

**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, March 20, 2024 @ 1:30 p.m. (In Person)

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
Dick Koeppen -Call in	Waupaca County

Committee Members Absent (Excused):

Steve Abel	Fond du Lac County
David Albrecht (Perm. Alt. for Tom Egan)	Winnebago County

ECWRPC Staff:

Melissa Kraemer Badtke	Executive Director
Craig Moser	Deputy Director
Sara Otting.....	Controller
Colin Kafka	Associate Planner
Casey Peters	GIS Analyst I/Associate Planner
Chris Colla	Associate Planner
Leann Buboltz.....	Administrative Coordinator

Guests:

Jeff Filipiak.....	Guest
Leah Lasecki.....	Director, Clifton Larson Allen

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Vice Chair Connors and a second by Mr. Johnson to approve of the agenda as presented. Motion carried.
4. **Public Comment** – No public comments
5. **Special Order of Business/Action Item**
 - A. **Presentation and Approval of the Draft 2023 Annual Audit – Ms. Leah Lasecki, Director, Clifton Larson Allen (Attached Separately).** Ms. Lasecki presented an overview of 2023 annual audit to the members. She stated that overall the audit went well and there were no adjustments or findings for the audit. Ms. Lasecki acknowledged Ms. Otting - Controller for her notable work in maintaining a top-quality financial system for the Commission.

A motion was made by Vice Chair Connors and a second by Mr. Kautza to receive the 2023 Annual Audit and place on file. Motion carried unanimously.

6. **Approval of the Minutes of the February 21, 2024 Executive Committee Meetings.** A motion was made by Mr. Johnson and seconded Mr. Kautza to approve of the February 21, 2024 Executive Committee Meeting minutes as presented. Motion carried.

7. Announcements and Discussion Items

- A. Director's Report – Ms. Kraemer Badtke shared highlights from the following areas; *list not all inclusive*.
1. Staff Transition – Ms. Kraemer Badtke shared with the members that we received a resignation from one of the Associate Transportation Planners, Abby Mader. She noted that Ms. Kate Blackburn, who had been working with us in an LTE role, has accepted this position. Staff will also be moving forward with posting for the new, Part Time MPO Administrative/Communications Coordinator Position. This position is driven by the MPO Policy Board's being separated out from the Commission Board.
 2. SERDI Update – Staff wanted to thank Mr. Moser for his assistance in facilitating the surveys and those who have completed the survey. We received an above average response rate from the Board. Jim Youngquist will be on site next week, conducting 5 focus group sessions and 10 one-on-one interviews.
 3. Annual Report – Staff are working to finalize the Annual Report for presentation at the May Commission Board meeting.
 4. Safe Routes to School – Safe Routes, Jennie Mayer received notice that they were awarded a \$5,000 grant from Fox Cities Greenways to be used for the purchase of new bikes, which will be used for bike safety education.
 5. Marquette County Strategic Planning Request – Ms. Kraemer Badtke received a request from Marquette County for assistance with a strategic planning initiative. Both, Ms. Kraemer Badtke and Mr. Moser will be evaluating this request, and more broadly non-member county services, in the context of the results of the SERDI assessment moving forward. She noted the she will bring the findings back to this Committee.
 6. Water Quality Management Program - Staff attended a DNR workshop last week focused on implementing Environmental Justice and Equity into the Water Quality Management program. It was shared that additional funding through DNR will be available for various efforts aligned with these priorities. Staff will be evaluating this opportunity and may bring a work plan amendment forward aligned with these priorities.
- B. Appleton TMA Certification Letter and Summary Report – Ms. Kraemer Badtke reported that the Appleton TMA Certification Letter and Summary Report was received. She noted that staff continues to work on the corrective actions, which were modified by DOT, including the development of the new policy board structure for the MPOs.
- C. Nominating Committee Communication – Mr. Craig Moser shared that staff wanted to ensure that the Executive Committee was aware of the updated materials for the nominating committee which will be meeting prior to the Commission on March 28th. Upon discussion, it was noted that member, Mr. Kautza stated that if he is returning as Shawano County Chair, he would not have time available to serve as Commission Chair. Mr. Moser also shared that the timeline of the first Nominating Committee is held prior to the election according to the by-laws, which upon discussion, might be adjusted to mirror the County process.

