

**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, June 13, 2024 @ 1:30 p.m. (In Person)

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  
 Nate Gustafson (Perm Alt for Tom Egan) ..... Winnebago County

**Committee Members Absent (Excused):**

Dave Morack..... Waupaca County

**ECWRPC Staff:**

Melissa Kraemer Badtke ..... Executive Director  
 Craig Moser ..... Deputy Director  
 Sara Otting ..... Controller  
 Mike Zuege ..... GIS Manager  
 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. Will to approve of the agenda as presented. Motion carried.

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

5. **Announcements and Discussion Items**

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

**Update on Staffing:** Associate Planner Colin Kafka submitted his resignation last week, as he has accepted a Principal Planner position with the City of Appleton. We extend our thanks to Colin for his work over the past two years leading the Economic Development program and supporting the Transportation Program. His work on the Comprehensive Economic Development Strategy and Comprehensive Safety Action Plan was particularly noteworthy. We have posted for a Limited Term Employee (LTE) position to assist with Transportation Planning efforts through 2024, following the transition of former LTE, Kate Blackburn, into an Associate Transportation Planning vacancy.

**Potential Future Local Contracts:** The Town of Neenah recently expressed interest in contracting with East Central for their Comprehensive Plan and Comprehensive Outdoor Recreation Plan updates in 2025. Staff are currently working to develop a proposal for the Town’s consideration.

**NADO Board of Directors:** Director Kraemer Badtke was recently elected to the National Association of Development Organizations (NADO) Board of Directors for the 2024-2026 term, representing the Midwest Region on the 66-member Board. The NADO Board of Directors oversees the association’s budget and operations and develops policy on issues affecting Regional Development Organizations (RDOs). She noted that this organization was founded in 1967 to provide training, information, and representation for RDOs

throughout the United States. Today, NADO member organizations serve local governments and the public within their regions through various programs focused on diversifying local economies, assisting businesses, creating jobs, and providing social services. Learn more about NADO at [www.nado.org](http://www.nado.org).

## 6. New Business/Action Items

- A. **Proposed Resolution 33-24:** Amending the 2024-2027 Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program (*being addressed under the full authority of the Commission*) Ms. Biedermann gave a brief overview. She noted that as part of an ongoing effort to present the most accurate listing of federally funded transportation projects within the Appleton (Fox Cities) MPO, the Commission continues to collaborate with WisDOT NE Region staff to ensure the most up-to-date information is included within this document based on what has been programmed in WisDOT's Financial Integrated Improvement Programming System. Ms. Biedermann shared that these amendments reflect the addition of new federally funded transportation projects, as well as updates to the scope, budgeting, and/or timeline of previous included projects. These projects require an amendment to ensure the MPO's TIP process remains within federal compliance.

The project details are as follows:

TIP # 252-20-054 – Olde Oneida St, South Mill Race Bridge: Slight funding increase  
TIP # 252-20-055 – Buchanan-East County Line, Kavanaugh Rd to Outagamie Rd: Slight funding increase  
TIP # 252-20-059 – Commercial St, Stanley St to Tyler St: Slight changes in funding  
TIP # 252-21-010 – STH 55, USH 151 to STH 114: Slight funding increase  
TIP # 252-21-014 – Wisconsin Ave, Casaloma Dr to Badger Ave: Minor funding increase  
TIP # 252-23-073 – Wisconsin Ave, Casaloma Dr to Badger Ave: Slight increase to local match  
TIP # 252-22-002 – STH 76, Everglade Rd to CTH JJ: Moderate increase in funding  
TIP # 252-22-012 – IH 41, Wrightstown SWEF 34/Post-Bldg: Major increase in funding  
TIP # 252-22-059 – Calumet CTH B, STH 55 to STH 32: Moderate decrease in funding  
TIP # 252-22-060 – Grandview Rd, North Rd to Immel Rd: Slight change in funding  
TIP # 252-22-064 – Lawe St, College Ave to Wisconsin Ave: Slight change in funding  
TIP # 252-23-017 – CTH N, CTH N Interchange B440179: Significant reduction in state funding  
TIP # 252-23-060 – C of Menasha, Various Street Lighting: Updated State ID  
TIP # 252-23-063 – STH 47, 9<sup>th</sup> St to NCL: Removed federal/local funding, increase state funding  
TIP # 252-23-070 – STH 441, USH 10 to Oneida St: Moderate increase in funding  
TIP # 252-24-036 – EV Infrastructure Grant, BP Gas Station 1126 Main St: EV Gateway  
TIP # 252-24-037 – LSS, Valley Transit Subrecipient: Mobility Management  
TIP # 252-24-038 – LSS, Valley Transit Subrecipient: Operating Assistance  
TIP # 252-24-039 – Valley Transit, Whitman Facility: Furniture and Fixtures (Mobility Management Office)  
TIP # 252-24-040 – Valley Transit: Mobility Management  
TIP # 252-24-041 – Outagamie County, STH 96 to CTH F  
TIP # 252-24-042 – Safe Routes to School, Appleton/Fox Cities MPO: TAP/TA Set Aside Award  
TIP # 252-24-043 – STH 96, W Wisconsin Avenue Sidewalks: TAP/TA Set Aside Award  
TIP # 252-24-044 – Old Highway Road Trail: TAP/TA Set Aside Award  
TIP # 252-24-045 – Kenneth Avenue, Reaume St to 10<sup>th</sup> St: STBG-Urban Award

