

**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, July 24, 2024 @ 9:15 a.m. (In Person) 811 Harding Street-Room LL42 (lower level), Waupaca

**1. Welcome and Introductions** –Chair Connors called the meeting to order at 9:15 a.m.

**2. Roll Call**

A. Introduction of Alternates, Staff and Guests

**Committee Members Present:**

Alice Connors (Chair)..... Calumet 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):**

Dean Will (Perm Alt for Steve Abel)..... Fond du Lac 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. Kautza and a second by Mr. Morack to approve of the agenda as presented. Motion carried.

**4. Public Comment** - None

**5. Announcements and Discussion Items** – Ms. Kraemer Badtke shared that staff is in the process of setting up interviews for the Water Quality Management – Senior Planner position.

**6. New Business/Action Items**

A. 2<sup>nd</sup> Quarter – 2024 Financial Report. Ms. Otting presented the 2nd Quarter 2024 Financial Report, sharing that the organization is fully staffed, the deliverables have been completed.

A motion by Mr. Gabrielson and a second by Mr. Kautza to receive the 2nd Quarter 2024 Financial Report and place on file. Motion carried unanimously.

B. 2<sup>nd</sup> Quarter – 2024 Work Program Performance Report. Ms. Otting presented the 2nd Quarter 2024 Work Program Performance Report.

A motion by Mr. Morack and a second by Mr. Gustafson to receive the 2<sup>nd</sup> Quarter – 2024 Work Program Performance Report and place on file. Motion carried unanimously.

C. **Proposed Resolution 45-24:** Amending the Bylaws of the East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke reported that Legal Counsel recommended that the Commission, who is the designated fiscal agent for the MPO Policy Board(s), update the bylaws to reflect the changes regarding the creation of with the new Metropolitan Planning Organization (MPO)-Policy Board (PB) Structure which includes the

Appleton (Fox Cities) and the Oshkosh MPO areas. It was noted that the membership language states that the population numbers are drawn from the U.S. Census Bureau. Every 10 years the U.S. Census Bureau updates the population numbers, which will trigger a review of the Policy Board(s) structure. The deadline to have the new structure(s) in place is September 3, 2024.

A motion was made by Mr. Johnson and a second by Mr. Kautza to approve of **Proposed Resolution 45-24:** Amending the Bylaws of the East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

D. **Proposed Resolution 46-24:** Amending the 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission

Ms. Kraemer Badtke reported that the direction from the previous Executive Committee meeting was to amend the 2024 work program and budget and utilize the funds for activities/deliverables related to the SERDI Board Assessment Implementation. She noted that any of the funding that is not used in 2024 would be rolled over into 2025.

Staff included the following activities for implementation for 2024:

- CRM Software – Customer Relationship Management System – Creation of a contact database which would allow staff to send out communication information (i.e. newsletter).
- Website update – Meet the corrective action found in the Appleton (Fox Cities) MPO Certification Review.
- Brand Refresh – Update the Commission Brand and Logo
- Communication Materials – Development of communication materials to inform communities across the region about the Commission and the services offered. Develop template materials using the new brand refresh.
- Community Outreach – Staff will begin attending member village/city and town meetings and will be reaching out to the non-member Counties.

A motion was made by Mr. Gabrielson and a second by Mr. Kautza to approve of **Proposed Resolution 46-24:** Amending the 2024 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*)

1. Waupaca County – Mr. Morack reported that County is still dealing with IT issues and emails.
2. Winnebago County – Mr. Gustafson gave a shout out to Deputy Director Moser for his fair-minded handling of the questions related to the new MPO Policy Board for the Appleton (Fox Cities) and Oshkosh MPOs at their last Board meeting.
3. Menominee County – Mr. Johnson shared that with the tornado clean up still happening, the clean-up costs received for just the Right of Way from the Highway Commissioner was exceeding \$170,000.00 to date. We are currently working with the County Emergency Management to assist in retrieving reimbursement for those costs incurred.

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

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be on Wednesday, September 18<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 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.

**9. Adjourn – Chair Connors adjourned the meeting with the time noted at 9:40 a.m.**

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