developing a schedule to listen to the challenges and opportunities within each community.	Staff continue with additional meetings, including WI Towns Association, City of Omro, and the Waupaca County Towns Association. The second round of County meetings will be scheduled in Q1, 2025.
Total Amount	\$50,000		

Lease Improvements: Work continues to make facility improvements, per the terms of the new lease agreement. Painting touch-ups were complete earlier this year and carpets were cleaned last Friday. Work continues on exterior improvements, with signage updates deferred until after the branding update is completed.

Staffing: Carmen Ebert joined the East Central team this Monday as a Senior Environmental Planner responsible for the Water Quality Management Program. Carmen has over a decade of experience working in natural resources, including field work, policy implementation, and outreach and education to various stakeholder groups. Most recently, Carmen worked as the Associate Laboratory Director and Water Quality Specialist at the University of Wisconsin Oshkosh Environmental Research and Innovation Center. Prior to that, she worked as a Conservationist for the Door County Soil and Water Conservation Department and as a Biological Science Technician for the U.S. Forest Service. Carmen graduated from the University of Wisconsin Stevens Point with a Bachelor of Science in Water Resources along with a minor in Soil Science.

The job description for the new Grants Support/Local Contracts position is being finalized and will be posted in December. A small workgroup of professional staff from the Region will be convened to assist in providing guidelines on grant and local planning and GIS assistance support services, beginning in 2025.

Contracts: Contract agreements for 2025 will be finalized by year-end. The Town of Neenah and Town of Hortonville will be meeting in early December to make final decisions on vendor selection for contract work in 2025. The City of Clintonville and City of Omro have both reached out to East Central inquiring about contract work in 2025.

Water Quality Management and Environmental Planning

Brownfield Redevelopment Learning Sessions for Local Governments: The DNR's Remediation and Redevelopment Program in partnership with the Wisconsin Economic Development Corporation (WEDC) will be hosting free Brownfield Redevelopment Learning Sessions. Attendees will learn about resources, including funding and liability protections, available to local governments for redevelopment of brownfield properties into community assets. East Central staff, Carmen Ebert and Joe Stephenson, are attending today's session in Shawano.

DNR Annual Work Program Meeting: Staff will be meeting with WI DNR staff on December 2nd, to review and discuss the 2025 Water Quality Management Program and deliverables.

US Army Corps of Engineers Watershed Study: Waupaca County staff met with East Central staff to explore the potential of a regional watershed study, authorized by the US Army Corp of Engineers. A follow up exploratory meeting with the USACE and Waupaca County staff is scheduled for Dec. 2nd.

Drone Pilot Certification: Senior Planner, Scott Konkle, who manages the NR-135 program for the five counties that contract with East Central recently completed the Federal Aviation Administration (FAA) recurrent Uas Pilot test, scoring 100%. Scott's FAA drone certification is a huge asset to the Commission, as the drone program not only benefits the NR-135 program, but is also utilized with Safe Routes to School, Transportation, and Economic Development.

Economic Development

WEDC Conference: Staff attended the annual Wisconsin Economic Development Corporation (WEDC) conference in La Crosse in October. A few of the takeaways include:

1. **Definition of Rural:** The definition of "rural" has been expanded from a municipality with fewer than 2,500 people to those with fewer than 5,000 people for all WEDC programs.
2. **Brownfield Grant Program:** The program will now offer 1:1 matching grants, rather than the previous 3:1 requirement. Additionally, they no longer require a development agreement or a project-ready site, as long as the applicant is a municipality. This is a significant change, allowing communities to apply for brownfield cleanup funds with only concept plans, without needing a developer in hand.
3. **CEDS Alignment Requirement:** All WEDC grants will now ask that the projects align with the CEDS document. Projects must coordinate with the CEDS and cannot directly conflict with it.

Community Assistance: Staff are working with several communities in the region on a variety of projects, including Menominee Economic Development, Village of Little Chute Northside Development, Village of Rosendale Future Land Use, City of Manawa Vibrant Spaces Grant, and City of New Holstein Site Redevelopment.

NADO Grant: Staff will be coordinating with the National Association of Development Organizations (NADO) on the USDA grant, funding another round of the Small Community Technical Assistance Project in the region in 2025. Additional details forthcoming early in 2025!

Transportation

Roadways

1. *2025-2028 Transportation Improvement Program:* Staff met with local communities, the Wisconsin Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration to develop 2025-2028 Transportation Improvement Programs (TIPs) for the three MPOs in the region. All three MPOs adopted their respective TIPs, which were sent down to WisDOT in advance of the November 1, 2024 deadline.

Active Transportation

1. *Permanent Infrared Trail Counters:* ECWRPC has placed permanent infrared trail user counters to be up for one year in the following counties: Shawano, Waupaca, Outagamie, Calumet, and Fond du Lac. Staff are in communication with Menominee and Winnebago counties to find suitable permanent locations for counter placement in 2025. These counters will assist with more robust data collection for regional trail systems.

Safe Routes to School

1. *Built Environment and Active Transportation to and from Schools Study:* Staff is working with Traffic Analysis and Design Inc. to study how the built environment is affecting transportation choices to and from school. Oakwood Elementary School, Read Elementary School, Bonduel Elementary School, and Neenah High School are participating in the study. The first round of community engagement was completed in early September. Additionally, three virtual focus group meetings were held. Key stakeholders were invited to attend and respond to questions. A second round of community engagement is underway, with significant feedback and ideas being generated. A survey has been sent to the school communities and general community. TADI is also conducting an engineering study and we will host a third round of engagement after the engineering study is completed.
2. *Educational Campaign:* There are over 70 schools participating in the "Safe Routes Together" educational campaign this school year. Schools received a banner and yard signs to put out around their school. They also receive monthly newsletters and social media posts with safety tips and reminders to share with the school community.

Specialized Transportation Coordinated Plan

1. *Specialized Transportation Coordinated Plan Implementation Assistance Meeting:* East Central hosted the second meeting of the member counties to discuss implementation of their specialized transportation coordinated plans, and to share best practices on October 17 at Navarino Nature Center.

Special Projects

1. *Oshkosh Metropolitan Planning Organization Electric Vehicle Readiness Plan:* The Oshkosh MPO EV Readiness Plan has been completed, and it was approved by the Oshkosh MPO policy board on October 24, 2024.

TO: Executive Committee
FROM: Melissa Kraemer Badtke, Executive Director
DATE: November 20, 2024
RE: 2025 Commission Meeting Schedule

Attached is the proposed 2025 Executive Committee and Commission Board meeting schedule. Staff would like to discuss the January and October, 2025 meeting dates as there are some conflicts that would impact a few of the Commission Board Members.

Staff Recommendation: This is for information only as we would like to discuss the January, 2025 and October, 2025 meeting dates.

PROPOSED 2025 MEETING SCHEDULE

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
COMMISSION BOARD	30				22		23			30		
EXECUTIVE COMMITTEE (3RD WEDS)	15	19	19	16	21	18	16	20	17	15	19	