8. New Business/Action Items

- A. Proposed Resolution 18-24: Authorizing the Executive Director of the Commission to Enter into an Office Lease Extension with the Gilbert Development Company, LLC for Office Space at 400 Ahnaip Street, Suite 100; Menasha, WI. Ms. Kraemer Badtke shared with the members that the current lease agreement with Gilbert Development Company, LLC for office space at 400 Ahnaip Street in Menasha terminates on July 31, 2024. She noted that the current lease agreement includes an option to extend the lease term for three years, through July 31, 2027. It is proposed that exercising the lease extension option at the current location and preserving the early termination option is in the best interest of the Commission at this time. Ms. Kraemer Badtke shared that the lease amendment provides for the following improvements at landlord's expense: Carpet cleaning, painting, front entrance concrete repair, patio stairs concrete repair, signage above front entrance and landscaping improvements

A motion was made by Mr. Kautza and a second by Vice Chair Connors to approve of Proposed Resolution 18-24: Authorizing the Executive Director of the Commission to Enter into an Office Lease Extension with the Gilbert Development Company, LLC for Office Space at 400 Ahnaip Street, Suite 100; Menasha, WI as presented. Motion carried unanimously.

- B. Proposed Resolution 19-24: Authorizing the Executive Director of the Commission to Enter into a Contract with HNTB for Travel Demand Model Services. Mr. Casey Peters gave a brief overview. He shared that East Central staff conducted a Requests for Proposals for the travel demand modeling services. Upon review HNTB was selected as the consultant to assist with the travel demand model. Mr. Peters stated that the contract would be through the end of October 2024 and up to \$60,000. He noted that the consultant

will be providing training both in person and virtual to the staff on the travel demand model as well as developing training materials, which will be used for incoming staff.

A motion was made by Mr. Johnson and a second by Vice Chair Connors to approve Proposed Resolution 19-24: Authorizing the Executive Director of the Commission to Enter into a Contract with HNTB for Travel Demand Model Services. Motion carried unanimously.

- C. Proposed Resolution 20-24: Authorizing the Executive Director of the Commission to Enter into a Contract with Traffic Analysis & Design Inc. for the Safe Routes to School Program. Ms. Kraemer Badtke shared with the members that the Safe Routes to School team issued a request for proposals to conduct a Built Environment and Active Transportation to and from School (BEATS) study. She noted that the goal of the BEATS study is to help school communities better understand their existing transportation situations, adapt to changing needs and conditions, and alleviate the pedestrian and bicycle accessibility and safety issues that they face for children traveling to and from school. A selection committee reviewed the proposals, which resulted in Traffic Analysis & Design Inc. (TADI) being selected to enter into contract negotiations with the Commission. The total cost for the 12-month contract will be no more than \$65,000. Also noted is that the funding associated with this program will require a three-party contract between the Wisconsin Department of Transportation, the Commission, and the Consultant.

A motion was made by Mr. Kautza and a second by Mr. Johnson to approve of Proposed Resolution 20-24: Authorizing the Executive Director of the Commission to Enter into a Contract with Traffic Analysis & Design Inc. (TADI) for the Safe Routes to School Program as presented. Motion carried unanimously

- D. Proposed Resolution 21-24: Amending the 2024 Transportation Work Program Section of the 2024 Work Program and Budget for the East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke shared with the member that it is anticipated that the redesignation process for the Appleton MPO Policy Board and the Oshkosh MPO Policy Board will cost the commission approximately \$80,000-\$100,000. She noted that based on the expenses incurred through February (which was approximately \$25,000), the staff are recommending amending the transportation work program and budget to adjust the administration work program element by adjusting program deliverables for three other categories.

Work Program Element	2024 Budget	Adjustment	Revised 2024 Budget
1311	\$ 75,000	\$ 50,000	\$ 145,000
1313	\$ 75,000	\$ (20,000)	\$ 55,000
1323	\$ 76,019	\$ (10,000)	\$ 66,019
1324	\$ 50,000	\$ (20,000)	\$ 30,000

A motion was made by Vice Chair Connors and a second by Mr. Kautza to approve of Proposed Resolution 21-24: Amending the 2024 Transportation Work Program Section of the 2024 Work Program and Budget for the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