Additionally, two projects located in Table 5: Transit Projects, are also being amended.

TIP # 252-24-010 – Valley Transit, Shelter Replacements: Project rescheduled  
TIP # 252-24-011 – Valley Transit, Fare Collection System upgrades: Increase in available funding

A motion was made by Mr. Kautza and second by Mr. Will to approve of **Proposed Resolution 33-24:** Amending the 2024-2027 Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program (*being addressed under the full authority of the Commission*) as presented. Motion carried unanimously.

- B. **Proposed Resolution 34-24:** Amending the 2024-2027 Oshkosh Metropolitan Planning Transportation Improvement Program (*being addressed under the full authority of the Commission*). Ms. Biedermann gave a brief summary of the proposed Resolution. She noted that these projects require an amendment to ensure the MPO's TIP process remains within federal compliance.

The project details are as follows:

TIP # 253-20-031 – WIS 91, James Rd to Clairville Rd: Update funding source to STBG  
TIP # 253-21-009 – USH 45, Bridge Deck Gates: Moderate increase in federal funds  
TIP # 253-23-021 – IH 41, Lake Butte des Morts: Re-Add HISP funding  
TIP # 253-24-015 – Kwik Trip #457, 2400 Washburn St: EV Infrastructure

TIP # 253-24-016 – Jackson St, Marion to High Ave: STBG-Urban Award  
TIP # 253-24-017 – Oregon St, 6<sup>th</sup> Ave to 8<sup>th</sup> Ave: STBG-Urban Award

A motion was made by Mr. Gustafson and a second by Mr. Will to approve of **Proposed Resolution 34-24:** Amending the 2024-2027 Oshkosh Metropolitan Planning Transportation Improvement Program (*being addressed under the full authority of the Commission*).

Ms. Biedermann addressed a question of how are the location(s) of the EV Station determined. She noted that this particular determination is through the State Pool funding. Motion is carried unanimously.

- C. **Proposed Resolution 35-24:** Approving the draft 2024 Indirect Cost Rate with U.S. Department of Interior for the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director and East Central staff to begin the process of negotiating the 2024 Indirect Cost Rate with the U.S. Department of Interior (*being addressed under the full authority of the Commission*)

Ms. Otting gave the members a brief overview noting that the 2025 Cost Allocation Plan, the Indirect Cost Proposal, and the Certificate of Lobbying acknowledges that the methodology used to determine East Central's costs are following federal requirements and standards regarding lobbying costs. Ms. Otting stated that once a finalized indirect rate has been negotiated for 2025 with the Department of Interior, East Central staff will provide that information to the Executive Committee in the fall of 2025.

A motion was made by Mr. Johnson and a second by Mr. Kautza to approve **Proposed Resolution 35-24:** Approving the draft 2024 Indirect Cost Rate with U.S. Department of Interior for the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director and East Central staff to begin the process of negotiating the 2024 Indirect Cost Rate with the U.S. Department of Interior (*being addressed under the full authority of the Commission*) as presented. Motion carried unanimously.

