

**MINUTES  
ECONOMIC DEVELOPMENT COMMITTEE MEETING  
East Central Wisconsin Regional Planning Commission**

**Date:** Wednesday, January 3, 2024 – Virtual

**1. Welcome and Introductions**

Chair Connors welcomed attendees to the meeting and called the meeting to order at 1:00 P.M.

**2. Roll Call**

Introduction of Alternates, Staff, and Guests.

**Committee Members Present:**

Alice Connors, Chair ..... Calumet County  
 Kara Homan (Alt. for Jake Woodford) ..... City of Appleton  
 DuWayne Federwitz ..... Waupaca County  
 Gene Caldwell ..... Menominee County  
 Jerry Bougie (Alt. for Jon Doemel), Vice Chair ..... Winnebago County  
 Mark Rohloff (Alt for Matt Mugerauer) ..... City of Oshkosh

**Committee Members Absent:**

Nadine Miller ..... Outagamie County  
 Sam Kaufman ..... Fond du Lac County  
 Steve Gueths ..... Shawano County

**ECWRPC Staff and Guests Present:**

Melissa Kraemer Badtke ..... Executive Director  
 Colin Kafka ..... Associate Planner

**3. Approval of Agenda / Motion to Deviate** A motion was made by Mr. Federwitz and second by Mr. Rohloff to approve the Agenda as presented. Motion carried unanimously.

**4. Public Comment** - There was no public comment.

**5. Approval of the Minutes of the October 4, 2023 Economic Development Committee Meeting Minutes** A motion was made by Ms. Homan and second by Mr. Bougie to approve the minutes as presented. Motion carried unanimously.

**6. Announcements**

A. 2024 Economic Development Committee Meeting Schedule. Mr. Kafka indicated that all the meeting will take place on Wednesday at 1:00 pm with the next meeting on April 3, 2024. He stated that consideration to change the July 3, 2024 meeting can be discussed at the next proposed meeting. The members concurred with the schedule as presented.

**7. New Business/Action Items**

A. Approval of the 2024 Work Program & Budget - 1500 Element – Economic Development Program. Mr. Kafka gave a brief overview of the 2024 Work Program as it pertains to 1500 – Economic Development Program. He noted that staff applied for and received the 2024-2026 Partnership Planning Grant which will be utilized to fund the ECWRPC Economic Development Program.

Ms. Kraemer Badtke shared that the Economic Development Administration (EDA) indicated that the East Central Wisconsin Regional Planning Commission is eligible for a three-year Partnership Planning Assistance grant of \$210,000, which must be matched with non-federal funds of \$90,000 (minimum) for a total of \$300,000 over the three-year performance period. She noted that the required local match went from 40% to 30% based on the economic statistics within the

ECWRPC region. The Economic Development program previously worked with a \$350,000 budget over the three-year performance period (\$210,000 federal, \$140,000 local). She reported that it would now be reduced to \$300,000. Ms. Kraemer Badtke stated that the federal funding remains constant at \$70,000/year, the local match is reduced from \$46,667/year to \$30,000/year; which is a reduction of \$16,667/year. She shared that based on prior feedback from Economic Development Committee and the Commission Board, the proposed 2024 Work Program and Budget includes an additional local match of \$16,667 for the economic development program to maintain consistent funding levels from the prior program cycle.

A motion was made by Mr. Caldwell with a second from Mr. Rohloff to approve of the 2024 Work Program & Budget - 1500 Element – Economic Development Program. Mr. Federwitz shared that he would like to see that additional local match within the budget to continue to help out in areas of need, especially economic growth in our small communities. Mr. Rohloff added that he feels that the distress level in small communities has increased and believes it is important to maintain this level of funding. Members concurred to continue this funding level. Motion carried unanimously.

## 8. Informational/Discussion Items

### A. Economic Development Program Update

1. **2023 Small Community Technical Assistance Program** Mr. Kafka shared that East Central held the third round of the Small Community Technical Assistance Program this fall, with Ayres Associates providing free economic development technical assistance workshops to communities in our region. He noted that with funding available for four day-long workshops with selected communities, staff shared a competitive application for technical assistance in August and then with the assistance from our review team, scored/ranked them in September. Mr. Kafka shared that we received a total of 10 applications and selected four projects to implement. Ayres Associates spent additional time preparing final reports for each community to recap the workshop and/or make additional recommendations regarding the project  
The technical assistance workshops took place the week of October 9<sup>th</sup> -October 12<sup>th</sup> in the following locations, focusing on the projects listed below:
  - City of Chilton – Morrissey Park Conceptual Design
  - City of New Holstein – Downtown Redevelopment Strategy
  - Village of Brandon – Brandon Downtown and Park Concepts
  - Village of Fremont – Streetscape and Redevelopment Considerations
2. **The Small Community Technical Assistance Program** Mr. Kafka shared that East Central received the Overcoming Adversity – Small Division award from the Mid America Economic Development Council at their Annual Conference held in Indianapolis. He noted the award recognizes projects or best practices that a community, region, or state utilized during a situation to overcome challenges. Current East Central Commissioner and former East Central Deputy Directory, Kevin Englebert and East Central Economic Development Planner, Colin Kafka attended the conference November 29<sup>th</sup> – December 1<sup>st</sup> and received the award in person, He noted that Mr. Englebert provided some brief remarks on the program and an appreciation for the award. The News Release on the award can be found [here](#).
3. **EDA 2021-2023 Partnership Planning Grant Close-Out** Mr. Kafka reported that staff successfully completed the 2021-2023 EDA Partnership Planning Grant in December 2023. He shared that this three-year, non-competitive grant is the main funding source for the ECWRPC Economic Development program. With the challenges in 2021 and 2022 due to staff time spent on other deliverables for the CARES Act Grant and the Main Street Bounceback Program, staff successfully reallocated the carry-over funds from these prior years towards the 5-year Comprehensive Economic Development Strategy (CEDS) update in 2023.

4. **EDA 2024-2026 Partnership Planning Grant Application** Mr. Kafka shared that the Economic Development Administration invited ECWRPC to apply for the non-competitive 2024 – 2026 Partnership Planning Assistant Grant. He noted that staff prepared and an application was submitted for this non-competitive EDA grant on November 9. An award notification is anticipated late in 2023.

B. County Roundtable Discussion (as time permits)

1. DuWayne Federwitz – Waupaca County will be seeing significant turnover this election with a number of supervisors not seeking to run and also Chair, Mr. Koeppen is not running due to health issues. He noted that there will be 1/3 turnover again this year.
2. Alice Connors – Calumet County currently has 3 districts that no one is running within, noting that long time running supervisor, Merlin Gentz has filed for noncandidacy.

**9. Upcoming Meetings**

A. **Economic Development Committee Meeting:** The next Economic Development Committee meeting will take place on Wednesday, **April 3, 2024** at 1:00 p.m. Further details will be forthcoming.

B. **Commission Meeting:** The next Commission meeting will take place on Wednesday, **January 24, 2024** at 10:00 a.m. Further details will be forthcoming.

**10. Adjourn** - By unanimous consent, Chair Connors adjourned the meeting.

Respectfully submitted by  
Leann Buboltz – ECWRPC Administrative Coordinator