Combined Resolutions

- E. Proposed Resolution 22-24: Authorizing the Executive Director and East Central Staff to Engage Communities and Partner Organizations in the Process of Redesignation of the Appleton (Fox Cities) MPO Policy Board Structure. Mr. Craig Moser gave a brief overview of the proposal. He noted that East Central staff will need to begin to work with communities within the Appleton MPO to begin the redesignation process. It was noted that this information was presented to the Appleton MPO Technical Advisory Committee. Mr. Moser reported that East Central staff is actively working in coordination with FHWA, FTA, and the Wisconsin Department of Transportation and contracted outside legal counsel to ensure the various components of the redesignation of the Appleton (Fox Cities) MPO Policy Board structure are compliant with federal regulations.
- F. Proposed Resolution 23-24: Authorizing the Executive Director and East Central Staff to Engage Communities and Partner Organizations in the Process of Redesignation of the Oshkosh MPO Policy Board Structure. Mr. Moser shared that East Central staff has also discussed redesignating the Oshkosh MPO Policy Board at the same time where Oshkosh City Manager, Mark Rohloff was supportive of this approach.

A motion was made by Mr. Kautza and a second by Mr. Johnson to approve of Proposed Resolution 22-24: Authorizing the Executive Director and East Central Staff to Engage Communities and Partner Organizations in the Process of Redesignation of the Appleton (Fox Cities) MPO Policy Board Structure. and;

Proposed Resolution 23-24: Authorizing the Executive Director and East Central Staff to Engage Communities and Partner Organizations in the Process of Redesignation of the Oshkosh MPO Policy Board Structure as presented. Motion carried unanimously.

Combined Resolution(s)

- G. Proposed Resolution 24-24: Endorsing the Eventual Goal of Zero Roadway Fatalities and Serious Injuries for the Appleton (Fox Cities) Metropolitan Planning Organization, and;
- H. Proposed Resolution 25-24: Endorsing the Eventual Goal of Zero Roadway Fatalities and Serious Injuries for the Oshkosh Metropolitan Planning Organization

Mr. Colin Kafka updated the members that the Commission approved the Comprehensive Safety Action Plan for the Appleton (Fox Cities) and Oshkosh MPO in January 2024. He reported that the notice of funding opportunity was released and FHWA is now requiring that all of the items within the self-certification be included in the comprehensive safety action plan. This includes an endorsement by the policy board of the Eventual Goal of Zero Roadway Fatalities and Serious Injuries. Mr. Kafka noted that it is anticipated that a couple of communities within the Appleton (Fox Cities) MPO as well as Oshkosh MPO will be looking to apply for the demonstration fund and/or implementation funds for this funding opportunity.

A motion was made by Mr. Kautza and a second by Mr. Johnson to approve of Proposed Resolution 24-24: Endorsing the Eventual Goal of Zero Roadway Fatalities and Serious Injuries for the Appleton (Fox Cities) Metropolitan Planning Organization, and; Proposed Resolution 25-24: Endorsing the Eventual Goal of Zero Roadway Fatalities and Serious Injuries for the Oshkosh Metropolitan Planning Organization as presented. Motion carried unanimously.

- I. Proposed Resolution 26-24: Authorizing the Commission to Submit and Support an Application for FHWA Prioritization Process Pilot Program (PPPP) Grant Funding. Mr. Chris Colla gave a brief overview of the program grant funding. He noted that based on the Appleton Transportation Management Areas (TMA) Certification Review, Federal Highway Administration (FHWA) has encouraged East Central to apply for the Prioritization Process Pilot Program Grant Funding. Mr. Colla shared that the Grant is 100% funded and would provide the staff additional resources to link the Metropolitan Transportation Plan, the Congestion Management Process, and the Transportation Improvement Program to each other along with developing new criteria for various funding programs that the Appleton MPO has. Once this program has been developed for the Appleton TMA, could be applied to the Oshkosh and Fond du Lac MPOs.

A motion was made by Mr. Johnson and a second by Mr. Kautza to approve of Proposed Resolution 26-24: Authorizing the Commission to Submit and Support an Application for FHWA Prioritization Process Pilot Program (PPPP) Grant Funding as presented. Motion carried unanimously.

9. **Informational/Discussion Items**

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

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

- A. **Executive Committee Meeting**: *The next Executive Committee meeting to be determined.*
- 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*

- 11. **Adjourn** – A motion was made by Mr. Kautza and second by Mr. Koeppen to adjourn with the time noted 2:30 p.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
ECWRPC