- D. Discussion regarding the Request for Proposals for the East Central Wisconsin Regional Planning Commission Annual Audit and Single Federal Audit. Ms. Otting reported that every three years the Commission submits a *Requests for Proposals (RFP)* to select a firm to conduct the annual audit and federal single audit. She noted that this year staff received only one response from the three sent out, which was received from Clifton, Larson, Allen LLP (CLA), our current auditor for year ends of 2024, 2025 & 2026. She shared that other Regional Planning Commission's do not send out a Request for Proposal due to the fact that CLA is the firm that specializes in this particular area. This item is for discussion only and will be brought before the Executive Committee at their July meeting for action.

7. Discussion regarding Implementation of the SERDI Board Assessment. Ms. Kraemer Badtke and Mr. Moser updated the Committee that Mr. Youngquist presented the draft recommendations at the May 23<sup>rd</sup> Commission meeting. She shared that the following recommendations emerged throughout the assessment process and confirmed by the Commission Board at its work session:
- Annual Orientation Session
  - Promotion of East Central Wisconsin Regional Planning Commission
  - Annual Local Government Briefing and Work Session
  - Increased communication with local governments by routinely being visible at member Board meetings and functions
  - ECWRPC as a Convener of the Region
  - Develop a work program and services structure that supports the region through regional efforts but also provides program and services support to the urban counties and their municipalities as well as to the rural counties and their municipalities.
  - General Planning Services and Assistance

Discussion took place where members felt that both the Urban and Rural areas be included as an important part of the work program. The majority felt the need to charge out for non-member requests, while stressing the importance of keeping their invitation to join open.

Ms. Kraemer Badtke specified that staff shared the importance of meeting with member County and municipal leaders sharing with them what East Central can provide for them as well as identifying areas of needs. Ms. Kraemer Badtke requested that the members work with staff to set up County meeting dates and times that work best.

8. Discussion on the Preliminary 2025 Budget and Tax Levy Options for East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke shared with the members the 2025 budget process and expectations; June provide various options, July bring forth the selected option(s), State statutes state that levy letter must be out to the counties by August 1<sup>st</sup>. Health insurance is one of the biggest area of with an anticipated increase, the average statewide is a 10% increase. Merit and salary adjustment are assumed to be at 4% on average. Once the Regional Comprehensive Plan is complete \$25,000 could be redirected and used towards the implementation of the SERDI Board Assessment. In the Transportation program- the Appleton Fox Cities Metropolitan Planning Program the funding was reduced by approximately 4% decrease with the new Metropolitan Planning boundaries.

Ms. Kraemer Badtke gave a brief overview using very preliminary budget numbers. Also noted was staff worked with the National Association of Development Organizations (NADO) to apply for a USDA grant for the continuation of our Small Communities Technical Assistance Program. Ms. Kraemer Badtke reported that if the funding is received it would be at 100% funding with no local match required. Staff would be notified in the fall if the grant was received. She noted that this is not realized within the budget at this time. It was shared that only items that are absolute are currently in the preliminary budget.

Mr. Moser noted that several communities are reviewing the Commission's proposals for Comprehensive Plans and Open Space Recreation Plans. He indicated that we are at a point where the Executive Committee needs to determine how to handle services that are requested. Items to consider are; how to handle local contracts and fees for service, staff capacity while keeping the high level of quality of work as well as the staff capacity to provide the development of comprehensive plans and open space and recreation plans.

Staff have developed the following options as follows:

- Option 1: 2025 Preliminary Budget and Proposed Levy Amount - \$625,000 (same levy as 2024)
- Option 2: 2025 Preliminary Budget and Proposed Levy Amount - \$675,000 (increase of \$50,000)
- Option 3: 2024 Preliminary Budget and Proposed Levy Amount - \$709,486 (same mil rate as 2024)

Upon discussion it was the consensus of the Committee to move forward with **Option 2.**

#### 9. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*).

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

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be Wednesday, July 10<sup>th</sup>, 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 Wednesday, July 24, 2024 at 10:00 a.m. at Waupaca County Courthouse, 811 Harding Street-Room LL42 (lower level), Waupaca, WI 54981. (Date change due to WCA Conference conflict) Agenda and meeting packet will be forthcoming.

11. **Adjourn** – Chair Connors adjourned the meeting with the time noted at 3:09 p.m.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC