

MEETING NOTICE

STEERING COMMITTEE

COMMITTEE MEMBERS: *Martin Farrell, Jeff Nooyen, Jerry Erdmann, Dick Koeppen, David Albrecht (Perm. Alt. for Shiloh Ramos), Donna Kalata, Alice Connors, Jeremy Johnson (Perm. Alt. for Laure Pecore).*

Date: Monday, July 22, 2019

Time: 1:00 p.m.

Place: ECWRPC Offices, 400 Ahnaip Street, Suite 100 Menasha, WI

Amended Agenda (meeting materials to be sent separately)

- 1) Welcome & Introductions
- 2) Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement
- 3) Pledge of Allegiance
- 4) Approval of Agenda
- 5) Public Comment
- 6) Approval of **May 29, 2019** Meeting Summary of Proceedings (Attachment #1)
- 7) Approval of June 27, 2019 Meeting Summary of Proceedings (Attachment #2)
- 8) Announcements
- 9) Informational/Discussion Items:
 - a) 2nd Quarter Financial Report (to be distributed at meeting)
 - b) 2nd Quarter Project Status Report (to be distributed at meeting)
 - c) Update on Outagamie County Membership Issues
 - d) ECWRPC Strategic Planning Update
 - e) 2020 Technical Assistance Program Update

- OVER -

10) New Business/Action Items:

- a) **CLOSED SESSION:** The Committee will convene into closed session pursuant to section 19.85(1) of the Wisconsin Statutes to: 1) discuss personnel matters pertaining to the 2019 and 2020 ECWRPC Staffing Plan, and; 2) discuss matters pertaining to staff succession planning for the agency; **(CONFIDENTIAL MATERIALS TO BE HARDCOPY MAILED UNDER SEPARATE COVER)**
- b) **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.
- c) **Proposed Resolution 20-19 – Adoption of the Preliminary Year 2020 Budget & Final Tax Levy for the East Central Wisconsin Regional Planning Commission.** (Attachment #3)
- d) **Proposed Resolution 21-19 – Amending the Bylaws of the East Central Wisconsin Regional Planning Commission.** (Attachment #4)
- e) **Proposed Resolution 22-19 – Amending Resolution No. 08-90 and Subsequent Resolutions Specifying the Personnel Policies for Persons Employed by the East Central Wisconsin Regional Planning Commission.** (Attachment #5)
- f) **Proposed Resolution 23-19 – Approving the Amended and Updated 2020 Schedule of Fees for Services of the East Central Wisconsin Regional Planning Commission.** (Attachment #6)
- g) **Proposed Resolution 24-19 – Approving a Whistleblower Policy for the East Central Wisconsin Regional Planning Commission.** (Attachment #7)

11) County Issue Sharing / Roundtable Discussion (as time permits)

12) Next Meeting Dates & Agenda

13) Adjourn

Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.



DRAFT - SUMMARY OF PROCEEDINGS

STEERING COMMITTEE

COMMITTEE MEMBERS: *Martin Farrell, Jeff Nooyen, Jerry Erdmann, Dick Koeppen, David Albrecht (Perm. Alt. for Shiloh Ramos), Donna Kalata, Alice Connors, Jeremy Johnson (Perm. Alt. for Laure Pecore).*

Date: Wednesday, May 29, 2019
Time: 9:30 a.m.
Place: ECWRPC Offices, 400 Ahnaip Street, Suite 100 Menasha, WI

Committee Members Present:

Martin Farrell (Chair) Fond du Lac County
 Jerry Erdmann Shawano County
 Jeremy Johnson (Perm. Alt. for Laure Pecore) Menominee County
 Jeff Nooyen (Vice Chair) Outagamie County
 Dick Koeppen..... Waupaca County
 Alice Connors..... Calumet County
 Donna Kalata..... Waushara County
 Dave Albrecht (Perm. Alt. for Shiloh Ramos) Winnebago County

Staff/Others Present:

Eric Fowle Executive Director
 Walt Raith..... Assistant Director
 Pam Scheibe-Johnson..... Controller

1) Welcome & Introductions

Chair Farrell welcomed everyone to the meeting.

2) Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement

Mr. Fowle noted that the agenda was posted/distributed as required and that a quorum of members was present.

3) Pledge of Allegiance

4) Approval of Agenda

Mr. Erdmann motioned to approve the agenda as amended, Ms. Kalata seconded the motion. The motion passed unanimously.

5) Nominations and Election of Steering Committee Chair and Vice Chair for 2019-2020 Term

Ms. Kalata nominated Mr. Farrell to serve as chairman for the 2019-2020 term. Mr. Nooyen seconded the motion. Ms. Connors motioned that nominations be closed and that a white ballot be cast for elections. Mr. Erdmann seconded the motion. The motion to cast a unanimous ballot passed unanimously.

Ms. Connors nominated Mr. Nooyen to serve as vice-chairman for the 2019-2020 term. Mr. Johnson seconded the motion. Ms. Connors moved that nominations be closed and a unanimous ballot be cast for Mr. Nooyen. Ms. Kalata seconded the motion. The motion passed unanimously.

6) Public Comment

There was no public comment.

7) Approval of April 18, 2019 Meeting Summary of Proceedings

Ms. Connors motioned to approve the summary of proceedings, Mr. Erdmann seconded the motion. The motion passed unanimously.

8) Announcements

a) AWRPC June 21 Annual Meeting, Green Bay

Mr. Fowle announced that the June 21st annual meeting of the AWRPC would be located in Green Bay. Mr. Fowle provided an overview of the upcoming event schedule, planned guest speakers, and venue details. Chairman Farrell will be attending the meeting along with other RPC leadership.

b) Employee Trust Fund (ETF) Insurance Changes

Ms. Scheibe-Johnson provided an overview of the Employee Trust Fund insurance changes. Ms. Scheibe-Johnson explained that there is speculation that the Department of Employee Trust funds is reviewing the possibility of removing the local employers from their plan. There is a state plan and a Wisconsin public employers plan for the local employers category. The reason is because the plans are very different and it is becoming difficult to administer that at some point in the future, the local employers may be removed from the coverage. An email was issued asking if any local employers would be interested in joining in the hopes that the group would become larger so it becomes worth the additional cost to administer or possibly that group gets removed. This would have a large impact on the budget should it come to fruition, because being a small group the premiums are going to be quite high.

There was brief discussion regarding the unfunded pension liability loan to Winnebago County, definition of pension vs. health insurance as regards this agenda item, and the impact of this potential change on the Commission.

c) Other

Mr. Fowle noted that the annual report was available and distributed through a variety of means.

Mr. Fowle also announced the Winnebago Waterways Initiative, specifically Allen Buechel, Mark Harris and Todd Romenesko would be receiving recognition as Champions of Conservation from the Lake Michigan Stakeholders at the Annual Lake Michigan Day Celebration to be held on August 9th in Manitowoc, WI.

Mr. Fowle announced that the Economic Development Administration (EDA) did fund the City of Oshkosh's \$1.5 million infrastructure grant which will allow for the industrial park road to be paved providing better access to businesses in the area. Mr. Raith commented that the transload facility is an asset to the whole region and this project will improve its usability.

There was brief discussion regarding the transload facility.

Mr. Fowle noted that the FHWA's 4-year TMA certification process would be occurring on May 30th and described details of the review procedures.

9) New Business/Action Items

a) **Provision of Commission Support for Port of Green Bay Proposed Intermodal Facility Project.**

Mr. Raith provided an overview of the project. Currently there is a power plant in Green Bay at the Port of Green Bay. The plant is going to be eventually shut down and the vision for the site is to expand the Port of Green Bay and create an intermodal facility. This creates opportunity for containers to be shipped via truck or ship from Green Bay rather than transporting them to Chicago to be transported by train. This will have a positive impact on the I-41 Corridor and businesses in the area. The letter of support is for the City of Green Bay and Brown County purchasing this site. This project is not just for Green Bay but all of Northeast Wisconsin. Once this container facility becomes established it also opens up the possibility for more of the same type of facility where resources can be shared.

There was brief discussion regarding resource sharing within the region and the process regarding issuing a letter to distribute throughout the region.

Mr. Nooyen motioned to accept the provision of support, Ms. Kalata seconded the motion. The motion passed unanimously.

b) **Resolution 16-19: Updating the Resolution for Participation in the Wisconsin Public Employers Group Health Insurance Program for 2020.**

Ms. Scheibe-Johnson provided an overview of the resolution. This is required by the Department of Employee Trust funds as they have moved the controlling documents which is the contract with each one of the insurance providers. They have grouped them together into a manual and as a result of that change each one of the public employers that are participating in that health insurance coverage must pass a resolution because the controlling document has moved and is now part of that manual. This is a technicality.

Chair Farrell asked if this changed the current coverage. Ms. Scheibe-Johnson replied that this does not change the current coverage, that was specifically pointed out by the Department of Employee Trust Funds.

Ms. Connors motioned to approve the resolution, Mr. Koeppen seconded the motion. The motion passed unanimously.

- c) CLOSED SESSION: The Committee will convene into closed session pursuant to section 19.85(1) of the Wisconsin Statutes to: 1) discuss personnel matters pertaining to the 2019 and 2020 ECWRPC Staffing Plan, and; 2) discuss matters pertaining to staff succession planning for the agency.**

Mr. Erdmann motioned to move into closed session, Mr. Albrecht seconded the motion. The motion passed unanimously.

A unanimous roll call vote was held to move the committee into closed session. The motion passed unanimously.

- d) 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.**

Mr. Albrecht motioned to reconvene into open session, Mr. Nooyen seconded the motion. The motion passed unanimously.

10) Informational/Discussion Items:

a) Outagamie County Membership Issues

Mr. Fowle explained the following: that the agency received a letter from the county's Corporation Counsel, results of receiving the communication, and ensuing meetings. Discussion took place regarding the letter, Commission bylaws and procedures, follow-up communication, upcoming meeting(s) to discuss the content, value of Commission services, structure and ability of RPCs, state statutes, decision of the Commission regarding involvement, current state of county budgets, upcoming meeting of Commission and Outagamie County staff, and value of Commission beyond measurable funds. The Committee shared concerns about Outagamie County's position regarding membership and assisting their local communities stating that more information should be sought on how to resolve this issue.

b) 2020 Technical Assistance Program

Mr. Fowle noted that the technical assistance program notifications were issued much earlier this year to give communities more time to think about projects and also to integrate them into their budget discussions and deliberations since East Central moved to the fee schedule. Initial interest and some responses have been received through the website. An open house will be held on June 19th. Mr. Fowle briefly listed municipalities who had expressed interest in project assistance, explained the open house process, and encouraged communities to come visit.

c) Biennial Budgeting Proposal for Local Government

Mr. Fowle explained the biennial budgeting proposal for local government: biennial budget vs. annual budget, state statutes regarding budgets, and flexibility concerns regarding the Commission's budget. Brief discussion took place regarding the subject.

d) Review & Discussion on Preliminary Changes to Commission Personnel Policies

Mr. Fowle noted that both he and Ms. Scheibe-Johnson have conducted a thorough review of the personnel policies and there are a few changes to be considered: definitions for work at home; change in office hours; updating the table of authorized positions salary schedule; minor benefit language change as regards health insurance, life insurance, and removal of the employee assistance program; professional development opportunities; replacement of Good Friday with Martin Luther King, Jr. Day; outside employment; update of the grievance policy; adding a whistleblower policy; and additional verification to work from home. Mr. Fowle also stated that a draft of the changes would be provided at the next meeting.

e) Review & Discussion on Preliminary Changes to Commission Bylaws

Mr. Fowle explained that there needs to be a possible revision and clarification of quorum. There has been some confusion sometimes in standing committees and some committees are quite small. The updated definition would be to have even numbered committees have a quorum be defined as 50 percent. There would be some minor modifications to the execution of instruments, checks, and drafts section and to include a reference to the Financial Procedures Manual to ensure consistency with the other documents that the agency has. Mr. Fowle stated that a draft of the changes would be provided at the next meeting.

f) ECWRPC Strategic Planning

Mr. Fowle noted that this stems partly from the letter that was sent to the full Commission by the Economic Development Committee when the committee met jointly with the Regional Comprehensive Planning Committee. While it mainly focused on the agency's capacity to continue to do Economic Development, particularly under the guise of Initiative 41, it alludes to bigger issues and conversations that happen with respect to strategic planning. An immediate result of this letter and joint meeting is that there is a scheduled Initiative 41 meeting of stakeholders on June 26th. Invitations have been issued not only to the stakeholders but also to both the Economic Development and Regional Comprehensive Planning Committees. The meetings will be informal, they will be listed as a quorum may be present. A report will be sent back to the full Commission. Overall, there is a need to update the strategic plan. Mr. Fowle listed some of the larger questions that had been brought to his attention regarding the Commission that will need to be discussed through this process as well as budget items that will need to be examined. Mr. Fowle also mentioned how much the Commission has progressed since the initial strategic plan was written and commented on how far it could yet be developed. Mr. Fowle also listed the updates needed to the plan.

There was brief discussion on how the plan could be developed and updated.

g) 2020 Levy Strategy

Mr. Fowle guided a preliminary overview and discussion of the upcoming annual levy decision, the five year levy projections, and projected potential for future work.

h) Initial Review of ECWRPC Fee Schedule for Changes

Mr. Fowle provided an overview of the changes regarding the fee schedule. Based on the experience of the first year working with the fee schedule, the largest issue that the agency has is the way some of the inventory projects are phrased by community size. Those inventories will be changed to a road mile basis, which will provide a more accurate estimate based on true costs.

There was brief discussion regarding the modification to basing cost on a road mile basis for the type of project listed and why it would be a beneficial change, and that the change to utilizing a fee schedule has been beneficial. A modified fee schedule will be presented at the next meeting.

11) County Issue Sharing / Roundtable Discussion

Items included in the roundtable discussions were as follows: Outagamie County sales tax, taxes, infrastructure cost increase, and county levy increase.

12) Next Meeting Dates & Agenda

The next meeting will be established at a later date.

13) Adjourn

Mr. Nooyen motioned to adjourn, Mr. Koeppen seconded the motion. The motion passed unanimously and the meeting adjourned at 11:50.

DRAFT - SUMMARY OF PROCEEDINGS

STEERING COMMITTEE

COMMITTEE MEMBERS: *Martin Farrell, Jeff Nooyen, Jerry Erdmann, Dick Koeppen, David Albrecht (Perm. Alt. for Shiloh Ramos), Donna Kalata, Alice Connors, Jeremy Johnson (Perm. Alt. for Laure Pecore).*

Date: Thursday, June 27, 2019

Time: 1:30 p.m.

Place: ECWRPC Offices, 400 Ahnaip Street, Suite 100 Menasha, WI

Committee Members Present:

Martin Farrell (Chair) Fond du Lac County
 Jerry Erdmann Shawano County
 Jeremy Johnson (Perm. Alt. for Laure Pecore) Menominee County
 Jeff Nooyen (Vice Chair) Outagamie County
 Dick Koeppen..... Waupaca County
 Alice Connors..... Calumet County
 Donna Kalata..... Waushara County
 Dave Albrecht (Perm. Alt. for Shiloh Ramos) Winnebago County

Staff/Others Present:

Eric Fowle Executive Director
 Walt Raith..... Assistant Director
 Pam Scheibe-Johnson..... Controller

1) Welcome & Introductions

Mr. Farrell welcomed everyone to the meeting.

2) Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement

Mr. Fowle noted that the amended agenda was posted/distributed as required and that a quorum of members was present.

3) Pledge of Allegiance

4) Approval of Agenda

Ms. Connors motioned to deviate from the agenda as posted and move all items in section 9, with the exception of 9-d, prior to discussion of item 8-a. Ms. Kalata seconded the motion. The motion passed unanimously.

There was brief discussion regarding the decision to deviate from the agenda to discuss the strategic plan and budget items prior to items related to staffing.

Ms. Kalata motioned to approve the agenda as amended, Mr. Erdmann seconded the motion. The motion passed unanimously.

5) Public Comment

There was no public comment.

~~6) Approval of May 29, 2019 Meeting Summary of Proceedings (REMOVED AS SOPS ARE NOT YET COMPLETE)~~

7) Announcements

a) Update on AWRPC June 21 Annual Meeting, Green Bay

Mr. Fowle provided a synopsis of the annual AWRPC meeting. Items included were as follows: overview of state agency presentations, adoption of budget and plan of work, and 2020 Regional Planning Summit.

b) Other

There was brief discussion regarding Commissioner updates as several have had health issues.

8) New Business/Action Items:

a) CLOSED SESSION: The Committee will convene into closed session pursuant to section 19.85(1) of the Wisconsin Statutes to: 1) discuss personnel matters pertaining to the 2019 and 2020 ECWRPC Staffing Plan, and; 2) discuss matters pertaining to staff succession planning for the agency.

Mr. Johnson motioned to move into closed session, Mr. Erdmann seconded the motion. The motion passed unanimously by roll call vote.

b) 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.

Mr. Albrecht motioned to reconvene into open session, Ms. Connors seconded the motion. The motion passed unanimously by roll call vote.

9) Informational/Discussion Items:

a) Update on Outagamie County Membership Issues

Mr. Fowle and Mr. Farrell guided discussion regarding the progress of the agenda item since the last Steering Committee meeting. Items included in the discussion were as follows: results of meeting between East Central and Outagamie County staff on June 20,

county representation on the Commission Board, local assistance projects and funding, regional functioning of the agency, potential impacts on the regional community, comparison of other RPC functionality and funding, Outagamie County membership continuance, role of East Central as a planning agency and the need for strategic planning. It was noted that the information that the County mentioned they put together for RPC comparisons should be sought and be reviewed as it may be the crux of the issue.

b) Review of Preliminary 2020 Budget & Discussion on 2020 Levy

Mr. Fowle provided a review of the preliminary budget and levy for 2020. Items included in the review were as follows: funding assumptions, health insurance, other benefits, staffing, local contracts, and budget/levy scenarios.

Discussion took place regarding: individual county levy increase, budget scenarios, wage and health insurance increases, necessary levy increases, level of work and balanced budget, staffing and services, history of levy, current adopted budget and projected surplus, transportation carryover, county levies and budgets, Commission services, technical assistance and fee schedule change, impact of county withdrawal, project priority of paying vs. non-paying members, and closing discussion on levy increase with Shawano, Waupaca, Menominee and Fond du Lac Counties suggesting support for an increase of up to 2%.

c) Review of Draft Bylaws Changes

Mr. Fowle guided an overview and discussion of the draft changes to the bylaws. Items included in the overview and discussion were as follows: modifying the language pertaining to quorum; clarification on meeting notices; clarifications linking the bylaws to the financial procedures manual such as signing of text, and drafts; the addition of Article XI for compliance with federal and State of Wisconsin law; and an update to formalize the role of the MPO as per the request of Federal Highway Administration.

d) Review of Draft Personnel Policies Changes

Mr. Fowle noted that a number of edits were remaining, position descriptions have been completed, however a number of previously discussed edits still need to be completed. This will be presented for action at the next meeting.

e) ECWRPC Strategic Planning Update

Mr. Fowle noted that he has scheduled a meeting with Mr. Romenesko, Calumet County, to look at the process he used for the county's strategic plan and if he would be interested in being involved in East Central's strategic planning. Additionally, a schedule and process for the agency's strategic planning will be established. Mr. Fowle also provided a summary of the I-41 meeting held on June 26th, discussion took place regarding the role of NewNorth's leadership initiative, communication, and projected end date.

f) Review of Draft ECWRPC Fee Schedule Changes

Mr. Fowle provided an overview of the fee schedule changes. Items included in the overview were as follows: review of previous discussion on this item, updates, road sign inventory changes, MIOVISION camera data additions/updates, waiving MIOVISION fee when applicable conditions are met, bicycle and pedestrian plan costs, comprehensive plan public process changes, 2019 fees, and 2020 fees to be determined.

g) 2020 Technical Assistance Program Update

Mr. Fowle provided an update for the 2020 Technical Assistance Program. Items included in the update were as follows: summary of open house event, submitted applications, deadline to submit applications, additional open house, and technical assistance and the fee schedule.

10) County Issue Sharing / Roundtable Discussion

Items included in the roundtable discussion were as follows: Outagamie County Board and Calumet County jail project.

11) Next Meeting Dates & Agenda

After some discussion Mr. Fowle said that staff would prepare and distribute an online poll for the next Committee meeting date.

12) Adjourn

Ms. Kalata motioned to adjourn; Mr. Koeppen seconded the motion. The motion passed unanimously and the meeting was adjourned at 3:10 p.m.

Memo

To: ECWRPC Steering Committee

From: Eric W. Fowle, AICP – Executive Director

Date: July 17, 2019

RE: 2020 Levy & Preliminary Budget Discussions

Based on the discussion of the last meeting, with general support being given by many counties, a preliminary 2020 budget and proposed 2020 levy showing an 2% overall increase is attached for your review and consideration.

The levy rate and amount must be approved at the July 26th Quarterly Commission meeting, so some final determination this matter will need to be made at our July 22nd meeting.

I will have the ability during the meeting to examine other scenarios should the Committee desire to do so.

If you have questions please contact me prior to the June 27th, 2019 meeting at (920) 751-4770 or at efowle@ecwrpc.org.

PROPOSED RESOLUTION NO. 20-19

ADOPTION OF THE PRELIMINARY YEAR 2020 BUDGET AND FINAL TAX LEVY FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION.

WHEREAS, Article II, Section 2 of the By-Laws of the East Central Wisconsin Regional Planning Commission requires the adoption of an annual budget, and;

WHEREAS, the 2020 preliminary budget, staffing and tax levy considerations have been duly reviewed and recommended to the Commission by the Steering Committee through a formal motion on July 22, 2018, and; based on a finding that the proposed levy is the minimum with which to carry on the agency's work program;

NOW THEREFORE BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Section 1: That the Commission adopts the 2020 Preliminary Budget and authorizes the officers of the Commission to enter into contracts and agreements necessary to fund and carry out the intended program of work as it relates to the budget.

Section 2: That a 2020 tax levy rate of **.0015873%** of equalized real property valuation is set with the actual levy amount to be determined based on the 2018 equalized valuation of real property, minus TID increments, as determined by the Supervisor of Assessments. This amount is calculated to be **\$787,204.94**.

Effective Date: July 26, 2019
Submitted By: Steering Committee
Prepared By: Eric W. Fowle, AICP - Executive Director

Martin Farrell – Fond du Lac Co

Jeff Nooyen, Vice-Chair – Outagamie Co.

Alice Connors – Calumet Co.

Dick Koeppen – Waupaca Co.

Jeremy Johnson – Menominee Co.

Donna Kalata – Waushara Co.

Dave Albrecht – Winnebago Co.

Jerry Erdmann, Chair – Shawano Co.

Table 1: ECWRPC Equalized Property Valuation 2012-2018 (member units only)

PARTICIPATING JURISDICTION	2012 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2013 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2014 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2015 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2016 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2017 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2018 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	% CHANGE FROM PREVIOUS YEAR
CALUMET CO.	\$ 3,214,755,900	\$ 3,251,962,900	\$ 3,330,760,800	\$ 3,441,535,700	\$ 3,525,140,300	\$ 3,701,027,500	\$ 3,900,630,100	5.39%
FOND DU LAC CO. (County rejoined in full, 2015)	n/a	\$ 6,652,706,300	\$ 6,769,657,000	\$ 6,909,400,600	\$ 7,002,666,900	\$ 7,199,815,200	\$ 7,493,164,400	4.07%
GREEN LAKE CO.	n/a	n/a						
MARQUETTE CO. (withdrew effective 2002)	n/a	n/a						
MENOMINEE CO.	\$ 310,349,200	\$ 288,848,100	\$ 289,124,800	\$ 288,738,400	\$ 296,194,100	\$ 304,250,700	\$ 296,932,000	-2.41%
OUTAGAMIE CO.	\$ 12,728,095,200	\$ 12,854,653,800	\$ 13,073,319,800	\$ 13,424,026,600	\$ 13,826,446,850	\$ 14,580,458,100	\$ 15,176,940,000	4.09%
SHAWANO CO.	\$ 2,886,274,300	\$ 2,881,488,000	\$ 2,863,127,400	\$ 2,916,745,500	\$ 2,936,665,500	\$ 3,023,608,900	\$ 3,115,496,200	3.04%
WAUPACA CO.	\$ 3,639,270,900	\$ 3,665,780,300	\$ 3,709,985,000	\$ 3,717,425,900	\$ 3,822,966,200	\$ 4,006,213,200	\$ 4,114,949,500	2.71%
WAUSHARA CO.	\$ 2,385,066,200	\$ 2,341,378,200	\$ 2,341,551,700	\$ 2,356,366,800	\$ 2,404,227,900	\$ 2,460,876,400	\$ 2,525,939,100	2.64%
WINNEBAGO CO.	\$ 11,167,428,200	\$ 11,252,937,700	\$ 11,396,365,600	\$ 11,583,545,900	\$ 11,798,032,500	\$ 12,315,791,000	\$ 12,969,909,200	5.31%
TOTALS (MEMBERS)	\$ 36,331,239,900	\$ 43,189,755,300	\$ 43,773,892,100	\$ 44,637,785,400	\$ 45,612,340,250	\$ 47,592,041,000	\$ 49,593,960,500	4.21%

Source: Wisconsin Department of Revenue, *Report Used for Apportionment of County Levy, 2012-2018*

↑
2020 levy based on this amount

Table 2: ECWRPC 2014-2019 Levies & Proposed 2020 Levy (DRAFT - 2% INCREASE SCENARIO/LOWER RATE)

PARTICIPATING JURISDICTION	2014 TAX LEVY (RATE = 0.000017376)	2015 TAX LEVY (RATE = 0.000017289)	2016 TAX LEVY (RATE = 0.000017629)	2017 TAX LEVY (RATE = 0.000017288)	2018 TAX LEVY (RATE = 0.000016919)	2019 TAX LEVY (RATE = 0.000016216)	PROPOSED 2020 TAX LEVY (RATE = 0.000015873)	% INCREASE / DECREASE 2019-2020	\$ INCREASE / DECREASE 2019-2020
CALUMET CO.	\$ 55,859.60	\$ 56,223.19	\$ 58,717.98	\$ 59,497.27	\$ 59,641.85	\$ 60,015.86	\$ 61,914.70	3.16%	\$ 1,898.84
FOND DU LAC CO. (rejoined 2015)	n/a	\$ 115,018.64	\$ 119,342.28	\$ 119,449.72	\$ 118,478.12	\$ 116,752.20	\$ 118,939.00	1.87%	\$ 2,186.80
GREEN LAKE CO.	n/a	n/a	n/a						
MARQUETTE CO.	n/a	n/a	n/a						
MENOMINEE CO.	\$ 5,392.63	\$ 4,993.89	\$ 5,096.98	\$ 4,991.71	\$ 5,011.31	\$ 4,933.73	\$ 4,713.20	-4.47%	\$ (220.53)
OUTAGAMIE CO.	\$ 221,163.38	\$ 222,244.11	\$ 230,469.55	\$ 232,074.57	\$ 233,929.65	\$ 236,436.71	\$ 240,903.57	1.89%	\$ 4,466.86
SHAWANO CO.	\$ 50,151.90	\$ 49,818.05	\$ 50,474.07	\$ 50,424.70	\$ 49,685.44	\$ 49,030.84	\$ 49,452.27	0.86%	\$ 421.43
WAUPACA CO.	\$ 63,235.97	\$ 63,377.68	\$ 65,403.33	\$ 64,266.86	\$ 64,680.77	\$ 64,964.75	\$ 65,316.59	0.54%	\$ 351.84
WAUSHARA CO.	\$ 41,442.91	\$ 40,480.09	\$ 41,279.21	\$ 40,736.87	\$ 40,677.13	\$ 39,905.57	\$ 40,094.23	0.47%	\$ 188.66
WINNEBAGO CO.	\$ 194,045.23	\$ 194,552.04	\$ 200,906.53	\$ 200,256.34	\$ 199,610.91	\$ 199,712.87	\$ 205,871.37	3.08%	\$ 6,158.50
TOTALS (MEMBERS)	\$ 631,291.62	\$ 746,707.69	\$ 771,689.93	\$ 771,698.04	\$ 771,715.18	\$ 771,752.53	\$ 787,204.94	2.00%	\$ 15,452.40

Note 1: Beginning in 2005, the Commission changed its policy so that the current year's levy is based on the equalized value from 2 years prior to the budget year (i.e., the 2020 levy is determined by the 2018 equalized value)

Note 2: The maximum RPC levy rate is established by Wis. State Statutes 66.0309 at .00003

Table 3: East Central Wisconsin RPC Preliminary 2020 Budget Summary (USING 2% INCREASE SCENARIO)

PRELIMINARY JULY,
2019

Projected Operating Revenues	2020 PROPOSED BUDGET	2019 ADOPTED BUDGET	Difference (\$)	Difference (%)
Intergovernmental Grants	\$ 1,277,659	\$ 1,370,614	\$ (92,955)	-6.8%
Federal Grants	\$ 1,187,411	\$ 1,250,974	\$ (63,563)	-5.1%
State Grants	\$ 90,248	\$ 119,640	\$ (29,392)	-24.6%
Other Grants	\$ -	\$ -	\$ -	0.0%
Intergovernmental Charges for Services	\$ 1,033,566	\$ 1,039,619	\$ (6,053)	-0.6%
Local districts membership levy	\$ 787,205	\$ 771,753	\$ 15,452	2.0%
Local district contracts (secured & estimated)	\$ 112,480	\$ 133,985	\$ (21,505)	-16.1%
NR-135 program (Operator fees)	\$ 116,350	\$ 116,350	\$ -	0.0%
NR-135 program (WDNR fees)	\$ 17,530	\$ 17,530	\$ -	0.0%
Public Charges for Services	\$ 7,600	\$ 7,600	\$ -	0.0%
Product/Material Sales	\$ 1,000	\$ 1,000	\$ -	0.0%
SSA Review Fees	\$ 3,000	\$ 3,000	\$ -	0.0%
Miscellaneous (interest earned, etc.)	\$ 3,600	\$ 3,600	\$ -	0.0%
Total Operating Revenues	\$ 2,318,825	\$ 2,417,833	\$ (99,008)	-4.1%
Projected Operating Expenses				
Salaries and wages	\$ 1,243,189	\$ 1,217,753	\$ 25,436	2.1%
Staff	\$ 1,229,189	\$ 1,203,753	\$ 25,436	2.1%
Paid Internships	\$ -	\$ -	\$ -	0.0%
Commissioners (meeting payments)	\$ 14,000	\$ 14,000	\$ -	0.0%
Employee fringe benefits	\$ 505,323	\$ 487,299	\$ 18,024	3.7%
Health Insurance	\$ 321,433	\$ 306,126	\$ 15,306	5.0%
FICA, Wkmm'n's Comp, Life, WRS, Vac./Sick. etc.	\$ 183,891	\$ 181,173	\$ 2,718	1.5%
Direct grant expenses (contracts/programs)	\$ 304,530	\$ 336,432	\$ (31,902)	-9.5%
Program Expenses (1100-2000 Elements)	\$ 105,000	\$ 107,299	\$ (2,299)	-2.1%
Pass-through Expense - NR-135 (WDNR Fees)	\$ 17,530	\$ 17,530	\$ -	0.0%
Pass-through Expense - Valley Transit TDP (done)	\$ -	\$ 3,810	\$ (3,810)	-100.0%
Pass-through Expense - Regional SRTS Service Contracts	\$ 115,000	\$ 116,393	\$ (1,393)	-1.2%
Pass-through Expense - Economics of Bike/Ped Consultant (done)	\$ -	\$ 12,679	\$ (12,679)	-100.0%
Pass-through Expense - Commuter Service Study Contract (done)	\$ -	\$ 59,721	\$ (59,721)	-100.0%
Pass-through Expense - Easter Seals (done)	\$ -	\$ 19,000	\$ (19,000)	-100.0%
Pass-through Expense - FTA - Oshkosh Transit Study	\$ 57,000	\$ -	\$ 57,000	n/a
Pass-through Expense - FTA - Mobility Manager	\$ 10,000	\$ -	\$ 10,000	n/a
Overhead Expenses	\$ 250,740	\$ 269,290	\$ (18,550)	-6.9%
Meeting Expenses & Staff Development	\$ 28,760	\$ 32,060	\$ (3,300)	-10.3%
Supplies	\$ 9,900	\$ 10,600	\$ (700)	-6.6%
Office space and equipment-rent & copier	\$ 155,636	\$ 152,336	\$ 3,300	2.2%
Reference materials, subscriptions and dues	\$ 6,545	\$ 6,595	\$ (50)	-0.8%
Outside printing and publishing	\$ 9,000	\$ 11,000	\$ (2,000)	-18.2%
Postage (EC costs only)	\$ 1,700	\$ 1,800	\$ (100)	-5.6%
Staff expenses (EC costs only)	\$ 6,300	\$ 9,000	\$ (2,700)	-30.0%
Insurance, legal, audit	\$ 20,756	\$ 21,756	\$ (1,000)	-4.6%
Interest	\$ 1,643	\$ 1,643	\$ -	0.0%
Depreciation	\$ 10,500	\$ 22,500	\$ (12,000)	-53.3%
Total Operating Expenses	\$ 2,303,782	\$ 2,310,774	\$ (6,992)	-0.3%
Projected Surplus / (Deficit)	\$ 15,042	\$ 107,058	\$ (92,016)	-85.9%
Adjustments for Cash Flow:				
Annual Winnebago Cty debt payment	\$ (20,801)	\$ (20,801)	\$ -	0.0%
Difference between capital purchases & depreciation	\$ -	\$ -	\$ -	0.0%

PROPOSED RESOLUTION NO. 21-19

**AMENDING THE BY-LAWS OF THE EAST CENTRAL WISCONSIN REGIONAL
PLANNING COMMISSION**

WHEREAS, the East Central Wisconsin Regional Planning Commission may amend its' By-laws at any quarterly meeting (Article X, Section 1), and;

WHEREAS, the Commission may amend certain portions of the By-laws at only its April quarterly meeting after receiving a 2/3 majority vote (Article X, Section 1), and;

**NOW THEREFORE BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL
PLANNING COMMISSION:**

Section 1: That the Commission amends the By-laws through the repeal and re-writing of various sections and paragraphs as illustrated in the attached document dated July 26, 2019 and hereto made part of this resolution.

Effective Date: July 26, 2019
Submitted By: Steering Committee
Prepared By: Eric Fowle, Executive Director

Martin Farrell, Chair – Fond du Lac Co.

Dick Koeppen, Vice-Chair – Waupaca Co.

Alice Connors – Calumet Co.

Jeff Nooyen – Outagamie Co.

Jeremy Johnson – Menominee Co.

Donna Kalata – Waushara Co.

Dave Albrecht – Winnebago Co.

Jerry Erdmann – Shawano Co

Memo

To: ECWRPC Steering Committee

From: Eric W. Fowle, AICP – Executive Director

Date: July 15, 2019

RE: Proposed Bylaw Amendments

In an effort to improve the Commission's Bylaws and reflect current and necessary operating procedures, the following basic changes were made for the Committee's consideration and discussion, with the intent on bringing a final version to the scheduled July 26, 2019 Quarterly Commission meeting. Please refer to the attached document for specific language on the summary below:

Article III: (Page 4) - Revisions and clarifications on "Quorum" as it pertains to the Commission's Quarterly and Standing Committee meetings;

Article VII (Pages 11 & 12) - Modifications/clarifications on "Execution of Instruments" and "Checks and Drafts" processes and new references to Financial Procedures Manual;

Articles X & XI (Pages 12 & 13) - The addition of language regarding designation, authority and responsibilities of being a Metropolitan Planning Organization and the MPO Policy Board for the Fox Cities TMA and Oshkosh MPA.

If you have questions please contact me prior to the July 22nd, 2019 meeting at (920) 751-4770 or at efowle@ecwrpc.org.

BY-LAWS
of the
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

September 27, 1972
As Amended February 8, 1973
As Amended March 11, 1976
As Amended May 13, 1976
As Amended May 8, 1980
As Amended May 14, 1981
As Amended May 13, 1982
As Amended April 25, 1985
As Amended April 28, 1988
As Amended April 26, 1990
As Amended April 30, 1993
As Amended April 28, 1995
As Amended May 23, 2001
As Amended April 26, 2002
As Amended April 27, 2006
As Amended, April, 25, 2008
As Amended, October 30, 2009
As Amended, April 29, 2011
As Amended, October 26, 2013
As Amended, April 25, 2014
As Amended, July 25, 2014
As Amended, January 30, 2015
As Amended July 26, 2019

ADDED TEXT / ~~**REMOVED TEXT**~~

BY-LAWS
of the
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

PREAMBLE

These By-laws, consistent with the statutes of the State of Wisconsin, and the Articles of Organization of the East Central Wisconsin Regional Planning Commission, further define, regulate, and provide rules of procedure for the East Central Wisconsin Regional Planning Commission and those Committees and officers established by and responsible to it, and have been adopted by the Commission for that purpose. Where the word "Commission" appears hereinafter, it shall be construed to mean the East Central Wisconsin Regional Planning Commission. It is the express intent of the Commission and the purpose of these By-laws to advance the regional function of the Commission as provided for by the statute and to carry on the business of regional metropolitan and non-metropolitan planning and development in all of its ramifications and branches and to render professional and technical services in conjunction therewith.

ARTICLE I - OFFICES

Section 1. The Commission shall establish its offices at such location as it may from time to time, except that such location will be within the East Central Wisconsin Region, which is comprised of the Counties of Calumet, Fond du Lac, Green Lake, Marquette, Menominee, Outagamie, Shawano, Waupaca, Waushara and Winnebago.

ARTICLE II -POWERS, DUTIES AND RESPONSIBILITIES

Section 1. PURPOSE: The purposes for which the Commission is created are to engage in any lawful activity within the purposes for which regional planning commissions may be created under Section 66.0309 of the Wisconsin Statutes.

Section 2. POWERS, FUNCTIONS AND RESPONSIBILITIES: In general, the Regional Planning Commission shall have all of the powers necessary to enable it to perform its functions and promote regional planning.

The functions of the Regional Planning Commission shall be solely advisory to the local governments and local governmental officials comprising the area and shall include but not be limited to the following because of enumeration.

- A. The Commission may conduct all types of research studies, collect and analyze data, prepare maps, charts and tables and conduct all necessary studies for the accomplishment of its other duties.

- B. The Commission may make plans for the physical, social and economic development of the region and may adopt by resolution any plan or the portion of any plan so prepared as its official recommendation for the development of the region.
- C. The Commission may publicize and advertise its purposes, objectives and findings and may distribute reports thereon.
- D. The Commission may provide advisory services on regional planning problems to the local government units within the region and to other public and private agencies in matters relative to its functions and objectives.
- E. The Commission may act as a coordinating agency for programs and activities of such local units and agencies as they relate to its objectives.
- F. The Commission may accept aid in any form for the purpose of accomplishing regional planning for all governmental agencies whether local, state or federal if the conditions under which such aid is furnished is not incompatible with the provisions of Section 66.0309 of the Wisconsin Statutes.
- G. The Commission may accept gifts and grants from public or private individuals or agencies if the conditions under which such grants are made in accordance with the accomplishment of its objectives.
- H. The Commission shall make an annual report of its activities to the legislative bodies, the local governmental units within the region, and shall submit two copies of such report to the Legislative Reference Bureau.
- I. The Commission shall prepare a comprehensive planning program for the physical development of the region and adopt a regional comprehensive plan consistent with Section 66.1001 of the Wisconsin Statutes. The Commission may amend, extend or add to the comprehensive planning program or carry any part of such matter into greater detail.
- J. The Commission shall annually on or before July 31 of each year prepare and approve a preliminary budget reflecting the cost of its operation and services to the participating governmental units within the region. The Commission's final budget shall be approved by or before January 31 of the year following.

ARTICLE III - MEETINGS

Section 1. ANNUAL MEETING: There shall be an annual meeting of the Commission in conjunction with, and following, the April Quarterly Meeting for the appointment of standing committee membership, a presentation of the Commission's Annual Report of its activities and any other business as may properly come before it.

Section 2. QUARTERLY MEETINGS: In addition to the annual meeting, quarterly meetings of the Commission shall be held on the last Friday of January, April, July and October, except when a different date is designated by the officers. When the agenda of any meeting does not include resolutions for deliberation by the Commission or consideration of said resolutions may be delayed to the next meeting without adversely impacting the work flow of the Commission, the Chairman may cancel and then reschedule any meeting at his discretion but may not cancel two consecutive meetings. The election of officers shall be conducted by the Commission at the April quarterly meeting. The annual budget, levy, and work program shall be adopted by the Commission at the July quarterly meeting. The annual budget and work program (not levy) shall be re-affirmed at the subsequent January meeting.

Section 3. SPECIAL MEETINGS: Special meetings may be called at any time by the Chairman of the Commission. Special meetings shall also be called by the Chairman upon written request by three or more members of the Commission.

Section 4. NOTICE OF MEETINGS: The Secretary of the Commission shall e-mail or mail to each and every member of the Commission notice of all meetings quarterly, annual, not less than ten days prior to said meetings and such notice shall state the day, time, place and general purpose of such meeting. Notices for Special Meetings, as spelled out in Section 3 shall be e-mailed, mailed, or posted not less than three (3) business days prior to said meeting. In no case, shall an agenda, or amended agenda, be e-mailed or posted less than 24 hours in advance of said meeting.

Section 5. QUORUM: The presence at any meetings (including Standing Committees, unless otherwise noted) of a majority (defined as $\geq 50\%$) of the current Commission members, which the majority shall also include representation from a majority (defined as $\geq 50\%$) of the member Counties assigned to the Committee, shall be necessary and sufficient to constitute a quorum for the transaction of any business and the election of officers. All matters relating to business shall require an affirmative vote of a simple majority of those members attending a legal meeting (when a quorum is present), unless otherwise noted as a 2/3 vote requirement.

Section 6. PUBLIC MEETINGS: Member ~~The~~ County Planning/Zoning Directors and State Legislative Representatives from the region (unless already a member of the Commission), and the Wisconsin Economic Development Corporation, the Department of Natural Resources and other agencies, as may be determined from time to time, shall be notified of all meetings pursuant to Article III, Section 4. Meeting notices shall be e-mailed or mailed to local media, posted on ECWRPC premises, and posted to the Commission's website, www.ecwrpc.org for public viewing.

ARTICLE IV - COMPOSITION OF COMMISSION

Section 1. GENERAL: Adhering to the principle of representation based on population, the membership of the Commission shall be created pursuant to the provisions of Section 66.0309 (3) (b) 1. of the Wis. Stats. determined and allocated among participating counties as follows:

- A. Two elected officials from each member county which comprises the Commission.
- B. One person, who may be an elected official from each participating county, selected by the Governor.
- C. One (1) additional elected official for each 50,000 unit of population residing within a member county as determined by the last federal decennial census. No additional representation hereunder shall be granted for any fractional part of the required population unit.

Section 2. SELECTION OF MEMBERSHIP: The Commission membership as set forth in the preceding Section 1 of this Article shall consist of members to include the following:

- A. The Chairman of the County Board of each participating County and the County Executive, if any, of each participating County shall be members of said Commission.
- B. One member from each participating County shall be appointed by the Governor from a list of two (2) or more persons nominated by the respective County Boards, of which at least one (1) shall be a private citizens. In nominating private citizens, the County Board shall give preference to those persons having experience in multi-jurisdictional efforts in one or more of the following areas: land use planning, transportation, law, finance, engineering, recreation and natural resources development, social or economic planning. The Commission shall reimburse the member Counties for any costs incurred in seeking/fulfilling this position.
- C. The remaining elected officials comprising the representation allocated to each participating County under Section 1, Paragraph A, shall be appointed by the Chairman of the County Board or by the County Executive as the Wis. Stats. so require or provide and subject to confirmation by the County Board [Note: see determination by Outagamie County Corporation Counsel in letter dated April 27, 2012]. In those counties having additional representation as specified in Section 1, Paragraph C, the first such representation shall be the mayor, or council president in cities with a council manager plan, of the largest city in the County. All additional representatives shall be either county supervisors, city mayors, aldermen or councilmen, village presidents or board members, town board chairman or town board supervisors residing within the respective County.
- D. One ex-officio representative of the Wisconsin Department of Transportation (WisDOT) may participate on transportation issues, subjects of concern and interest to their geographic areas, or due to noted/recognized expertise. This member must be appointed by WisDOT.

- E. One ex-officio representative of a public agency that administers or operates major modes of transportation in the Fox Valley metropolitan planning organization area, including representation by providers of public transportation. *[Note: This position will be held by the Transit Manager for Valley Transit].*

Section 3. TERM OF OFFICE: Those Commissioners who are appointed by the County Board Chairman or the County Executive shall serve for a term of two (2) years, or until they cease to hold their public office whichever comes first. Those Commissioners appointed by the Governor shall serve for a four (4) year term. Voting, ex-officio members as described in Section 2.D., shall serve continuously at the pleasure of the appointing body.

Section 4. COMMISSION ALTERNATES: Any member of the Commission selected pursuant to Section 2, Paragraphs A or C of this article may designate, in writing and with the concurrence of the Commission, a permanent representative as an alternate provided the representative meets the provisions of Section 2, Paragraph C of this article. Alternatively, for members serving under the provisions of Section 1., Paragraph C of this article as the first additional representative in counties having a population greater than 50,000, and then only when representing cities with council-manager forms of municipal government, the current city manager may be designated as a permanent alternate by action of the member with concurrence by resolution of the council of said community. Such alternate representative may attend all meetings of the Commission or its committees and exercise all voting powers of the member, except when the member is present. Any member of the Commission may designate, in writing, a temporary alternate for any meeting of the Commission or its committees, except that an alternate may not be designated for more than two Commission meetings in succession. Temporary alternate representatives may attend all meetings of the Commission or its committees and exercise all voting powers of the member, except when the member is present.

Section 5. RESIGNATION: Any Commissioner selected pursuant to Section 2, Paragraph C of this article who resigns his Commission membership or his elective office shall submit his resignation effective as of his last day in office, and thereafter the vacancy shall be filled by appointment for the unexpired term only, pursuant to Section 2, Paragraph C of this article. Any Commissioner selected pursuant to Section 2, Paragraph B of this article who resigns shall submit his resignation to the Governor with a copy to the County Board Chairman or County Executive, and thereafter the vacancy shall be refilled pursuant to the provisions of Section 2, Paragraph B and Section 3 of this article.

ARTICLE V - OFFICERS

Section 1. NUMBER: The officers of the Commission shall be comprised of a Chairman, Vice-Chairman, and Secretary-Treasurer, subject to the express condition that the offices of Chairman and Vice-Chairman shall never be concurrently held by Commissioners from the same County.

Section 2. ELECTION: The offices of Chairman and Vice-Chairman of the Commission shall be selected by ballot as the last order of business at the April quarterly meeting of the Commission, to take office effective as of said date, and they shall hold their terms of office for a period of one year or until their successors have been duly elected and qualified. The Chairman shall appoint a Nominating Committee for the purpose of nominating Commission members for election as officers, and the Chairman shall advise the Commission of his selection of such a Nominating Committee at the January meeting.

Section 3. REMOVAL: Any of the officers may be removed for cause and may be removed if incapacitated or unable to attend meetings and perform the duties of his office. Removal from office shall require a two-thirds (2/3rds) vote of the Commissioners present, voting at a legal meeting.

Section 4. VACANCIES: Should any office become vacant for any cause, the Commission shall select a successor from among the Commission members who will serve until the next April quarterly meeting of the Commission when the regular elections are held.

Section 5. CHAIRMAN: The Chairman of the Commission shall preside, and may vote, at all meetings of the Commission. He may present to the Commission such matters as, in his judgment, require attention, and he shall perform such other duties as are entrusted to the Chairman by statute or by these By-laws. Subject to any contrary requirements in these By-laws, the Chairman shall be guided by Robert's Rules of Order in the conduct of meetings. In no event shall any one member serve as Chairman for more than three consecutive terms. The Chairman may also act on behalf of the Steering Committee and/or full Commission in the rare instances that a timely commitment of County levy funds is required in order to take advantage of state or federal grant funding opportunities. In such cases, the Chairman's may approve such commitments for an amount equal to or less than \$50,000. In all cases, when such action is used, the item shall be placed on the next available Steering Committee agenda for review and follow up action by the Steering Committee as a whole.

Section 6. VICE-CHAIRMAN: The Vice-Chairman shall preside in the absence of the Chairman or in the event that the Chairman is incapacitated or unable to serve, and in the absence or disability of the Chairman, his duties shall be performed by the Vice-Chairman.

Section 7. SECRETARY-TREASURER: The Executive Director of the Commission shall be designated as the Secretary-Treasurer of the Commission and shall keep and distribute minutes of all meetings of the Commission and shall counter-sign all documents as required to be executed, and shall keep and preserve all resolutions, transactions, findings and determinations of the Commission. In the absence of the Secretary-Treasurer, the Chairman may name a Deputy Secretary-Treasurer who shall perform the duties of the Secretary-Treasurer at that meeting, or until the office shall have been filled as heretofore provided. The Secretary-Treasurer of the Commission shall keep all the funds of the Commission except those funds held by governmental agencies in trust for the Commission, and shall deposit them in a depository authorized by the Commission, and shall keep an accurate record of all receipts and disbursements. He shall be required to supply a bond in the amount of Fifty-Thousand Dollars (\$50,000), the premium for which shall be paid out of the Commission's funds, and he shall make all the disbursements under the direction of the Commission.

Section 8. ADDITIONAL OFFICERS: The Commission, at an annual, special or quarterly meeting, may create such additional officers as it may deem in its judgment advisable and prescribe their duties.

ARTICLE VI - MANAGEMENT

Section 1. EXECUTIVE COMMITTEE: The Executive Committee shall be comprised of the entire Commission membership as set forth in Article IV, Section 1 and 2 hereof.

Section 2. STANDING COMMITTEES: Appointments to standing committees shall be made by the Chairman at its Annual Meeting based on recommendations of the Nominating Committee. Such appointments shall not include designation of the committee chairman and vice-chairman as such positions are nominated and elected by the Committees themselves.

There shall be Standing Committees and sub-committees including but not limited to the following:

- A. **Steering Committee:** The Steering Committee shall be composed of at least eight (8) members who serve as their respective county board chair or their designee. The Chair and Vice Chair positions for the Committee can, but is not required to be, the same as the current Commission Chair and Vice-Chair positions. The Secretary-Treasurer of the Commission shall be the secretary of the Steering Committee and shall attend all meetings of the Committee, keep a record of the proceedings and perform such other duties as may be designated to him by the Committee. The Secretary-Treasurer shall be an ex-officio member of this Committee without voting privileges. The duties of the Committee shall include:
1. Insure proper coordination and cooperation among the planning committees of the Commission and their respective citizens' or technical advisory committees.
 2. Act in emergency situations with the full power and authority of the Commission taking appropriate action until action is taken at the next Commission meeting, subject only to the limitation of \$50,000 for any expenditure resulting from such action. Refer also to Article V, Section 5 regarding additional Chairman authorities for the timely approval of County levy commitments for state and federal funding opportunities, and the Commission's Financial Procedures Manual for authorities of the Executive Director
 3. Keep the Commission advised of pending legislation affecting the Commission, its policies and its programs.
 4. Prepare and submit at the quarterly July meeting a preliminary budget and work program for the purposes of establishing the levy.
 5. Recommend entering into contracts with member governmental units for the

provision of staff planning services.

6. Recommend the employment of auditors to audit the books of the Commission.
 7. Direct the payment of any bills, claims or expenses incurred on behalf of and approved by the Commission.
 8. Recommend the appointment of employees necessary to administer and carry out the functions of the Commission.
 9. Recommend the salaries and wages of all employees of the Commission.
 10. Recommend a per diem compensation, mileage and other expenses to be paid members of the Commission.
 11. Direct and monitor the current planning, information system and administration, and overhead program elements.
- B. Planning Committees:** The various planning committees shall be composed of at least five (5) members. The general functions of the committees include:
1. Elect a Committee Chair and Vice-Chair as their first order of business at the first regular Committee meeting following the Annual Meeting. The Steering Committee Chair and Vice Chair shall generally be the same as the current Commission Chair and Vice-Chair, but it is not required.
 2. Provide orientation information for new Planning Committee members at the first meeting following the Annual Meeting.
 3. Prepare the annual work program statement of activities for their respective program element(s).
 4. Review detailed study designs for major work elements.
 5. Monitor progress on work activities, review staff drafts of analytical reports and alternative plan and program proposals.
 6. Report, advise and recommend on activities for their respective program element(s) including their responsibilities for elements of the regional comprehensive plan to the full Commission for action.
 7. Review specific project proposals for conformance with adopted plans and policies.
 8. Coordinate activities with those of other committees when necessary and desirable.
 9. Maintain liaison with appropriate citizen and technical advisory committees.

Planning committees and their specific duties follow:

1. **Regional Comprehensive Planning Committee:** This committee directs and monitors the regional comprehensive plan and oversees other matters of regional impact. The committee is also responsible for intergovernmental coordination and serves as the Regional Clearinghouse Review Sub-Committee which administers the review process according to procedures outlined in the Clearinghouse Review Manual. The committee shall consist of at least five (5) members.
2. **Economic Development Committee:** This Committee directs and monitors the economic development and housing program element and maintains liaison with respective technical advisory committees, including the Comprehensive Economic Development Strategy (CEDS) Committee. The CEDS Committee composition and operational structure is managed through the guidelines adopted by the Commission in Resolution No. 29-09. The committee shall consist of at least five (5) members.
3. **Transportation Committee:** This committee directs and monitors the transportation program element and maintains liaison with the Transportation Policy Advisory Committees and the Transportation Technical Advisory Committee. The committee shall consist of at least five (5) members.
4. **Open Space and Environmental Management Committee** - This committee directs and monitors the open space and environmental management program element and maintains liaison with the Open Space Technical Advisory Committee and the Environmental Management Technical Advisory Committee. The committee shall consist of at least five (5) members.
5. **Community Facilities Committee** – This committee directs and monitors the community facilities program element. The committee has responsibility to act on-behalf of the Commission for sewer service area amendments and reviews. The committee maintains liaison with the Sewer Service Area Technical Advisory Committee. The committee shall consist of at least five (5) members.

Section 3. SPECIAL PROJECT COMMITTEES: The Commission may from time to time create special project committees from the Commission membership to perform under delegated authority of the Commission.

Section 4. ADVISORY COMMITTEES: The Commission shall seek the advice and cooperation of interested citizens, public officials and agency administrators. Citizen and Technical Advisory Committees shall be established as the Commission shall deem necessary to effectively carry out the purposes of the organization. The membership of the Citizen and Technical Advisory Committees shall be established in such manner as determined by the Commission.

Section 5. NOMINATING COMMITTEE: The Nominating Committee shall consist of one Commissioner from each County appointed by the Chairman and approved by the Commission at their January meeting, provided that no officer may serve on the Committee. The nominating Committee shall review the results of an internal survey of Commissioners

(developed and mailed by staff) as part of their deliberations on Committee assignments. The Committee may, at its discretion, develop and institute a standard rotation schedule of Committee assignments based on agreed upon criteria.

Section 6. STAFF: The Commission may conduct its operations through a permanent staff hired in a manner that the Steering Committee may determine, or through retention of part-time professional, technical and clerical employees, through consultants or through other personnel that it may deem qualified to assist in its business. The Commission may delegate to the staff and to those persons hired by it those functions that the Commission may determine, but the said Commission will remain solely responsible in all matters.

Section 7. DEPOSITORY: The Commission shall determine a depository for the funds of the Commission and direct the Secretary-Treasurer therein to deposit the funds in such designated depository in such manner so the deposits will not be made inconsistent with Wisconsin Law and which may be subject to review by the Commission as a body. The terms and conditions of the agreements between the depository and the Commission shall be incorporated as a part of the By-laws of the Commission.

Section 8. MEETING PAYMENTS AND EXPENSES: A payment for meetings, mileage, and other expenses shall be paid to Commissioners by the Commission. All members shall be reimbursed for actual expenses incurred as members of the Commission in attending meetings and in carrying out the work of the Commission.

ARTICLE VII - CONTRACTS AND EXECUTION OF INSTRUMENTS, CHECKS AND DRAFTS

Section 1. CONTRACTS: The Commission may enter into such contracts which are necessary to carry out the purposes and duties of the Commission and which are not inconsistent with the provisions of the Wisconsin law. The Commission may apply, contract for, receive and expend for its purposes, any funds, grants, gifts or donations from any local governmental unit, the State of Wisconsin, the Federal Government or any other source.

Section 2. EXECUTION OF INSTRUMENTS: When the execution of any contract, conveyance or other instrument has been authorized without specification of the executing officers, the Chairman or Vice-Chairman, and the Secretary-Treasurer may execute the same in the name and behalf of the Commission **per the limits expressed in the Financial Procedures Manual**. The Commission shall have the power to designate the officers and agents who shall have authority to execute any instrument in behalf of the Commission.

Section 3. CHECKS AND DRAFTS: The Commission may authorize and direct the Secretary-Treasurer to issue such checks, drafts and vouchers as it may deem necessary for the payment of bills and expenses incurred for and on behalf of the Commission. All disbursements made by check drawn on the Commission's depository bank shall be signed by the Secretary-Treasurer. In the Secretary-Treasurer's absence, the Assistant Director may sign checks, drafts, and vouchers. To facilitate prompt payment of small bills and expenses, there is established a petty cash fund of \$100. This petty cash fund is authorized to be placed in the custody of the Secretary-Treasurer, or their designee, who may make payment of claims up to \$100.

ARTICLE VIII - FISCAL YEAR

Section 1. The fiscal year of the Commission shall be the calendar year.

ARTICLE IX - SEAL

Section 1. The Commission shall procure an official seal which shall contain the following legend: "EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION."

ARTICLE X - AMENDMENTS

Section 1. These By-laws, may be amended at any quarterly meeting of the Commission. The Secretary-Treasurer shall mail to each member of the Commission a copy of the proposed amendment or amendments to the By-laws. This shall be done not less than ten (10) days prior to the date of the meeting at which they will be considered. Amendment of these By-laws shall require a majority vote of the Commissioners present, voting at a legal meeting (when a quorum is present).

Section 2. Article IV, Sections 1, 2, and 3 hereof shall be amended only in accordance with resolutions approved by the governing bodies of a majority of local units within the region, and these units shall have in the aggregate at least half of the population of the region.

ARTICLE XI - COMPLIANCE WITH FEDERAL AND STATE OF WISCONSIN LAW

Section 1. INCONSISTENCIES: In the event that these By-laws, or any provisions herein contained, should in any manner be contrary to or violate of the provisions of the Federal or State of Wisconsin Law, the provisions of the Federal or State of Wisconsin Law shall prevail.

ARTICLE XI – METROPOLITAN PLANNING ORGANIZATION FUNCTION & RESPONSIBILITIES

Section 1: PURPOSE: To implement federal and state level transportation planning requirements as the designated Metropolitan Planning Organization (MPO) for the Fox Cities and Oshkosh Metropolitan Planning Areas (MPAs).

Section 2. OFFICIAL DESIGNATION: The East Central Wisconsin Regional Planning Commission (Commission) through cooperative partnership agreements with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Wisconsin Department of Transportation (WisDOT) is the designated Metropolitan Planning Organization (MPO) for the Fox Cities Transportation Management Area (TMA) and the Oshkosh Metropolitan Planning Area (MPA).

Section 3: URBANIZED AREA BOUNDARY & METROPOLITAN PLANNING AREA: Per the 2010 Decennial Census, the Fox Cities and Oshkosh Urbanized Areas and Metropolitan Planning Areas (MPAs) includes portions of Calumet, Outagamie and Winnebago Counties.

Section 4: MPO POLICY BOARD: The Fox Cities and Oshkosh Metropolitan Planning Organizations (MPOs) are governed by a single MPO Policy Board containing the same representation of elected and appointed representatives as those of the Commission. All functions, responsibilities, and authorities conveyed in these Bylaws, as they pertain to the Commission, are conferred to the MPO Policy Board when exercising such authority on transportation related policy matters or decisions.

Section 5: MPO STAFF: MPO staff is responsible for carrying out the federal transportation planning process in conjunction with its partners. The Commission is the hosting body for the MPO staff. As such, MPO staff are Commission employees.

Section 6: RESPONSIBILITIES MPO POLICY BOARD: In addition all other Bylaw responsibilities afforded to the Commission, the MPO Policy Board is the body that reviews and approves all transportation related activities of the MPO. This includes being a forum for cooperative decision-making with the following responsibilities:

- A. Approve goals and objectives of the transportation planning process;
- B. Review and approval the Long Range Transportation Plans (LRTPs) and its updates or revisions;
- C. Review and adopt changes in transportation planning concepts;
- D. Review and approve the Unified Planning Work Program (UPWP);
- E. Review and adopt the Transportation Improvement Program (TIP) including project priorities and approve any changes in the priority schedule;
- F. Ensure the efficient and effective use of the Federal Highway Administration (FHWA) Section 112 and the Federal Transit Administration (FTA) Section 5303 planning funds;
- G. Serve as liaison representatives between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan;

- H. Ensure citizen participation and transparency within the transportation planning process through proactive policies and procedures.

Section 7: MPO SUBCOMMITTEES & INTERLOCAL AGREEMENTS: The MPO Policy Board shall have the authority to form temporary (or permanent) subcommittees to conduct the following activities in order to carry out MPO Policy Board functions:

- A. To negotiate the terms of possible funding agreements with member agencies;
- B. To investigate how MPO functions might be improved;
- C. To evaluate the MPO Director's performance and make recommendations;
- D. To conduct research and/or fact-finding regarding MPO plans, policies or operations.

All findings, recommendations and/or proposals submitted by MPO subcommittees shall not be binding, but are subject to review and final approval of the MPO Policy Board.

These By-laws were adopted by the Commission on the 27th day of September, 1972, as further amended on the 8th day of February, 1973, the 11th day of March, 1976, the 13th day of May, 1976, the 8th day of May, 1980, the 14th day of May, 1981, the 13th day of May, 1982, the 25th day of April, 1985, the 28th day of April, 1988, the 26th day of April, 1990, 30th day of April, the 28th day of April, 1995 the 23rd day of May, 2001, the 26th day of April, 2002, the 27th day of April, 2006, the 25th day of April, 2008, the 29th day of April, 2011, the 26th day of October, 2013, the 25th day of April, 2014, the 25th day of July, 2014, the 30th day of January, 2015, and the 26th day of July, 2019.

RESOLUTION NO. 22-19

AMENDING RESOLUTION NO. 08-90 AND SUBSEQUENT RESOLUTIONS SPECIFYING THE PERSONNEL POLICIES FOR PERSONS EMPLOYED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, the East Central Wisconsin Regional Planning Commission has previously adopted personnel policies, and;

WHEREAS, the personnel policies adopted by the Commission, as amended, are periodically reviewed and revised as needed, and;

WHEREAS, it is stated in the adopted personnel policies, as amended, that the staffing plan shall be reviewed at least annually by the Executive Director in conjunction with the work program and budget deliberations, and that positions, authorized staff, job descriptions and pay grades shall be kept current through the preparation of amendments for consideration by the Commission to cover new positions and changes in duties of old positions whenever such amendments are deemed necessary, and;

WHEREAS, a review of current policies indicated the need for modifications so as to be consistent with state and federal employment laws and requirements, as well other modifications to best serve the Commission's interest in employment matters, now;

THEREFORE BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION:

SECTION 1. That the attached Personnel Policies, which are made part of this Resolution apply to all persons employed by the East Central Wisconsin Regional Planning Commission, and that this resolution serves to amend Resolution No. 08-90 and all subsequent resolutions, the last being 02-12.

Effective Date: July 26, 2019
Submitted By: Steering Committee
Prepared By: Eric Fowle, Executive Director

Martin Farrell, Chair – Fond du Lac Co.

Dick Koeppen, Vice-Chair – Waupaca Co.

Alice Connors – Calumet Co.

Jeff Nooyen – Outagamie Co.

Jeremy Johnson – Menominee Co.

Donna Kalata – Waushara Co.

Dave Albrecht – Winnebago Co.

Jerry Erdmann – Shawano Co.

ECWRPC Personnel Policies

Summary of Proposed Additions & Modification

July, 2019

1. Add a Table of Contents in final, approved version.
2. Added and modified Definitions: “Moonlighting” & “Whistleblower”
3. Change in office hours (closed Fridays at Noon)
4. Updated Table of Authorized Positions / Salary Schedule
5. Changes to Life Insurance and ICI benefit language
6. Changes to Income Continuation Insurance benefit language
7. Removal of Employee Assistance Program (EAP) benefit language
8. Addition of “Professional Development Opportunities” benefit language
9. Change in Legal Holidays – Remove Good Friday and replace with Martin Luther King Day
10. Additions/Enhancements to Outside Employment language (tied to “Moonlighting” definition)
11. Change to Grievance Policy (reference resolution instead of detailing out here)
12. Addition of Whistleblower Policy (reference a separate resolution to be adopted via separate action)
13. Addition/Clarification on “Work From Home” situations
14. Updated Position Descriptions for IT Manager and GIS Manager positions
15. Revised Policy Acknowledgement (sign-off) form.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING
COMMISSION
PERSONNEL POLICIES**

As amended on July 26, 2019

DRAFT

INSERT TABLE OF CONTENTS

SECTION 1. INTRODUCTION

East Central WI Regional Planning Commission (ECWRPC) is a public agency, created by State Statute 66.945 (now SS 66.0309), that helps plan the region's future in cooperation with municipal leaders in a ten county region including: Calumet, Fond du Lac, Green Lake, Marquette, Menominee, Outagamie, Shawano, Waushara, Waupaca and Winnebago. In particular, our mission is to build relationships and cooperative, visionary growth strategies that keep our region beautiful, healthy and prosperous.

Our agency is subject to changing circumstances. As a result, we may have to revise, rescind or supplement these policies from time to time. The policies can change at any time, for any reason, without warning. In addition, it is not possible to cover every workplace situation. Some of the subjects described in this document are covered in greater detail in office policy documents; this handbook only briefly summarizes those subjects. The terms of the policy documents are controlling. Nothing in this manual is a contract or promise. We cannot make any promises about your continued employment at ECWRPC. Your employment here is "at will"; you are free to quit at any time, for any reason, just as we are free to terminate your employment at any time, for any reason, with or without notice, with or without cause.

SECTION 2. DEFINITIONS

- A. Anniversary Date.** The calendar date on which an employee was hired or promoted into his/her present position.
- B. Commission.** The word Commission shall mean the East Central Wisconsin Regional Planning Commission.
- C. Continuous Service.** The period of employment with the Commission with paid status.
- D. Contract Employee.** A limited term employee whose employment with the Commission is dependent on funds received from the provision of contract services.
- E. Exempt Employee:** As defined by the Fair Labor Standards Act, and illustrated in Table 2, this refers to an employee who meets certain requirements for receiving the 'exempt' designation and therefore is not eligible for overtime per the definition of this policy.
- F. Full-time Status.** Active service in a position which is performed over a period of thirty-seven and one-half hours (37-1/2) per week and is paid on a salaried or hourly basis.
- G. Hourly Employee.** An employee who is paid on an hour-by-hour basis and whose gross pay is calculated as hours worked times rate of pay.
- H. Immediate Family.** For purposes of sick leave, immediate family shall include the husband, wife, son, step-son, daughter, and step-daughter living permanently in the household of the employee. For the purpose of attending a funeral, immediate family shall additionally include: grandfather, grandmother, father, father-in-law, mother, mother-in-law, stepfather, stepmother, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, or grandchildren.

- I. Intern.** A paid or unpaid individual hired on a part-time or temporary basis and who is enrolled in a relevant academic course. A paid intern is allowed to work a maximum of 1,200 hours during any one year period. This is the maximum number of hours before WRS eligibility is triggered (per July, 2011 State Legislation).
- J. Job Classification.** A generalized grouping of staff positions including: Planning Services, Technical Services, and Administrative Services. Each grouping has similar duties, responsibilities and required abilities, and is distinguished by varying degrees of responsibility and ability, e.g., Planner, Associate Planner, and Principal Planner.
- K. Job Description.** A statement of each position's distinguishing features, general duties, examples of work, required knowledge, skills, and abilities, acceptable training and experience, and pay grade as contained in Appendix A.
- L. Job Sharing.** Two or more people sharing a full-time position that requires thirty-seven and one-half (37-1/2) or more hours of work per week, with all non-salaried fringe benefits and paid leave prorated based on the distribution of work hours agreed upon by the employees involved in the job sharing and the Executive Director.
- M. Limited Term Employee (LTE).** An individual hired on a full-time or part-time basis with a specified termination date.
- O. Non-exempt Employee.** As defined by the Fair Labor Standards Act, employees as noted in Table 2 that qualify for overtime compensation as defined in this policy.
- N. Moonlighting.** Means an employee having a second job in addition to one's regular agency employment.
- P. Office Hours.** The hours that the office is staffed and open for business; generally 8:00 a.m. to 4:30 p.m., Monday through Thursday, and from 8:00 a.m. to 12:00 noon on Friday, except in the case of holidays or office closure due to inclement weather, or conditions beyond staff control, as determined by the Executive Director.
- Q. Overtime.** This is time worked only by non-exempt employees beyond forty (40) hours per work week. Overtime shall be compensated at one and one-half (1-1/2) times the hourly rate in excess of forty (40) hours within one work week. Overtime is considered on an 'hours worked' basis, not an 'hours paid' basis. All overtime **must** be pre-authorized by the non-exempt employee's supervisor and Executive Director.
- R. Paid Status.** Paid status shall include compensation received for the following: work performed on a full-time or part-time basis; sick leave; jury duty; vacation pay; holiday pay, and military leave.
- S. Part-Time Status.** Service in a position which is to be performed over a period of less than thirty-seven and one-half (37-1/2) hours per week, or over a period of thirty-seven and one-half hours per week, but for no more than thirteen (13) weeks. Part-time employees who work 30 or more hours per week will be offered full benefits with the

exception of vacation and sick leave which will accrue at a prorated level as allowed by law and based on actual hours worked.

- T. Pay Grade.** A level within a hierarchy of pay ranges into which staff positions are placed based on job responsibilities and required qualifications. There are fifteen pay grades, "A" through "O", based upon increasing job responsibilities.
- U. Personnel Policy Manual.** Refers to this document and all of its referenced documents, attachments or appendices which together, express all of the Commission's policies with respect to employment and compliance with current employment laws. Where questions or interpretations are necessary, any State or Federal employment law shall take precedence over this document. All employees are required to read, understand, and attest to their receipt of this document as a condition of employment with the Commission (See Appendix B, Form B-1)
- V. Probationary Period.** This is the working test period during which an employee is required to demonstrate his/her fitness by actual performance of the duties of the position to which he/she has been appointed. The duration of the probationary period is typically six months.
- W. Promotion.** A change in job description with an associated increase in responsibility, and to a higher pay grade.
- X. Salary employee.** An employee who receives a predetermined amount constituting all or part of the employee's compensation each pay period regardless of quality or quantity of work performed or partial day absences from work. Schedules should generally conform to the Work Week (see definition AH.) and any variations in scheduling or office hours should be approved by the Executive Director
- Y. Salary Adjustment.** Any change in an individual's pay rate due to one of the following reasons: (1) promotion of the individual to a position at a different pay grade; (2) reclassification of an individual's position to a different pay grade; (3) a cost of living adjustment to the salary schedule; and (4) a merit increase based on performance and made within a given pay grade.
- Z. Salary Range.** A range of salaries established for a given pay grade per Table 2. New employees are usually hired at the low end of the range (not to exceed the midpoint without Steering Committee approval) and progress to the top end through a series of merit increases, such that an employee hired at the bottom of the range and receiving an average merit increase each year would reach the top of the range in ten years.
- AA. Salary Schedule.** A complete listing of salaries for each step in the salary range for each pay grade including annual, semi-monthly and hourly pay rate equivalents as illustrated in Table 2.
- AB. Staffing Plan.** A schedule of authorized staff positions including their job titles, number of authorized staff per position as illustrated on Table 1 and that position's pay grade, job classification and job description.

AC. Termination of Employment. Permanent departure from employment with the Commission may occur for one of the following reasons: resignation, retirement, permanent lay-off and dismissal for cause.

AD. Travel Time. This refers to time required to travel to and from the Commission offices to meetings and events as required by Commission related projects and activities. Travel time is compensated for and considered during ~~said~~ **an hourly** employee's work schedules as it pertains to overtime. Travel time does not include time that the employee uses to commute from their home to the office.

AE. Whistleblower. An employee who informs on a person or organization engaged in an illicit activity (Refer to Resolution 24-19, Whistleblower Policy)

AF. Work Day. This constitutes a seven and one-half hour shift between 8:00 A.M. and 4:30 P.M. with one hour for lunch, or between 8:00 A.M. and 4:00 P.M. with one-half hour for lunch, except for those employees which elect to work a four and one-half day week there will be an eight and one-quarter hour shift between 7:30 A.M. and 4:15 P.M. with one-half hour for lunch Monday through Thursday and a four and one-half hour shift between 7:30 A.M. and 12:00 P.M. on Friday. In the case of employees electing to work the four-day work week, the start and finish times are 7:00 a.m. and 5:00 p.m. on three of the four days, and 7:00 a.m. to 4:30 p.m. on one of the four days. The work day may be flexed on a consistent basis, with the approval of the supervisor and the Executive Director, up to one hour in either direction of the stated start and finish times.

AG. Work from Home. The Commission does not have an official "work from home" policy as all employees are expected to be in the office and/or working outside the office in a consistent manner based on their Work Week schedule. "Work from home" may be allowed on occasion, in limited instances, for a limited amount of time, and only upon the prior approval of the Executive Director as circumstance warrant. In all cases where 'work from home' is performed, the employee shall complete their Harvest time tracking in sufficient detail so as to determine work effort and productivity.

AH. Work Study Employee. An individual who is hired on a part-time basis and qualifies for assistance under any college work study program.

AI. Work Week. The work week shall be Saturday through Friday and shall consist of five work days (7.5 hours/day) normally scheduled Monday through Friday, or, in the case of those opting for a four-day work week, four days to be scheduled Monday through Thursday, or Tuesday through Friday, with the approval of the supervisor and the Executive Director, working a total of 37.5 hours. **Regardless of regular or intermittent schedules, all employees shall ensure that the Administrative Coordinator is made aware of the employee's whereabouts for emergency purposes.**

SECTION 3. STAFFING PLAN

A. Table of Authorized Positions. There is hereby established a staffing plan consisting of the positions listed in Table 1 below. Job titles, number of authorized staff by job title and

their respective pay grades and job classifications are listed in the staffing plan. Said pay grades identify a minimum, mid-point, and maximum allowable salary to be used as guidelines in the awarding of merit increases. Specific pay grade salary amounts are listed in Section 4. Table 2, Salary Schedule and shall be used for payroll purposes. This staffing plan and salary schedule is not intended to prohibit the employment of specialized part-time employees who are to be employed at hourly rates which can differ from rates shown for full-time employees in the staffing plan and salary schedule.

- B. Revisions to the Staffing Plan.** The staffing plan shall be reviewed at least annually by the Executive Director in conjunction with the work program and budget deliberations. Positions, authorized staff, job descriptions and pay grades shall be kept current through the preparation of amendments for consideration by the Commission to cover new positions and changes in duties of old positions whenever such amendments are deemed necessary.

TABLE 1. TABLE OF AUTHORIZED POSITIONS – January 1, 2020

This table is included by reference as it is subject to change on an annual basis as part of the annual budgeting process. This version was approved along with the 2020 staffing plan by the Steering Committee in July, 2019 and may not reflect any potential changes which may have occurred after this date. This table is automatically updated after the staffing plan is approved by the Steering Committee. This staffing plan includes the following 21 full-time and part-time professional positions as follows:

Planning Services (14):

Executive Director (1)
Assistant Director (1)
Principal Planner (6)
Associate Planner (2)
Planning Specialist II (1)
Planner (3)

Technical Services (5):

IT Manager (1)
GIS Manager (1)
GIS Specialist II (1)
GIS Assistant (2)

Administrative Services (2):

Controller* (1)
Administrative Coordinator (1)

*indicates permanent, part-time position

SECTION 4. ECWRPC SALARY SCHEDULE

This table is included by reference as it is subject to change on an annual basis as part of the annual budgeting process. This version was approved by the Steering Committee July 22, 2019 and does not reflect any potential changes which may have occurred after this date. This table is automatically updated after the staffing plan is approved by the Steering Committee near the end of each year.

INSERT UPDATED/APPROVED SALARY SCHEDULE

SECTION 5. APPLICATION OF THE STAFFING PLAN AND SALARY SCHEDULE

- A. Hiring.** Vacant authorized positions shall be filled at a salary level near the bottom of a grade, not to exceed the midpoint of the pay grade. Appointments above the midpoint may be made only upon prior approval of the Steering Committee.
- C. Established Positions.** No position established by the staffing plan shall be assigned salary higher than the maximum or lower than the minimum salary provided for the position.
- C. Pay Increases.** There shall be three types of pay increases: cost of living increase through adjustments to the salary schedule, merit salary increases recognizing the value of experience, and salary bonuses recognizing exceptional performance in the service of the Commission.
- 1. Cost of Living Adjustment:** Adjustments to the salary schedule shall be made periodically to reflect increases in the cost of living, if approved by the Steering Committee.
 - 2. Merit Increases:** Based upon standards of performance as indicated by service ratings and the value of experience, the Executive Director may recommend salary increases within a given pay range for meritorious service. Evaluations of staff by the Executive Director with the assistance of supervisory personnel shall be prepared annually and merit increases, if granted, usually take effect with the first payroll period of the new calendar year. Such merit increases for above average service shall be granted according to the merit pot available and evaluation ratings.
 - 3. Salary Bonuses:** Based upon standards of performance as indicated by service ratings, the Executive Director may, at such times during the budget year as deemed appropriate, recommend the award of salary bonuses for exceptional performance in the service of the Commission. Such bonuses shall be awarded as a one-time payment and shall not change the salary of the employee. Merit increases and salary bonuses shall not be automatic, but shall be dependent upon specific written recommendation by the Executive Director.
- D. Job Sharing.** Job sharing shall be permitted for an equivalent full-time position consistent with the job position description and pay grade at the recommendation of the Executive Director and approval of the Steering Committee.
- E. Promotions.** Promotions shall be recommended by the Executive Director to the Steering Committee. Whenever an employee is promoted, his/her salary shall be determined by the Executive Director within the appropriate pay grade.
- F. Administration of Pay Plan.** The Executive Director shall administer the salary provisions of this resolution. No addition, change or adjustment shall be made in the payroll of the Commission without the written authority of the Executive Director. The Controller/Financial Specialist is thereby prohibited from paying any rate based on a grade

or pay range not specifically authorized by the Commission and approved by the Executive Director.

SECTION 6. PAYROLL PERIOD

- A. Payroll Period.** There will be twenty-four pay periods in a calendar year with pay periods ending on the fifteenth and thirtieth, or last day, of the month. Employees paid on a salary basis shall be paid in equal installments based on their current annual salary for any work week in which they work regardless of the number of hours. Hourly employees shall be paid for the exact number of hours worked within the pay period; due to the time needed to process direct deposits, an estimate of hours worked may be required with adjustments to actual made in the following pay period.

SECTION 7. HOURS OF WORK AND OVERTIME

- A. Work Week.** See Section 2 for definition. The salary and wage steps prescribed in the Salary Schedule for the respective grades are based on an average work week of thirty-seven and one-half (37-1/2) hours, an average work month of 162.5 hours, and work year of 1950 hours. Some years will have fewer hours and some will have more based on how the weekends fall at year start or end or whether there is a leap-year, thereby changing the effective hourly pay rate that appears in the salary schedule.
- B. Attendance.** Employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. The Commission does not allow telecommuting.
- C. Overtime.** It shall be the policy of the Commission to avoid overtime. The Executive Director may authorize overtime when such overtime work is necessary to meet work deadlines and to efficiently utilize total staff resources; all overtime must be **pre-approved** by the Executive Director.
- D. Call In Procedure.** When an employee is unable to come into work, whether for the entire day, or part of a day, the employee shall notify the Executive Director or Assistant Director (or in their absence, Administrative staff) prior to their daily specific start time. This notice shall be in the form of a phone message or an e-mail message. Repeated failure to notify management of excused absence shall be subject to a progressive disciplinary procedure.
- E. Office Closure.** When appropriate the Executive Director is empowered to close the office due to inclement weather (snow storms) or conditions beyond staff control. Such declarations may be made and communicated prior to the start of the workday or during the workday for the balance of the workday. Employees absent from the workplace outside of declared office closure hours will be given the opportunity to **work from home**, make-up hour for hour absence, or to use available vacation leave. **The maximum number of hours that an employee can claim for a full day of office closure is 7.5 hours.** The Executive Director shall establish a system of early morning notification utilizing the Commission's website, as a method of notifying employees and the general public of office closure.

SECTION 8. LEAVE OF ABSENCE

A. Leave of Absence / FMLA. A leave of absence may be granted for up to twelve (12) weeks per year, within a 'rolling' 12-month period, without pay and non-salaried fringe benefits, by the Executive Director upon receiving a written request from an employee stating the reasons for the request and establishing a date of return to full-time employment. ECWRPC requires employees to use accrued paid leave, if any, concurrent with their use of FMLA leave. Accruals for sick time and vacation time will be modified during an **unpaid** leave of absence. Family leave of absence for pregnancy or long-term medical care will be granted in accordance with State and Federal Family Medical Leave Laws (FMLA). Employees applying for leave under FMLA shall substitute accrued sick time, and vacation time (in that order) for up to six weeks prior to consideration of extended, unpaid leave. Any employee failing to return to full-time employment on or before said established date shall forfeit all rights and benefits as an employee of the Commission. Also, when satisfactory evidence has been received showing that an employee on leave of absence has accepted full-time or part-time employment elsewhere, and such employment was not a condition for the granting of the leave, said employee shall be deemed to have terminated employment with the Commission without notice. Forms in Appendix B shall be utilized when making FMLA requests.

SECTION 9. PROBATIONARY PERIOD

A. Probationary Period. New employees shall serve a probationary period of six (6) months. When employees have satisfactorily completed this probationary period they will be entitled to all the benefits of permanent full-time employees. New employees will be eligible for an increase in their salary based on an evaluation of their job performance and prior authorization by the Steering Committee.

SECTION 10. RESIGNATIONS AND TERMINATION OF EMPLOYMENT

A. Resignation. When an employee resigns a position with the Commission, the employee shall give written notice to the Executive Director at least one (1) month in advance of the termination date if the employee holds a key position (pay grade M and above on the Salary Schedule) and two (2) weeks in advance of the termination date for other personnel.

B. Permanent Lay Off. If an employee is permanently laid off, the Commission shall give that employee at least one month written notice in advance of the termination date if the employee holds a key position as defined in A above and two (2) weeks in advance of his/her termination date for other personnel.

C. Dismissal for Cause. If an employee is dismissed for cause, the employee shall be given written notice by the Commission that his/her employment shall terminate immediately without further compensation other than accrued vacation time.

SECTION 11. FRINGE BENEFITS

- A. Wisconsin Retirement System.** The Commission participates in the Wisconsin Retirement System and new employees must make application in accordance with State laws. Beginning in August, 2011, the Commission pays 50% of the required annual contribution to the WRS. Employees are required to contribute the remaining 50%; the percentage of salary is determined annually by the Wisconsin Retirement Board. In recent years, total contributions ranged from 10.5% to 14%.
- B. Life Insurance.** All full-time employees are eligible to participate in the state Wisconsin Group Life Insurance Fund providing term life insurance in the amount of the employee's previous year's annual salary, rounded to the next higher thousand. The employee pays 100% of the premium; premiums are set by the Dept. of Employee Trust Funds and are determined annually. The employee also has the option to purchase additional insurance up to three times his/her salary at the employee's expense. The employee's share of the premium is withheld in full as a payroll deduction. **The effective date is the first of the month that falls within 30 days from the date of hire.** Furthermore, the Commission is required to contribute 20% of the base amount to cover life insurance for retirees, of which the policy value declines to 25% over a three year period.
- C. Health Insurance.** Each full-time employee who so chooses, shall receive the benefit of health insurance through the Wisconsin Public Employers' Group Health Insurance Program, provided employment is intended to exceed a minimum of six (6) months. Per State Law, the Commission will not pay more than 88% of the average of the Tier 1 plans that are available as determined by the Group Insurance Board (GIB). Premiums are determined annually by the GIB.
- D. Income Continuation Insurance (ICI).** The Commission has elected to participate in the Wisconsin Public Employer's Income Continuation Insurance Program. The Commission pays 100% of the monthly premium based upon a minimum 180 day elimination period of disability. **The effective date is the first of the month following 30 days from the date of hire.** *Supplemental ICI can be purchased by employees making over \$64,000 per year with no Commission contribution.*
- E. Personal Computer Loan Program.** The Commission has an interest free loan program available to full-time employees for the purchase of a personal computer for home use subject to the following conditions: 1) the maximum amount of the loan shall be \$2,000.00; 2) the equipment purchased shall be compatible with the Commission's office computers; 3) the purchase must be approved by the Executive Director; and 4) the loan is to be repaid with a minimum \$50.00 payroll deduction per pay period.
- F. Unemployment Compensation.** As required by Wisconsin law, unemployment compensation benefits are provided to all employees under the provisions of the law.
- G. Workmen's Compensation.** As required by Wisconsin law, insurance coverage for work related injuries is provided by the Commission.

- H. Deferred Compensation Program (457[b] Plan).** The Commission participates in the Wisconsin Deferred Compensation Program. Individuals can participate in deferring taxable income through a series of investment options. Any payroll deductions are optional to the employee up to a maximum in accordance with IRS regulations. There is no Commission financial contribution.
- I. Payroll Deductions.** Mandatory payroll deductions in addition to state and federal income withholding taxes and FICA taxes may be authorized by the Steering Committee when they have determined that such deductions shall benefit a majority of the Commission employees.
- J. Supplemental Health/Disability Insurance.** The Commission participates in a voluntary supplemental insurance program providing coverage for short-term disability, hospitalization, cancer, etc. Individual staff can elect to purchase supplemental insurance through this program at full employee expense. Depending on the policy selected, the premium may be withheld in full as a pretax payroll deduction. There is no Commission financial contribution.
- ~~**K. Employee Assistance Program (EAP).** The Commission pays for and provides referral to the Employee Assistance Program. This program can be used either by the Commission to resolve personnel issues or by the employee and their family in a confidential manner at no cost to the employee.~~
- L. Flexible Spending Account (FSA).** The Commission provides for voluntary enrollment in a Flexible Spending Account for personal health/medical and dependent care costs. As a cafeteria-type IRS section 125 plan, flexible spending provides for equal pre-tax deductions to an account which can be reimbursed solely for eligible costs. It should be noted that a) upon termination, the fund balance is frozen unless COBRA is selected, and b) if the employee has an available balance in health/medical fund at the end of any calendar year, the remaining amount beyond \$500 is forfeited to the Commission.
- M. Cell-Phone Reimbursement.** The Commission does not provide cell-phones, nor requires its employees to have one. However, with approval of the Executive Director on a case-by-case basis, authorization for the reimbursement of personal cell phone usage can be accommodated. The Executive Director and Assistant Director shall seek the approval of the Steering Committee for application and amounts of this benefit. This benefit is added to the employee's payroll.
- N. Professional Development Opportunities / Continuing Education.** Professional and technical full-time staff members may be permitted to attend technical, scientific, and professional society meetings, conferences, institutes, and seminars, or to take appropriate State of Wisconsin Examinations for registration as an architect, professional engineer, land surveyor, or other professional occupation relating to the work of the Commission at no loss of pay whenever, in the opinion of the Executive Director, staff attendance at such affairs may be in the material interest of, and direct benefit to, the Commission's work. Travel, meals, lodging, and other necessary expenses may be claimed for attendance at such technical, scientific, and professional society meetings, conferences, institutes, seminars, and examinations subject to the approval of the Executive Director.

The following policy statement relative to staff attendance at professional conferences and meetings shall serve as a guide to the Executive Director in administering these regulations. This policy is based on the following assumptions:

(1) The most important responsibility of a professional person is to his or her employer--to complete on schedule the tasks at hand.

(2) Attendance at professional conferences and meetings is often to the advantage of the professional in completing the task at hand.

(3) Beyond this, such attendance promotes professional growth and encourages a fuller sense of professional responsibility.

(4) Several general factors be considered in determining the Commission's support for attendance and participation, including:

- (a) Whether the conference is important for fulfillment of current grant/program obligations;
- (b) Whether the conference has potential to assist in obtaining future grants or revenue streams;
- (c) Whether the conference has potential for staff development related to agency work;
- (d) Whether the employee has been invited to speak or appear on a panel that is related to agency work and offers the opportunity to share agency accomplishments;
- (e) Whether the employee has had opportunities to attend previous conferences.

(5) That, therefore, if such factors deem it desirable, provided that Commission budget, work programs and schedules permit such attendance, that all members of the professional staff are given a fair chance to participate and such participation is subject to orderly rules of procedure. The following rules of procedure shall, in general, govern attendance at professional meetings:

(a) Membership in a professional society, subject to the approval of the Executive Director, may entitle any staff member to attend meetings of that society without loss of pay, even if that staff member does not participate in the meeting program.

(b) A "professional" society shall be defined to include the American Society of Civil Engineers, American Institute of Certified Planners, the Institute of Traffic and Transportation Engineers, the Transportation Research Board, the American Public Works Association, Wisconsin Land Information Association, American Society of Landscape Architects, National Parks & Recreation Association, American Public Health Association, Certified Health Education Specialist) and similarly recognized groups approved by the Executive Director.

(c) "Participation" in the program shall be defined as the presentation of a paper, either individually or as part of a panel, attendance at a committee meeting as a committee member, attendance by specific invitation of the society at some special meeting, or similar formal degree of participation.

(d) A formal written request for registration/attendance/participation shall be made to the Executive Director at least 30 days in advance of the event whenever multiple days and/or overnight accommodations are necessary. Single day or local event requests shall be submitted at least 7 days prior to the event. The request shall outline an estimate of event costs including travel, lodging, meals and other incidentals (parking, registration fees, etc.) as well as work program categories for cost-allocation purposes.

(e) When a paper or talk is to be given, which is based in whole or in part upon Commission work, the content of the proposed paper or talk must have the prior review and approval of the Executive Director.

(f) Subsequent to the meeting attendance, a short written report shall be filed with the Executive Director and pertinent information be shared with other staff as appropriate.

(g) When two or more staff members attend a conference or meeting, the sharing of transportation costs through the use of a Commission automobile or personal automobile and the sharing of lodging accommodations by employees of the same sex shall be considered as a means of keeping travel costs as low as possible. Travel expenses for any family members accompanying the staff to the conference or meeting will not under any conditions be paid by the Commission.

(h) Additional personal time (salaried) may be required on behalf of the employee during evenings and weekends at such events and it is not expected that this time would be credited to the employee for an equal amount of time off.

(i) Where budgets do not permit, staff may be required to pay some or all conference/meeting costs in order to attend.

(j) Circumstances and demands of the Commission may make exceptions to these rules necessary, and such exceptions will be determined by the Executive Director.

O. Commission Work Related Training. When it is necessary that an employee be formally trained in order to better perform a specific Commission work task, the Executive Director may direct that such training be accomplished and that all appropriate expenses incurred in the pursuit of such training be paid by the Commission or reimbursed to the employee. It is understood that the results of such training will be documented in a memorandum to the file, and, when feasible, extended by the trained employee to other employees involved in the same work tasks. It is further understood that an employee so trained will remain in the employ of the Commission for a period of at least one (1) year following the completion of the training.

An employee who wishes to pursue a higher academic degree in a career field which directly relates to the work of the employee at the Commission may request time off during regular Commission working hours to pursue such education with such time off being made up on the employee's own time on an hour-for-hour basis within the pay period that the time off was taken. The Executive Director, after reviewing this request, may authorize such time off provided that a copy of any written documents resulting from such educational pursuit

be transmitted to the Executive Director for the Commission files. When applicable, the Executive Director may also require that before such time off is allowed the employee shall agree to remain in the Commission employee for at least a six (6) month period following the completion of the course work.

SECTION 12. PAID TIME OFF

A. Sick Leave. Full-time employees shall accrue sick leave with pay from the date of employment at the rate of one day for each completed month of continuous service. Part-time employees shall accrue sick leave in a manner which is prorated on the percent time worked in any given month. Sick leave shall be recorded as used on the basis of actual hours, or fractions thereof. Sick leave cannot be used for holidays or vacation time; it does not vest in an employee the right to a certain number of days off each year with pay.

Sick leave with pay shall only be granted if it has been accrued and when approved by the Executive Director for one of the following reasons:

- 1) Sickness, injury or medical treatment involving the employee or a member of their immediate family (as defined in Section 2.H.) requiring their attention.
- 2) Death in the family. In the case of death in the immediate family (as defined in Section 2.H.), the employee shall be entitled to up to five (5) sick days to attend the funeral.

To receive compensation while on sick leave, the employee shall notify the Administrative Specialist at the time set for the beginning of his/her daily duties (or cause this notification to be made). The Administrative Specialist shall in turn notify the employee's immediate supervisor, other front office staff, and the Executive Director. (In the case of the Administrative Specialist's absence, the appropriate administrative employee(s) should be notified as prescribed above.)

Unused sick leave may be accumulated to a maximum total of 1,400 hours for employees hired prior to January 1, 2017 and 1,000 hours for those hired after that date. Accrued sick leave is not paid out to employees upon termination. Additionally, if any unearned sick leave is used prior to termination, the calculated dollar value of such leave will be deducted from the employee's final payroll check.

B. Vacation Leave. Full-time employees with less than three (3) years of continuous service shall earn paid vacation at the rate of ten days (75 hours) per year. Part-time employees shall accrue vacation leave in a manner which is prorated on the percent time worked in any given month. An additional day (7.5 hours) per year for each additional year of continuous service after three years shall be earned until a rate of twenty-five (25) days per year has been attained. Use of vacation leave can be taken at any time during the year in which it is earned, except that new employees may only use accrued vacation time during their first six (6) months of employment.

In an effort to achieve a good work-life balance, reduce health care costs, and to avoid burnout, employees are strongly encouraged to use their vacation time as earned. For

employees hired after January 1, 2017, accrued vacation leave of ten (10) days (75 hours) or less can be carried over from one budget year to the next. For staff employed prior to January 1, 2017, the carryover maximum limit is 150 hours as of 12/31/2016 and thereafter subject to an annual reduction of 15 hours until 12/31/2021. Any accumulated vacation time in excess of ten (10) days (75 hours) at that point in time will be permanently lost. Upon resignation or termination from a position, the Commission shall payout the equivalent dollar value of the accrued and unused vacation time to the employee within two weeks following their employment termination date. Additionally, if any unearned vacation leave is used prior to termination, the calculated dollar value of such leave will be deducted from the employee's final payroll check. Vacation payouts are not subject to Wisconsin Retirement System contributions.

All vacation leave shall be taken at times subject to the approval of the Executive Director and requested via completion of a Leave Request Form.

- C. Legal Holiday.** For full-time employees, the nine (9) holidays observed by the Commission shall be as follows: New Year's Day, ~~Good Friday~~ Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day following Thanksgiving Day, Christmas Eve Day, and Christmas Day.

In the event any of these holidays fall on Saturday, the preceding Friday will be observed, or if the holiday falls on a Sunday, the following Monday will be observed. Dates of observance shall be in accordance with applicable sections of the Wisconsin Statutes as further amended. At the discretion of the Executive Director, and in consultation with Commission staff, the New Year's Day holiday may be moved to the prior calendar year if necessary (i.e. Jan. 1 falls on a Saturday, to allow the holiday to be taken on Friday, Dec. 31 instead of Mon., Jan. 3).

- D. Jury Leave.** Any full-time Commission employees, while serving on a jury in any court of record in Wisconsin, shall be paid their regular salary for that period of time. Any check that the employee may receive as compensation for his/her services as a juror will be signed over to the Commission.
- E. Military Training Leave.** Full-time Commission employees who are members of the Wisconsin National Guard, or the Air Force, Army, Marine Corps, Coast Guard, or Naval Reserves, are to be granted military **training** leave of absence with pay less whatever amount such employee may receive as compensation for his/her military training services. Such period is not to exceed two (2) calendar weeks in any one calendar year. In compliance with the federal law, Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), Commission employees who are called to active duty are entitled to take an **unpaid** military leave of absence for up to five years. Impacted employees shall retain reemployment rights and not lose their benefits of service which would have otherwise accrued to them except that vacation and sick leave will not be earned for the period of active duty.
- F. Court Subpoenas.** Commission employees who are subpoenaed to appear in court for the purpose of serving as an 'expert witness' as a result of previous public employment (i.e. law enforcement, local government, etc.), but outside of Commission supported activities, shall

be allowed to either: 1) sign over to the Commission any check that the employee may receive as compensation for his/her services, or; 2) keep any compensation and submit a request for vacation time for the period of absence. Such period of absence is not to exceed three days, unless authorized by the Executive Director.

SECTION 13. POLICY STATEMENTS (Summaries are provided below, please refer to the Policy document for complete details)

A. Equal Employment Opportunity/Affirmative Action Policy. At ECWRPC, employment is based upon personal capabilities and qualification without discrimination because of race, color, religion, age, sex, national origin, handicap, ancestry, sexual orientation, marital status, arrest or conviction record, or any other discrimination basis prohibited by state or federal law.

B. Harassment Policy. In keeping with efforts to maintain an environment in which the dignity and worth of all employees of the Commission are respected, harassment of fellow employees, whether by supervisors or by peers, is unacceptable conduct and will not be tolerated. It is illegal for any worker – male or female- to harass another worker or create a hostile working environment by repeated demeaning verbal and other expressive behavior in the workplace, or unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature. ECWRPC does not condone any sexual harassment of its employees. All workers, including supervisors and managers, will be subject to severe discipline, up to and including termination, for any act of harassment they commit. Employees subjected to harassment should follow Grievance Reporting Procedures by contacting the Commission's Assistant Director who serves as the Commission's Affirmative Action Officer.

C. Conflict of Interest Policy:

A. Annual Update. Each employee is required to annually review and sign a Conflict of Interest statement. No employee may use his/her position to obtain financial gain for him/herself or his/her immediate family, or for any business with which s/he has a significant fiduciary relationship. No employee may use his/her position or influence to gain unlawful benefits, advantages, or privileges for him/herself, for the members of his/her immediate family, or for any other person.

B. Outside Employment (Moonlighting). ~~No employee is prevented from accepting outside employment which does not interfere or conflict with the full performance of his/her duties at ECWRPC. Employees shall notify the Executive Director prior to accepting outside employment to insure no conflict of interest exists.~~

Staff persons may accept outside employment in jobs or positions that will not jeopardize the public confidence in activities of the Commission. Any outside job or position that implies a conflict of interest with activities of the Commission, as determined by the Executive Director or the Commission, will not be acceptable and may form the basis of dismissal of the employee. In addition, no employee will: 1) Use ECWRPC's time, facilities, equipment or supplies, or use the prestige or influence of their Commission position for private gain or advantage, or; 2) Accept for private gain or advantage money or anything of value from a business for the performance of an act

required as part of official duties. Employees may collect fees and honoraria for papers, talks, demonstrations or appearances made on their own time and not directly related to their official duties. Employees must notify the Executive Director prior to accepting fees and honoraria to insure no conflict exists.

Generally, any outside work would be viewed as acceptable unless: (1) the Commission could be viewed as being used for private gain; (2) the job or position would imply giving preferential treatment to any persons or organization; (3) the employment would impede the Commission's efficiency or economy; (4) the person could lose complete independence or impartiality of action; (5) the person would be in a job or position wherein the person could make a Commission decision outside of official channels; (6) the job or position adversely affects the confidence of the public in the integrity of the Commission; and (7) if in the opinion of the Executive Director, such work is affecting the efficiency, quality, and effectiveness of the employee's work with the Commission. Staff persons may, if no conflicts exist as noted above, provide consultative services to persons, agencies or governmental units outside the ten county region of the Commission, but only with the prior notification, and written approval of the Executive Director of that county's Regional Planning Commission, if one exists.

Prior to engaging in any outside employment permitted under these provisions, the employee shall obtain the written permission of the Executive Director for such work.

D. Drug/Alcohol Free Workplace Policy: It is the policy of ECWRPC that all employees, as a condition of employment, are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the Commission's workplace, as is alcohol or drug intoxication while on duty, including Commission auto and personal vehicles or any other location while in the duty of the Commission. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination. As a condition of employment, all ECWRPC employees must abide by the terms of this policy and notify the Executive Director if s/he is convicted of a criminal drug violation occurring in the workplace no later than five (5) days after such conviction. ECWRPC shall within 30 days of receiving the conviction notice, with respect to any employee so convicted, take appropriate disciplinary action against such employee, up to and including termination. Alternatively, the Commission might require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

E. Grievance Policy: The Commission has devised a process to address issues concerning workplace safety, discipline and termination. Employees should reference Resolution 04-12, adopted on April 27, 2012 for specific procedures under this policy. ~~Employees should first discuss complaint or questions with the Executive Director. Every reasonable effort will be made to resolve problems or misunderstandings before filing a grievance. A written grievance must be provided to the Executive Director within 10 business days of the occurrence, explaining the nature and circumstances of the grievance. Within 10 business days of receipt of the written grievance, the Executive Director will provide a written response. Both will be filed in the grievant's personnel file. If the grievant does not feel the grievance has been satisfactorily resolved, the grievant must send the written grievance and the Exec. Director's response to the Commission Board Chair who will then address it at the next scheduled Steering Committee~~

~~meeting. A written response from the Steering Committee will be sent to the grievant within 10 business days of the meeting. If the grievant does not feel the grievance has been satisfactorily resolved, a written request must be mailed to the Commission Board Chair for a hearing by an impartial officer retained by the Commission within 60 business days. The written decision of the impartial hearing officer will be sent to the parties involved within 10 business days of the hearing and this decision will be filed in the grievant's personnel file. The decision of the impartial hearing officer will be final.~~

F. Whistleblower Policy: The ECWRPC is committed to operating in furtherance of its statutory and tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. Resolution 24-19, adopted on July 26, 2019, outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to ECWRPC's business and does not relate to private acts of an individual not connected to the business of ECWRPC.

F. No Smoking Policy: The entire office of the Commission has been designated as a "no smoking" area.

G. Public Records: ECWRPC is an authority for the purpose of record keeping as defined in WI Statute 19.34(1) and as such records retained at ECWRPC are available for inspection to any person making a request between the hours of 8 AM and 4 PM Monday thru Friday, excluding holidays. Requests should be submitted to the Executive Director as custodian of the records and/or the Assistant Director as deputy records custodian.

H. Travel Policy: ECWRPC is the recipient of federal funds which requires the adoption of a formal Travel Policy. The policy ensures that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate and consistent with federal and state guidelines, and (c) provides a uniform and consistent approach for the timely reporting and reimbursement of authorized expenses incurred by employees. Only reasonable and necessary expenses actually incurred by employees and substantiated with detailed receipts or supporting documentation are allowed. Maximum meal reimbursements follow the guidelines posted at www.gsa.gov/perdiem. The policy meets the requirements of an accountable plan and therefore eliminates the need to include reimbursements in employees' taxable income.

I. Internet and Computer Network Policies

A. User IDs and Passwords. Every employee accessing Agency computing resources will be assigned a User ID and password that functions as your method of access to our computing facilities. You should guard this information just as you would guard any other identifying material like your home phone number, address, or bank account numbers. Users will be held fully accountable for activity that occurs on any Agency computing facility under your User ID and password, regardless of whether the person assigned to the User ID and

password is the actual user. Therefore, great care should be taken not to share or otherwise disclose this information to another person.

User IDs and passwords should never be written in a conspicuous place, written down together, or shared with any third party. If you lose or forget your password (or User ID and password together), you must immediately inform the IT Coordinator so your account can be temporarily deactivated and a new password assigned.

B. Internet Use Policy. The Commission provides access to the vast information resources of the Internet to help Commission employees do their job faster, smarter, and in the most productive manner possible. The facilities which provide internet access represent a considerable commitment of Commission resources for telecommunications, networking, software, storage, and support, etc. Moreover, the cost of providing these resources is significant. As such, Commission considers the Internet and its usage a Business Tool, and is to be used as a specific part of the employee's job duties. The following policies shall apply:

- 1) Like the Commission computer, network and information system, Internet access is Commission property. As such, Commission employees may use the Internet for only legitimate Commission-purposes.
- 2) Private use is prohibited and the Internet shall not be used for commercial, unauthorized, or political advocacy purposes.
- 3) Employees may not download or install destructive program, viruses, or self-replicating programs on Commission computers or networks.
- 4) Equally, employees may not save, copy, download, or distribute software system files, programs, or information from the Internet or Commission networks unless for legitimate Commission business purposes, or without expressed permission from supervisors, managers, or the Information Technology Coordinator.
- 5) Unlawful Internet usage may also garner negative publicity for the Commission and expose you or the Commission to significant legal liabilities.
- 6) Employees forgo a level of freedom when using the Commission computer, network, information system, and the Internet. An employee shall have no expectation of privacy as to the use of the Commission computer, network, information system, and the Internet.
- 7) Employees waive any right to privacy in anything that is created, stored, sent or received on the computer or the Internet that is owned by the Commission. All actions taken on a Commission computer or internet are deemed to be the property of the Commission and are subject to review, search, or confiscation as required.
- 8) The Commission has the right, but not the duty, to monitor any and all aspects of its computer, network system and computer usage, including, but not limited to, monitoring

sites employees visit on the Internet, monitoring and reviewing materials downloaded or uploaded by employees and reviewing E-mail sent or received.

C. Web Basics and Legal Considerations. The following is a list of legal, ethical, and common sense considerations to adhere to while using the Internet. While on the Internet:

- 1) Conduct yourself in a professional manner and only for Commission-business purposes. Employees shall use the same care in communicating over the computer as they would in using any other form of communication.
- 2) Comply with all software licenses, usage and distribution restrictions, contracts, copyrights, patents, and all other state, federal and international laws governing intellectual property rights and on-line activity.
- 3) Do not download, use, obtain, or distribute "pirated" software or any type of music or movie file downloaded through illegal methods.
- 4) Close other programs that may impede performance to your Internet activity. Having several applications running in the background adversely affect computer, network, and Internet performance.
- 5) Use the Internet in a manner, that is not hateful, harassing, threatening, abusive, malicious, anti-social, or to disrupt another employee's work.
- 6) Employees shall not communicate, transmit, or download any form of obscene, pornographic, or sexually explicit material or participate in any Internet source, which concerns the same. An employee shall not store, archive, save, edit, or record such material through the use of Commission computer, network, or information system. The Commission reserves the right to identify as inappropriate any Internet site consisting of sexual material and block access to such material.
- 7) Employees should disconnect immediately from any site they incidentally connected to that has sexual materials. Periodic monitoring of internet usage by employees may occur by the IT Coordinator or Executive Director.
- 8) Employees shall avoid being involved in computer crimes or any other activity characterized as illegal, fraudulent, unethical, or unacceptable which seeks to gain access to the resources of the Internet, disrupts the Commission's use of the Internet, wastes Internet resources, destroys or compromises the integrity of the Commission network, information system, and the privacy of its users.

D. E-mails. Use of the E-mail is encouraged as a means of better communication within the Commission organization and its vendor, suppliers, or other departments. Incidentally, as with telephone calls, personal E-mail messages do / will come in and employees do have permission to answer such messages. However, as stated in the preceding paragraph, all incoming or outgoing information will be considered Commission property, and will be handled as such. Abuse of E-mail privileges may bring disciplinary action against an employee.

E. Social Networking Policy. The following is the Commission's social media and social networking policy as it relates to the use of Commission Internet or network resources as noted in the Internet Policy. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

- 1) Social media may be used within the confines of the office for specific Commission purposes as approved by the Executive Director. Such usage shall be for the promotion and public awareness of projects which warrant its consideration as an effective tool for communication. Reasonable staff time shall be provided to utilize, monitor, and update social networking information as needed for the particular stage of the project/process.
- 2) Personal blogs and social networking sites/activities are not prohibited by the Commission, however; their utilization during regular office hours, with the exception of breaks and/or lunch is prohibited. Should, in consultation with the IT Coordinator, the Executive Director feel that it is in the best interest of the Commission (for network security reasons or for employee abuse of privileges) to eliminate access to social networking sites, the Executive Director shall authorize such action. Regardless of accessibility during Commission office hours, all personal blogs/social networking sites or activities shall comply with the following requirements:
 - i) Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the Commission. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the Commission.
 - ii) Information published on your blogs should comply with the Commission's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
 - iii) Be respectful to the Commission, other employees, customers, partners, and citizens.
 - iv) Social media activities should not interfere with work commitments. Refer to Internet Policies.
 - v) Your online presence reflects the Commission. Be aware that your actions captured via images, posts, or comments can reflect that of our Commission.
 - vi) Do not reference or site Commission clients, partners, or customers without their express consent. In all cases, do not publish any information regarding a client during the engagement.
 - vii) Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.

viii) Commission logos and trademarks may not be used, nor may an employee 'endorse' the Commission in any way, without written consent.

F. Sanctions: All employees shall abide by the Internet and Computer Network Policy. The Commission reserves the right to modify and revise the policy at the discretion of the Executive Director and/or Information Technology Coordinator. Employees will be given the revisions as they occur. Employees shall implement the new policy immediately, upon receipt. Use of the Commission computer, network, information system, and the Internet is a privilege. Any employee found violating Commission computer, network, and Internet Usage Policies will be subject to disciplinary action, including suspension or revocation of usage privileges or termination from employment. The severity of the violation shall dictate the severity of the disciplinary action. Management shall investigate any violation and consult with the IT Coordinator to determine the severity of the violation. The employees may also be subject to civil and criminal prosecution depending upon whether the employee has also violated relevant computer and Internet laws.

SECTION 14. EMPLOYEE FINANCIAL PROCEDURES

A. Employer Credit Card Issuance and Usage. Each employee shall be issued an agency credit card with their name included on the card. The employee shall use this card only for Commission related travel expenses (meals, gas, emergency accommodations or car repairs, etc.) as required or as pre-approved (conference fees, hotels, airfare, etc.) by the Executive Director for other purposes.

Employees shall be required to sign Form B-2 (Appendix B) acknowledging receipt of the card and their intent to comply with ~~this and other~~ related policies. Each employee shall fill out the required credit-card usage forms ("green sheet", see Appendix B, Form B-3) for each transaction. Misuse of any employer credit card or account shall be cause for dismissal.

SECTION 15. COMMISSION/PERSONAL VEHICLE USAGE

A. Usage. Employees shall utilize the Commission's vehicle where practical to attend meetings, events, and other out-of-office engagements. Employees shall adhere to the vehicle sign-out and mileage log processes when using the vehicle. When the Commission vehicle is in use, employees may use their own vehicle and will be reimbursed at the current federal mileage rate. Regardless of the vehicle being used, employees shall drive in a safe, responsible and courteous manner when conducting Commission business.

B. Commission/Personal Insurance. While employees are insured by the Commission during use of the Commission's vehicle, they are not necessarily covered at the same level when utilizing their own vehicles. Employee's using their own vehicles must have appropriate insurance coverage and it is the responsibility of the employee to let their insurance company know that their personal vehicle may occasionally be utilized for business purposes. East Central does provide coverage through its insurance for employees

as "additionally insured". This means that any accident caused by an employee while driving his/her own car will be paid first by the insurer of that vehicle. If there is not enough coverage under the employee's policy, then the Commission's insurance policy will step in to pay the excess amount.

C. Attentive Driving. Employees shall drive in an attentive manner and shall not utilize cellular phones while driving the Commission vehicle or their personal vehicle when being used for Commission business. Employees shall pull off the road and stop in a safe manner prior to using cellular phones. In accordance with State law, employees shall not text while driving.

D. Parking Tickets. The Commission will not reimburse employees for any parking tickets received with the Commission vehicle, or a personal vehicle, while conducting work business.

SECTION 16. DISCIPLINARY CONDUCT

A. Reprimands. The types of reprimands are oral, written, suspensions with loss of pay, demotion with the respective salary commensurate with the demoted level, and dismissal. It is to be recognized that suspensions, demotion and dismissal shall be initiated in writing.

B. Grounds for Disciplinary Actions. Grounds for disciplinary actions include, but are not limited to:

1. Discourtesy to the public.
2. Refusal to obey order of proper authority.
3. Reporting for work and/or duty under the influence of alcohol or unauthorized drugs.
4. Becoming under the influence of intoxicants or unauthorized drugs while on duty.
5. Being habitually tardy or absent.
6. Falsification of any records or employment data.
7. Leaving one's post without notifying the immediate supervisor.
8. The illegal destruction or removal of ECWRPC property.
9. Failure to report accidents or personal injury on the job.
10. Giving, taking or accepting a bribe.
11. Failure to take proper care of, or abuse of, ECWRPC property.
12. Violation of agency rules.
13. General or sexual harassment of employees in the workplace.
14. Sexual activity (including consensual) in the workplace.

Effective Date: April 26, 1990 as amended July 27, 1990; July 26 and October 25, 1991; January 26, 1996; April 25, 1997; October 31, 1997; January 26, 2001; October 31, 2003; July, 2005; January, 2006; April 25, 2008, January 30, 2009, January 27, 2012; October 28, 2016, and July 26, 2019.

APPENDIX A

JOB DESCRIPTIONS

Occupational category: Technical Services

Primarily provides technical input on team projects; maintains appropriate technical knowledge and skills necessary to perform duties included under specific job title; participates in project team activities, such as scheduling, progress, and ~~wrap-up~~ meetings **as needed**. Communicates progress, difficulties, and challenges to project team leader; participates in training, as approved by Executive Director, which is either necessary to keep up with new technology and techniques, or to advance the knowledge and capabilities of the individual and the agency. Positions acquire practical knowledge of a mechanical or scientific nature and are characterized by specialization. Also participates in general office activities, as appropriate and as necessary to accomplish the agency mission, and as assigned by supervisor. Such duties include, but are not limited to, ~~hand-drafting~~, field work, project or event photography, assistance with report compilation, and office related errands.

Pay grade range: E-M

Title: GIS/Planning Assistant

Tasks ordinarily assigned: Develops data sets and produces digital maps and graphics for analysis, reports, and presentations by East Central staff, member organizations, and/or as requested by the public and according to office policy; takes and fills print and map orders; maintains an orderly work area, GIS area and equipment; assists in research, survey data entry, compilation, and cross-tabulation as needed by planners; works under the direct supervision of GIS Supervisor.

Responsibilities of position: Work is anticipated to be conducted with moderate level of independence; supervision will be available for task development, technical coordination and review of product. Technical assistance and review of product will be provided by GIS Supervisor, or by other GIS staff as assigned by GIS Supervisor. GIS Operator will be included in project team meetings as deemed appropriate by GIS Supervisor. GIS Operator is responsible for working with supervisor and the project team to establish a workable schedule, keeping supervisor informed of project progress, for timely completion of assigned work, and for documentation of technical procedures used and task progress. Position reports to GIS Supervisor.

Knowledge and skills required: Must have understanding of Geographic Information Systems, with 2-4 year degree in GIS, computer applications, or closely related field. Work experience and/or training in GIS or computer applications and knowledge of planning concepts can be substituted for degree. Ability to interpret base maps, USGS quads, aerial photography, and related material.

Pay Grade: E

Title: GIS/Planning Specialist I or II

Tasks ordinarily assigned: Develops data sets and produces digital maps and graphics for analysis, reports, and presentations by East Central staff, member organizations, and/or as requested by the public and in accordance with established agency policy; takes and fills print and map orders. Assists in survey data entry, compilation, and cross-tabulation as needed by planners; performs site plan review and sewer service planning and amendments, as assigned. Provides technical support to GIS/Planning Assistants as requested. Duties also include participation in office activities, as appropriate and as necessary to accomplish the agency mission.

Responsibilities of position: While work is anticipated to be conducted in an independent manner, supervision will be available for task assignment, technical assistance, and review of product. GIS Specialist is responsible for working as a part of a project team and with supervisor to establish a workable schedule; keeping supervisor informed of project progress; documenting technical procedures used and task progress; and for timely completion of assigned work. Responsible for maintaining an orderly work area and proper care of equipment. Reports to GIS Supervisor.

Knowledge and skills required: Must have understanding of Geographic Information Systems, with 2-4 year degree in GIS, computer applications, urban or regional planning, or closely related field, and two years of work experience and/or specialized training in GIS or computer applications. Recent and closely related training and/or experience can be substituted for degree requirement. Must possess knowledge of planning concepts; ability to interpret base maps, USGS quads, aerial photography, site plans, and related material; ability to understand and apply concepts of polygon topology and coordinate/projection systems.

Pay grade: F-H

Title: Geographic Information System (GIS) Coordinator

Tasks ordinarily assigned: Develops data sets and produces digital maps and graphics for analysis, reports, and presentations by East Central staff, member organizations, and/or as requested by the public. Position supervises other GIS staff and develops and maintains work schedule for GIS area; coordinates report graphics with outside printing agencies. Duties also include participation in office activities, as appropriate and as necessary to accomplish the agency mission.

Responsibilities of position: The GIS Coordinator is responsible for developing and maintaining data structure and archival standards and procedures for GIS maps and data; documenting technical procedures used and task progress, and for timely completion of assigned work. The position is responsible for personnel management of GIS staff, executes performance evaluations, performs daily supervision, and works with the Executive Director and Assistant Director on hiring/firing functions. Position represents GIS interests on project teams, coordinates work with planners and staff, works directly with customers, develops and maintains work schedule for GIS division, and makes project and ancillary task assignments. Reports to Executive Director.

Knowledge and skills required: Must have a strong understanding of Geographic Information Systems, computer applications, and cartographic applications. Must have ability to understand and apply concepts of polygon topology, coordinate/projection systems, and database development. Should possess strong organizational, team leadership and customer service skills and have three years of supervisory experience. Must have a technical GIS related degree with three years' experience or six years of related knowledge and GIS experience.

Pay grade: L

Title: Geographic Information System (GIS) Manager

Tasks ordinarily assigned: Develops data sets and produces digital maps and graphics for analysis, reports, and presentations by East Central staff, member organizations, and/or as requested by the public. Position supervises other GIS staff and develops and maintains work schedule for GIS area; coordinates report graphics with outside printing agencies. Duties also include participation in office activities, **and close coordination with Planners and the IT Manager with respect to the development and implementation of technical, web-based and tablet mapping applications as appropriate and as necessary to accomplish the agency mission.**

Responsibilities of position: The GIS Manager is responsible for developing and maintaining data structure and archival standards and procedures for GIS maps and data; documenting technical procedures used and task progress, and for timely completion of assigned work. **The GIS Manager is responsible for the ArcGIS Online management (maps, applications, content, credits, and organization). The GIS Manager is responsible for keeping up with current trends/technology/hardware and working with the IT Manager to ensure compatibility with IT Plan.** The position is responsible for personnel management of GIS staff, executes performance evaluations, performs daily supervision, and works with the Executive Director and Assistant Director on hiring/firing functions. Position represents GIS interests on project teams, coordinates work with planners and staff, works directly with customers, develops and maintains work schedule for GIS division, and makes project and ancillary task assignments. Reports to the Executive Director.

Knowledge and skills required: Must have a strong understanding of Geographic Information Systems, computer applications, cartographic applications, **graphic design, report production and layout.** Must be familiar with standard cartographic methods, theories, and principles. Must have ability to understand and apply concepts of polygon topology, geodatabases, and coordinate/projection systems. Should possess strong organizational, team leadership and customer service skills and have at least three years of supervisory experience. **Knowledge of the following is required: ESRI products, web-based mapping application development, mobile data collection, video editing, aerial photography processing and manipulation, infographic and other visualization methods.** Must have a bachelor's degree in GIS or a related degree with at least **five years' experience or related knowledge** and GIS experience with focus on project and data analysis, data development, data management, and scripting.

Pay Grade: N

~~**Title:** IT Coordinator / IT Specialist~~

~~**Tasks ordinarily assigned:** The IT Coordinator / IT Specialist will assess, procure, install, update, and maintain computer hardware and software throughout the office, and address such problems as appropriate. The tasks include installing, maintaining, and troubleshooting the agency network, computer and work station system; provision of file backup and virus protector systems; test new hardware and software applications, and orientation of staff to computer and network use. Accountable for responding to staff requests and agency needs for repairs and upgrades of office computers, computer equipment, and software.~~

~~**Responsibilities of position:** The IT Coordinator / IT Specialist is responsible for the overall networked computer system inside the agency. The position will keep abreast of new technology and office needs, and present recommendations to the Information Technology Manager as appropriate to office operations. The position responds to hardware and software questions and problems in the office in a reasonable time frame. The IT Coordinator position reports to the Executive Director. The IT Specialist position reports to the IT Coordinator.~~

~~**Knowledge and skills required:** The position requires logical, analytical thinking and the ability to gather, process and organize information efficiently, and identify and solve problems quickly. This position requires specialized training in the area of local and wide area networking and knowledge of PC hardware and software. Position must also be knowledgeable in changing computer technologies as they apply to agency needs and must be able to prioritize multiple tasks. Position should be knowledgeable in GIS applications. The IT Coordinator position requires computer technology related degree and four years equivalent knowledge and experience. The IT Specialist position requires a computer technology related degree and two years equivalent knowledge and experience.~~

~~**Pay grade:** HJ~~

Title: Information Technology (IT) Manager

Tasks ordinarily assigned: The IT Manager will assess, procure, install, update, and maintain computer hardware and software throughout the office, and address such problems as appropriate. The tasks include installing, maintaining, and troubleshooting the agency network, computer and work station system as well as servers; provision backup and virus protector systems; test new hardware and software applications, and orientation of staff to computer and network use; firewall configuration and maintenance; and design and maintenance and upgrading of website. **The IT Manager works closely with the GIS Manager to ensure capacity and capabilities exist for web-based mapping and data collection activities.** Accountable for responding to staff requests and agency needs for repairs and upgrades of office computers, computer equipment, and software.

Responsibilities of position: The IT Manager is responsible for the overall networked computer system inside the agency. The position will keep abreast of new technology and office needs, and present recommendations to the Executive Director as appropriate to office operations and cybersecurity. The position responds to hardware and software questions and problems in the office in a reasonable time frame. **This position is also responsible for building security and emergency response preparation and training for all staff.** The IT Manager position reports to the Executive Director.

Knowledge and skills required: The position requires logical, analytical thinking and the ability to gather, process and organize information efficiently, and identify and solve problems quickly. This position requires specialized training in the area of local area networking and knowledge of PC hardware **and software, including tablets and GPS/mobile data collection. Skills needed include Active Directory, DNS, DHCP, Microsoft Server, Windows, Office Products, Hyper-V, Office 365, Spiceworks, Watchguard firewalls, Wordpress, html, and css.** Position must also be knowledgeable in changing computer technologies as they apply to **agency data processing, storage, and cybersecurity needs** and must be able to prioritize multiple tasks. **Position should be knowledgeable in GIS applications and web-based mapping development.** The IT Manager position requires a bachelor's degree in computer science or other technology related degree and **six** years equivalent knowledge and experience.

Pay Grade: N

Occupational category: Planning Services

Primarily provides professional level planning input on project team; maintains appropriate knowledge and skills necessary to perform duties included under specific job title; participates in project team activities, such as scheduling, progress, and wrap-up meetings. Communicates progress, difficulties, and challenges to project team leader; participates in training, as approved by Executive Director, which is either necessary to keep up with new planning theory and practice, or to advance the knowledge and capabilities of the individual and the agency. Also participates in general office activities, as appropriate and as necessary to accomplish the agency mission, and as assigned by supervisor. Such duties include, but are not limited to, field work, assistance with report compilation and office related errands.

Pay grade range: G-O

Title: (Transportation, Economic Development, Community Development, Environmental, Land Use, or Open Space) Planner

Tasks ordinarily assigned: Carries out tasks and studies within functional element work program activities; collects data, conducts field investigations and surveys, and prepares analytical reports and technical memoranda as assigned; prepares maps, charts, tables, sketches and other graphic presentations to illustrate trends or unique characteristics; prepares plan documents and other informational materials; participates in the preparation of applications and documentation for projects which are subject to review as specified by federal regulations or state law; meets with local, state, and federal officials, business, professional, and citizen representatives concerning planning matters specific to their major section and general to the agency; attends staff, Commission and committee meetings as necessary. Duties also include participation in office activities, as appropriate and as necessary to accomplish the agency mission.

Responsibilities of position: Works under the direction of the Assistant Director and is responsible for assembling and analyzing land use, sociological, economic or related data for use of the project supervisor in preparing planning recommendations; must be able to work independently and as a part of a project team.

Knowledge and skills required: Good knowledge of the principles, purposes, scope and techniques normally applied to urban and regional development planning or to a specific functional area thereof; some knowledge of research and statistical methods and sources of information and data related to physical, social, and economic conditions, trends, and growth; some knowledge of planning and development regulations and objectives at the state level; ability to write and speak effectively; ability to establish and maintain effective working relationships with staff associates and outside agencies.

Position requires any combination of training and experience equivalent to possession of a master's degree in urban and regional planning, transportation planning or a related field, or a bachelor's degree in a planning related field and at least two years of relevant planning experience.

Pay grade: G

Title: Associate (Transportation, Economic Development, Environmental, Land Use, or Open Space) Planner

Tasks ordinarily assigned: Carries out tasks and studies within functional element work program activities; collects data, conducts field investigations and surveys, and prepares analytical reports and technical memoranda as assigned; prepares, or works with GIS staff to prepare maps, charts, tables, sketches and other graphic presentations to illustrate trends or unique characteristics; tabulates, analyzes and summarizes data to provide that information in a format which can more efficiently be analyzed by the professional planning staff and project committees; prepares data, related maps, draft reports, or portions thereof, as needed; participates in the preparation of applications and documentation for projects which are subject to review as specified by federal regulations or state law; meets with local, state, and federal officials, business, professional, and citizen representatives concerning planning matters specific to their major section and general to the agency; attends staff, Commission and committee meetings as appropriate. Duties also include participation in office activities, as appropriate and as necessary to accomplish the agency mission.

Responsibilities of position: Works under the direction of the Assistant Director and the Executive Director; heads up project teams as assigned; works with project team to develop and maintain a reasonable schedule; assists in work program development and contract management; is responsible for timely completion of projects and tasks; conducting meetings; includes some supervision of Planners as they are included in project team. Associate Planners are responsible for maintaining working relationships with state and federal agencies pertinent to their functional area, and keeping up with changes in regulations and procedures relevant to their functional area.

Knowledge and skills required: Any combination of training and experience equivalent to possession of a master's degree in urban and regional planning, transportation planning, or a related field and two years of relevant planning experience, or a bachelor's degree in a planning related field and four years of relevant planning experience. Must possess a good knowledge of the principles, purposes, scope and techniques normally applied to urban and regional development planning or to a specific functional area thereof; good knowledge of research and statistical methods and sources of information and data related to physical, social and economic conditions, trends and growth; good knowledge of planning and development regulations and objectives at the state and federal level; ability to prepare study designs and to coordinate the work efforts of assigned staff; ability to write and speak effectively; ability to establish and maintain effective working relationships with staff associates and outside agencies.

Pay grade: J

Title: Principal (Transportation, Economic Development, Environmental, Land Use, or Open Space) Planner

Tasks ordinarily assigned: Plans, organizes and directs the professional and technical activities of a major section of the agency's work program and coordinates the activities with those of other major sections; prepares plan documents and other complete studies; conducts meetings provides technical support to the Commission and its advisory committees in developing and periodically revising its regional goals, objectives and policies; analyses and reviews the activities assigned to and performed by subordinates; trains and evaluates subordinates and advises and assists them in more difficult aspects of their work; reports on the progress of work activity, making scheduling adjustments as necessary in consultation with other staff, Assistant Director and the Executive Director; prepares applications and documentation requirements for various state and federal officials, business and professional representatives, and citizens concerning planning matters specific to their major section and general to the agency. Duties also include participation in office activities, as appropriate and as necessary to accomplish the agency mission.

Responsibilities of position: Responsible for management of project team; works with project team to develop and maintain a reasonable schedule; develops work program specific to their functional elements and monitors the progress of those elements; includes some assistance to Planners on more difficult projects and tasks. Must keep up with changes and advances in functional area and inform other staff of such changes as appropriate; represents the agency in statewide and national organizations and meetings as appropriate.

Knowledge and skills required: Any combination of training and experience equivalent to possession of a master's degree in urban and regional planning, transportation planning, or a related field and four years of relevant planning experience including two years in a supervisory capacity or a bachelor's degree in a planning related field and six years of relevant planning experience including two years in a supervisory capacity. Requires a high degree of technical expertise. Must be able to lead a project team and coordinate tasks to insure timely completion of tasks and projects. Must have ability to establish and maintain effective working relationships with staff associates and outside agencies.

Pay grade: M

Title: Assistant Director

Tasks ordinarily assigned: Plans, organizes and directs the professional and technical activities of a major section of the agency's work program and coordinates the activities with those of other major sections; prepares plan documents and conducts other studies; provides technical support to the Commission and its advisory committees in developing and periodically revising its regional goals, objectives and policies; analyzes and reviews the activities assigned to and performed by subordinates; trains and evaluates staff and advises and assists them in more difficult aspects of their work; monitors progress of projects; develops and adjusts work schedule as necessary in consultation with team leaders and the Executive Director; prepares applications and documentation requirements for various state and federal officials, business and professional representatives, and citizens concerning planning matters specific to their major section and general to the agency. Represents the agency in statewide and national organizations and meetings as appropriate. Assists the Executive Director in general office administration and meetings as requested. Duties also include participation in office activities, as appropriate and as necessary to accomplish the agency mission.

Responsibilities of position: Responsible for development of annual work program; management of project team; works with project team to develop and maintain a reasonable schedule; responsible for personnel administration of the office, including job description development and update, performance evaluations, advertisement of positions, interviews, grievances, etc.; compiles the affirmative action plan; oversees development of the work program and monitors the progress of elements; handles personnel matters, provides some assistance to Planners on more difficult projects and tasks. Performs work necessary in the individual's particular functional area; must keep up with changes and advances in functional area and inform other staff of such changes as appropriate.

Knowledge and skills required: Any combination of training and experience equivalent to possession of a master's degree in urban and regional planning, transportation planning, or a related field and eight years of relevant planning experience including four years in a supervisory capacity or a bachelor's degree in a planning related field and ten years of relevant planning experience including four years in a supervisory capacity. Requires a high degree of technical expertise. Must have ability to establish and maintain effective working relationships with staff associates and outside agencies. Must have knowledge of basic personnel regulations and procedures.

Pay grade: O

Title: Executive Director

Distinguishing Features of the Position: This is the highest staff position in the agency requiring a high degree of technical and administrative expertise based on training and experience; is a non-voting officer of the Commission serving as Secretary-Treasurer by provision of the By-laws of the Commission.

General Statement of Duties: Plans, directs and coordinates the general management of the agency under the policy direction of the Commission; performs related duties as required. Considerable latitude exists for the exercise of independent judgment and initiative.

Responsibilities of position: Directs the preparation of the annual planning work program, staffing plan and budget; directs and participates with staff to assure proper and timely performance of work program elements; represents the Commission and its adopted policies before federal and state agencies, other regional agencies or commissions, and local governments within the East Central Region; makes public presentations and attends meetings, public hearings and conferences with various officials and civic groups to explain the regional planning program, present reports to governing bodies and advise interested persons on local planning and development problems; recommends the appointment of policy and advisory committee membership to provide input to the planning studies of the Commission; participates in professional planning activities, conferences, seminars and training sessions; serves as the Commission's personnel officer recruiting and selecting staff and administering its personnel policies; directs the preparation of and keeps summaries of proceedings of committee meetings and minutes of Commission meetings; counter-signs all documents required to be executed; keeps and preserves all resolutions, transactions, findings and determinations of the Commission; keeps all funds of the Commission except those held by governmental agencies in trust for the Commission, and deposits them in a depository authorized by the Commission; keeps an accurate record of all receipts and disbursements; is required to supply a bond in the amount of \$50,000, the premium for which shall be paid out of the Commission's funds; makes all disbursements under the direction of the Commission and in compliance with the financial procedures manual; directs the preparation of agendas and meeting arrangements for the Commissioners and responds to their requests in a timely manner.

Required Knowledge, Skills and Abilities: Thorough knowledge of the concepts, strategies, techniques and tools used in the field of local and regional comprehensive development planning; thorough knowledge of the principles and techniques of public administration and government liaison; ability to design, organize and carry out complex plans and organize, direct and supervise the work of a professional planning staff; ability to identify and raise major policy questions with appropriate analysis and recommendations; ability to develop and maintain effective working relationships with federal, state and local governmental officials, funding sources, citizenry and staff; ability to exercise good professional judgment.

Acceptable Experience and Training: Any combination of training and experience equivalent to possession of a master's degree in urban and regional planning, or a related field, and 10 years of relevant planning experience including five years in a supervisory capacity.

Salary Range: At the discretion of the Commission (Unclassified position)

Occupational category: Administrative Services

Primarily provides administrative, *financial, and office management support* to professional and technical staff. Communicates progress, difficulties, and challenges to the Assistant Director, Executive Director, project team leader *and/or Steering Committee* as appropriate; participates in training, as approved by Executive Director, which is either necessary to keep up with new office procedures, software, etc., or to advance the knowledge and capabilities of the individual and the agency. Also participates in general office activities, as appropriate and as necessary to accomplish the agency mission, and as assigned by supervisor. Such duties include, but are not limited to, field work, assistance with report compilation and office related errands.

Pay grade range: A-J

Title: Financial Specialist

Tasks Ordinarily Assigned: Provides services pertaining to financial management of the agency's revenues and expenses; employee payroll and benefits; prepares and submits necessary financial reports, tracks and reports on financial progress of individual grants, contracts, and work elements; works with auditors to insure proper documentation of financial operation of the agency; conducts financial studies for the agency or member entities, as requested. Duties also include participation in office activities, as appropriate and as necessary to accomplish the agency mission.

Responsibilities of position: Work is to be conducted independently, with a high level of professionalism. Will assist in cross-training of other administrative staff as appropriate. Responsible for the maintenance of financial records and filing of financial reports as required by federal and state regulations. Reports to Executive Director.

Knowledge and skills required: Any combination of training and experience equal to a 2 to 4 year degree in bookkeeping, accounting, public finance, business college training, or a related field and five years of progressive experience in a public agency, or eight years of progressive experience in a public agency, and a high school diploma or equivalent. Must have understanding of and familiarity with bookkeeping computer software programs knowledge of federal and state accounting regulations, grants management, a command of office equipment operation, strong organizational skills. Must display considerable tact and discretion when dealing with public officials and the public in general; and ability to establish and maintain good working relationships with staff and outside agencies.

Pay Grade: F

Title: Controller

Position Overview:

Reporting to the Executive Director and also taking direction from the Steering Committee, this position directs all accounting activities for the Commission as well as various office management components. The job has rather wide latitude to consider appropriate actions as it relates to the accounting operations of the Commission. This position is the key contact internally for external audits, and ensures that the Commission is in compliance with all internal accounting policies as well as state and federal procedures and regulations. The position is a team leader and provides direction and supervision on financial matters to the Administrative Assistant (bookkeeping responsibilities only) and lead planning staff. In general, this position performs complex accounting and financial work, maintains Commission accounting records for all fund types to meet legal and audit requirements, compiles financial reports, processes payroll, assists with managing insurance programs, and prepares audit schedules, financial reports and operational analysis. This position will also assist the Executive Director with developing the Commission's budget, including the development of supporting cost schedules, analysis and interpretation of past expenditures, and development of cost projections for future program areas. Other responsibilities include personnel human resources functions and administration of Commission benefits and insurance programs. Must effectively manage the Commission's cash and financial affairs to support the planning operations.

Responsibilities of Position/Tasks Ordinarily Assigned:

The Controller is responsible for all accounting and bookkeeping management and procedures, and for handling all day-to-day accounting transactions as well as advising the Executive Director on matters relating to generally accepted accounting principles, internal control standards, and cost control measures. A focus on overall office management with respect to all other staff and departments is vital to this position, including:

- 1) Administer and monitor the financial system in order to ensure that the Commission and AWRPC finances are maintained in an accurate and timely manner:
 - a) Assist with preparation and monitoring of the annual budget;
 - b) Assist with the annual audit;
 - c) Oversee selection process for auditors and closely monitor auditing methods and information;
 - d) Implement financial policies and procedures;
 - e) Establish and maintain cash controls;
 - f) Establish, maintain and reconcile the general ledger;
 - g) Monitor cash reserves and investments;
 - h) Prepare and reconcile bank statements;
 - i) Establish and maintain supplier accounts;
 - j) Processes supplier invoices;
 - k) Maintain the purchase order system;
 - l) Ensure data is entered into the MAS 90 accounting system;
 - m) Issue checks for all accounts due;
 - n) Ensure security for all credit cards and verify charges;
 - o) Prepare and post closing journal entries and adjustments;

- p) Prepare income statements;
 - q) Prepare balance sheets and monthly financial statements;
 - r) Prepare quarterly reports (WIP, etc.) and report on variances;
- 2) Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all monies:
- a) Monitoring and invoicing federal, state, and local grants/contracts;
 - b) Ensure the safeguarding of all Commission funds;
 - c) Issue, code and process purchase orders
 - d) Ensure information is entered into the financial system in an accurate and timely manner;
 - e) Reconcile the accounts payable and accounts receivable;
 - f) Prepare journal summaries;
 - g) Compile source documents;
 - h) Issue receipts;
 - i) Reconcile weekly deposits;
 - j) Oversee local contract and program billings including working with all lead planning and program staff to ensure project management goals and grant management provisions are met.
- 3) Manage employee files and records in order to ensure accurate payment of benefits and allowances:
- a) Ensure new employees are properly documented and oriented with respect to financial, time-keeping, and benefits information and procedures;
 - b) Ensure employee files are established and maintained;
 - c) Ensure employee electronic files are established and maintained in the computerized accounting system;
 - d) Oversee administration of benefits entitlements;
 - e) Verify and report on benefits payments and monthly/annual leave records;
- 4) Manage the bi-weekly payroll in order to ensure that employees are paid in an accurate and timely manner;
- a) Verify and code timesheets and hours worked;
 - b) Calculate employee salaries, deductions and contributions (including balancing, adjusting and filing of payroll reports such as those for retirement, W-2 and unemployment compensation;
 - c) Review payroll reports;
 - d) Calculate source and miscellaneous deductions;
 - e) Ensure paychecks are processed and distributed using ACH;
 - f) Ensure vacation and sick leave time is updated;
 - g) Review payroll summaries, journals and reports;
 - h) Make adjustments to the payroll as necessary;
- 5) Provide efficient and effective office management:
- a) Maintain the computerized accounting system;
 - b) Preparing of tax forms and required reports including correspondence with tax authorities;
 - c) Manage the filing, storage, security, and destruction of financial and personnel documents;

- d) Responsible for monitoring the accounting software and coordinating efforts to ensure it meets the accounting needs of the Commission;
 - e) Maintain daily backup of financial system;
 - f) Respond to inquiries as needed;
 - g) Monitor and maintain insurance coverages;
 - h) Work with IT and Administrative staff to improve methods of information handling and organization.
- 6) Manage support staff and assign work on various financial tasks as appropriate.
- 7) Maintain education and awareness in accounting and office management fields so as to improve agency operations:
- a) Actively participate in professional peer groups to keep abreast of current accounting developments.
 - b) Maintaining your own personal and professional education.
- 8) Perform other related duties as required or requested by the Executive Director, Assistant Director, or Steering Committee:
- a) Meet regularly with the Executive Director to report on financial information and to discuss new office management initiatives and strategies.
 - b) Attend meetings of and work with the Steering Committee on office and financial management issues.

Knowledge and Skills Required:

This position requires an advanced degree (Masters) in Accounting/Finance, Business Administration or other related field with CPA or equivalent accreditations preferred. A minimum of seven (7) years' experience in general ledger management plus two (2) to four (4) years' experience supervising accountants or other staff with varying levels of experience. A minimum of two (2) years of this experience should be in local, regional, or state government. Auditing experience is also preferred and a combination of experience and training which provides the following knowledge and skills are required for this position:

- 1) Knowledge of principles and practices of accounting, budgeting and finance in municipalities;
- 2) Knowledge of governmental accounting standards and generally accepted accounting principles;
- 3) Ability to understand and interpret the principals, laws and procedures involved in the accounting and auditing functions;
- 4) Ability to maintain financial records and accounts;
- 5) Ability to prepare financial reports;
- 6) Ability to close books and make necessary adjustments;
- 7) Knowledge and experience in software application, implementation and analysis;
- 8) Ability to utilize computerized systems to enter, retrieve and perform basis analysis of data;
- 9) Ability to communicate effectively, orally and in writing with people at various levels both within and outside the organization;
- 10) Ability to maintain effective working relationships with fellow employees and deal courteously and tactfully with other governmental agencies and the general public;

The incumbent must also maintain strict confidentiality in performing the duties of the Controller and must demonstrate the following personal attributes:

- 1) be honest and trustworthy;
- 2) be respectful;
- 3) possess cultural awareness and sensitivity;
- 4) be flexible;
- 5) demonstrate sound work ethics.

Pay Grade: J

Title: Administrative Specialist

Tasks Ordinarily Assigned: Provides services pertaining to document formatting; coordination of meeting space; preparation of office mailings; maintenance of major mailing lists, word processing; answering telephone; taking messages; distributing mail to staff, booking of meeting and banquet facilities for annual dinner and mini-conferences; compilation of weekly reports; layout of quarterly newsletter and other mass mailing announcements. Position will reestablish and maintain the planning library, assist in drafting of legal notices and press releases; edit and format documents; serve as editor of agency newsletter and annual report. Duties also include participation in office activities, as appropriate and as necessary to accomplish the agency mission.

Responsibilities of position: Work is to be conducted independently, with a high level of professionalism. Administrative Specialist will represent administrative staff at project team meetings as they pertain to document production and submittal deadlines. Administrative Specialist will provide technical assistance to other administrative staff; and work with them to coordinate a reasonable schedule for task completion; must attend all quarterly and special meetings of the Commission and compile minutes of those meetings; maintain planning library and properly organize and catalog new library entries. Reports to Executive Director.

Knowledge and skills required: Any combination of training and experience equal to a 2 to 4 year degree in secretarial services, office management, business college training, or a related field and five years of progressive experience, including two years of supervisory experience; or eight years of progressive experience, including two years of supervisory experience, and a high school diploma or equivalent. At least two years of experience as secretary to chief executive, manager, or president of a business or governmental organization. Must have a very strong command of the English language. The ability to track and pass on information concerning legislation which is key to the agency's mission; have knowledge of word processing software, a command of office equipment operation, strong organizational skills; ability to type at least 60 words per minute; Considerable tact and discretion when dealing with public officials and the public in general; and ability to establish and maintain good working relationships with staff and outside agencies.

Pay Grade: E

Title: Administrative Assistant

Tasks ordinarily assigned: Provides services pertaining to document reproduction and collating; preparation of office mailings; word processing; answering telephone; taking messages; distributing mail to staff, ordering and inventorying of office supplies; UPS shipping preparation; maintenance of postage meter. Duties also include participation in office activities, as appropriate and as necessary to accomplish the agency mission.

Responsibilities of position: Work is anticipated to be conducted independently, with task assignment and review of product occurring in cooperation with Administrative Specialist, Executive Director, or project team leader, as appropriate. Administrative Assistant is responsible for working with other administrative staff and project team, where appropriate, to establish a workable schedule, keeping team leader informed of project progress, for proper documentation of task progress, and for timely completion of assigned work. Position reports to Executive Director.

Knowledge and skills required: Any combination of training and experience equal to a two year degree in secretarial services, word processing, or a related field and two years of experience; or five years of experience and a high school diploma or equivalent. Must have knowledge of word processing software, a command of office equipment operation, strong organizational skills, and some experience in inventory maintenance.

Pay Grade: C

Title: Intern

This is a paid or unpaid an internship under any of the three occupational categories: Planning, Technical, or Administrative Services; requires some degree of technical expertise based on training. A paid intern may work a maximum of 600 hours during any one year time period.

Tasks Ordinarily Assigned: Works under the immediate supervision of a professional planner, or other staff member as appropriate to intern's area of study. Follows through the steps of a particular project, if possible, to obtain working knowledge of policy and procedures. Researches, organizes and presents material relating to the comprehensive policies plan or major functional elements thereof; prepares reports and technical memoranda, as necessary to project; attends staff and commission committee meetings as necessary and desired.

Responsibilities of position: Intern is responsible for maintaining an agreed upon schedule that will fulfill educational and agency needs; completing tasks in a timely manner; requesting technical assistance or policy clarification, as needed; to facilitate the necessary communication between academic advisor and internship supervisor.

Knowledge and skills required: Must be enrolled in an educational program, preferably a degree program pertinent to the mission of the agency; some knowledge of the principles, purposes, scope and techniques normally applied to the particular functional area; the ability to write and speak effectively; and the ability to establish and maintain effective working relationships with staff associates and outside agencies.

Pay Grade: A

APPENDIX B

REQUIRED FORMS

List of Forms and Date

Form B-1: Personnel Policy Receipt & Acceptance Sign-Off Form (07/19)

Form B-2: Credit Card Receipt & Acceptance Sign-Off Form

Form B-3: "Green Sheet" Financial Tracking Form

Form B-4: Family & Medical Leave Act Forms

ECWRPC Personnel Policies Acknowledgement

I hereby acknowledge that I have received a copy of the ECWRPC Personnel Policies. I understand that the contents of this handbook are for general information and guidance and it does not constitute a contract. I understand that it replaces and supersedes any previous policies, manual or communications, whether written or oral. I further understand that all contents in the document are subject to change in accordance with applicable laws but employees will be advised of any changes.

I have entered into my employment relations with ECWRPC voluntarily and acknowledge that there is no specified length of employment. Employees have the right to terminate the employment relationship with ECWRPC at any time, with or without notice, for any reason. ECWRPC has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. ECWRPC retains sole discretion to add, delete, or change anything contained in the document except employment-at-will.

No employee or representative of ECWRPC has the authority, at present or in the future, to promise any benefit or enter into an agreement for employment, oral or written, which in any way conflicts with the document or any of these statements, for any specified period of time and no person other than the Executive Director has the authority to change any policy, benefit, rule or procedure as stated in the handbook.

I understand it is my responsibility to read and understand the contents of the Personnel Policies including the topics on harassment, attendance, drug and alcohol use, and safety. If I do not understand any provision of the document, I shall contact my immediate supervisor or Human Resources/Benefits for clarification.

Employee Signature _____

Print Name _____ Date _____

Note: All employees are required to acknowledge receipt of the Personnel Policies by signing this acknowledgment.

This copy will be placed in the employee's personnel file.

INSERT ALL REMAINING FORMS

PROPOSED RESOLUTION NO. 23-19

APPROVING THE AMENDED AND UPDATED "2020 SCHEDULE OF FEES FOR SERVICES" OF THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, the East Central Wisconsin Regional Planning Commission provides technical assistance, contract, and program services to its member counties and communities, and; with limited exception, non-member communities, and;

WHEREAS, the Commission needs to supplant its annual budget with revenues generated from providing local assistance and program services, and;

WHEREAS, the Commission finds it beneficial in certain cases to cost-share expenditures in order to leverage revenues from local assistance projects;

NOW THEREFORE BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION:

Section 1: That the Commission amends the 2019 Schedule of Fees to reflect updated costs for local assistance projects and program services being scheduled for 2020, and;

Section 2: That the *2020 Schedule of Fees for Services* be included as part of this Resolution and that it be applied uniformly and fairly to member and non-member units of government within the region.

Effective Date: July 26, 2019
Submitted By: Steering Committee
Prepared By: Eric Fowle, Executive Director

Martin Farrell, Chair – Fond du Lac Co.

Dick Koeppen, Vice-Chair – Waupaca Co.

Alice Connors – Calumet Co.

Jeff Nooyen – Outagamie Co.

Jeremy Johnson – Menominee Co.

Donna Kalata – Waushara Co.

Dave Albrecht – Winnebago Co.

Jerry Erdmann – Shawano Co.

ECWRPC 2020 Schedule of Fees for Services

Beginning in 2019, in order to assist with short and long-term budget issues, the East Central Wisconsin Regional Planning Commission is now establishing a set of service fees for certain technical assistance projects which were previously conducted at no charge using the Commission’s levy funds obtained from its member Counties. In order to keep up with the costs of salaries, benefits and overhead costs, and retain high quality employees who provide invaluable skills, services and insights, the following Schedule of Fees is proposed, with annual reviews and adjustments as needed. In addition to specific technical assistance projects, other fees for review processes previously in place are included in this schedule.

Section 1:

The following services previously provided at no cost will now be fee-based for member communities and counties. **Please note that in some/many cases, the Commission will still be subsidizing some of the costs for these projects using state, federal or local program funds where available.**

RECREATION PROJECTS	CRITERIA	FEE / FEE RANGE
Comprehensive Outdoor Recreation Plan (CORP) Updates* <i>NOTE: IF YOUR COMMUNITY WAS ALREADY IN THE “PIPELINE” FOR AN UPDATE IN 2019, CONSIDERATION WILL BE GIVEN FOR A 30% REDUCTION IN THE FEES NOTED.</i>	Based on ranges of 2015 ACS total population estimates (town, village, city or county).	100K+ = \$18,000 50K-99,999 = \$12,000 25K-49,999 = \$8,000 15K-24,999 = \$5,000 <15K = \$3,500 *if a completely new plan, from scratch, add 15%
Park Site Assessment & Site Plan	Based on ranges of park property size in acres.	40+ acres = \$7,000 20-39 acres = \$5,000 10-19 acres = \$3,500 < 10 acres = \$2,500
Recreation Grant Assistance <i>(provision of maps, data, review of narrative – NOT writing grant from start to finish)</i>	Flat Fee based on needs <i>(please call to inquire)</i>	\$500 to \$1,500
Recreation Survey <i>(survey development, use of on-line survey tools, includes written report of results)</i>	Flat Fee	\$2,500
Recreation Economic Impact Study	Based on ranges of 2015 ACS total population estimates.	100K+ = \$7,500 50K-99,999 = \$6,000 25K-49,999 = \$4,000 15K-24,999 = \$3,500 <15K = \$2,500
Safe Routes to Parks Audits	Based on ranges of 2015 ACS total population estimates.	100K+ = \$5,000 50K-99,999 = \$3,000 25K-49,999 = \$2,000 <25K = \$1,500

TRANSPORTATION PROJECTS	CRITERIA	FEE / FEE RANGE
GIS Culvert Inventories	Based on ranges of 2015 ACS total population estimates (town village, city or county). Based on number of local road miles within community.	100K+ = \$15,000
GIS Road Sign Inventories		50K-99,999 = \$10,000
GIS Road Access Inventories		25K-49,999 = \$7,500 <25K = \$5,000
		Contact Commission for cost estimate
Miovision Camera Data Collection	Flat Fee per site + Actual Processing Cost	\$250.00 plus data processing rates which are determined by Miovision and range from \$2 to \$68 per hour. If location is on State functional class system, set up fee waived.
Road Capital Improvement Program	Flat Fee	\$5,000
Bicycle & Pedestrian Plan	Based on ranges of 2015 ACS total population estimates.	100K+ = \$12,500 50K-99,999 = \$10,000 25K-49,999 = \$7,500 15K-24,999 = \$6,500 <15K = \$4,500

COMMUNITY DEVELOPMENT PROJECTS	CRITERIA	FEE / FEE RANGE
In-Person Public Visioning Workshop (<i>community wide, downtown, etc., includes written report</i>)	Flat Fee based on 6 exercises	\$3,500
Comprehensive Plan – Single Chapter Update (<i>text, data, maps, does not include any public process</i>)	Flat fee	\$1,000

GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECTS	CRITERIA	FEE / FEE RANGE
ESRI On-Line Mapping Portal Creation	Based on ranges of 2015 ACS total population estimates (town village, city or county).	100K+ = \$12,000 50K-99,999 = \$9,000 25K-49,999 = \$6,500 <25K = \$4,500
<i>Note: Does not include any equipment or on-line subscription costs. Please call for final quote</i>		
ESRI On-Line Mapping Portal Maintenance (Annual)	Based on 10% of above cost	\$450 - \$1,200

ESRI StoryMap Creation (for visioning purposes – data collection & analysis, includes written report)	Flat Fee based on 6 exercises	\$3,500
ESRI StoryMap Creation (for informational purposes, assumes GIS data available)	Flat Fee range based on content and complexity	\$1,500 - \$4,000

Section 2:

The following list of fees was previously adopted by the Commission as standard practice of business in 2010. These fees were reviewed and modified for 2019 based on updated information pertaining to actual time spent on such activities.

NR-121 SEWER SERVICE AREA REVIEWS	CRITERIA	FEE / FEE RANGE
SSA Plan Updates		Not Applicable – Covered by WDNR funding and cost-shared by Commission
SSA Amendments	Actual time spent / member vs. non-member	<u>Member</u> \$250 + per hour charge at 1/2 current staff billing rates after 4 hours <u>Non-Member</u> \$500 initial charge + per hour charge at current staff rates after 4 hours
SSA Amendment Appeals*	Flat Fee	<u>Member</u> \$500 <u>Non-Member</u> \$1,000
* SSA amendment appeals are 'double' the regular SSA amendment cost due to potential for attorney expenses.		
NR-110 Facility Plan / Amendment Reviews	Actual time spent / member vs. non-member	<u>Member</u> \$500 (no additional charges for follow up) <u>Non-Member</u> \$1,000 initial charge + per hour charge at current staff rates after 6.5 total hours
Sewer Extension Reviews	Actual time spent / member vs. non-member	<u>Member</u> \$75 (no additional charges for follow up) <u>Non-Member</u> \$150 + per hour charge at current staff rates after 1 hour
Private Lateral Reviews	Actual time spent / member vs. non-member	<u>Member</u> \$75 (no additional charges for follow up) <u>Non-Member</u> \$150 + per hour charge at current staff rates after 1 hour

Other Reviews (Lift Stations, etc.)	Actual time spent / member vs. non-member	\$60.00 (no additional charges for follow up)	<u>Member</u> <u>Non-Member</u>
		\$120.00 + per hour charge at current staff rates after 1 hour	
Initial Request for Population Information			<u>Member</u> = No Charge <u>Non-Member</u> = \$30.00

The NR-135 Non-Metallic Mining Reclamation Program was established in 2001 and includes a set of annual permit fees, paid by the mine operators (permittees) that are agreed upon and established annually by the four member counties within the program (Outagamie, Shawano, Waupaca & Winnebago). These fees are included as part of this schedule, however; the reader should always affirm the actual fees with the Commission’s Non-Metallic Mining Reclamation Program Coordinator.

NR-135 NON-METALLIC MINING RECLAMATION PROGRAM PERMIT FEES		CRITERIA	FEE / FEE RANGE
Annual Per Acre Fee for Active Areas of Site	Based on actual program costs from prior year.	\$40.00 / acre	(2019 fee – 2020 Fee TBD in Fall)
WDNR Annual Fee	Per NR-135 Admin. Code – Based on site size and # of unreclaimed acres.		\$35-\$175
New Mine Permit Fee			\$705
Alternative Requirement Review Fee			\$370
Annual Fee for Transportation Related Sites	Based on site size, range of acreages		\$175 to \$870
Permit Transfer Fee			\$105
Permit Modification Fee			\$400
Final Reclamation Completion/Inspection Fee			\$200
Interim Reclamation Inspection Fee			None

Other Fee Schedule Notes:

All other services requested through the Commission’s technical assistance program will be evaluated for scope and workload. In general, should those costs exceed \$3,500 the Commission will request that the community cost-share the project to a certain extent based on a complete estimate of the project.

Large scale planning projects such as Comprehensive Plan Updates, Zoning Ordinance re-writes, Subdivision Ordinance creation/re-writes, Custom GIS Mapping, etc. will be evaluated and negotiated using a contractual arrangement separate from this fee schedule. Contract discounts will be applied as appropriate based on funding available, if any.

Member communities include any that lie within Calumet, Fond du Lac, Outagamie, Shawano, Menominee, Waupaca, Waushara, or Winnebago Counties. Green Lake and Marquette Counties and their communities are NOT members of the Commission. Non-Member counties or communities will not receive any free technical assistance, fee-based technical assistance, or contract services.

RESOLUTION NO. 24-19

APPROVING A WHISTLEBLOWER POLICY FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, the East Central Wisconsin Regional Planning Commission has previously adopted personnel policies, and;

WHEREAS, the East Central Wisconsin Regional Planning Commission is committed to operating in furtherance of its statutory and tax-exempt purposes and in compliance with all applicable laws, rules and regulations, grant and contract fulfillment and billing practices, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers, and;

WHEREAS, the proposed Whistleblower Policy outlines a procedure for employees to report actions that an employee reasonably believes violate laws or regulations, or that constitutes fraudulent accounting or other practices, now;

THEREFORE BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION:

SECTION 1. That the attached Whistleblower Policy, which is made part of this Resolution, applies to all persons employed by the East Central Wisconsin Regional Planning Commission, and shall become part of the Personnel Policies;

SECTION 2. This policy applies to any matter which is related to ECWRPC's business and does not relate to private acts of an individual not connected to the business of ECWRPC, and;

SECTION 3. Supervisors will be trained on this policy and ECWRPC'S prohibition against retaliation in accordance with this policy.

Effective Date: July 26, 2019
Submitted By: Steering Committee
Prepared By: Eric Fowle, Executive Director

Martin Farrell, Chair – Fond du Lac Co.

Dick Koeppen, Vice-Chair – Waupaca Co.

Alice Connors – Calumet Co.

Jeff Nooyen – Outagamie Co.

Jeremy Johnson – Menominee Co.

Donna Kalata – Waushara Co.

Dave Albrecht – Winnebago Co.

Jerry Erdmann – Shawano Co.

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHISTLEBLOWER POLICY

DRAFT

Approved on July 26, 2019

The ECWRPC is committed to operating in furtherance of its statutory and tax-exempt purposes and in compliance with all applicable laws, rules and regulations, grant and contract fulfillment and billing practices, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violate laws or regulations, or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to ECWRPC's business and does not relate to private acts of an individual not connected to the business of ECWRPC.

Reporting

If an employee has a reasonable belief that an employee or ECWRPC has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Executive Director. If the employee does not feel comfortable reporting the information to the Executive Director, he or she is expected to report the information to the Assistant Director or the Commission Chair.

Investigation

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, ECWRPC will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

No Retaliation

ECWRPC will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the Executive Director, the Commission Board or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

ECWRPC may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy or for those who file false reports. In addition, ECWRPC will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court, truthful information relating to the commission or possible commission by ECWRPC or any of its employees of a violation of any applicable law or regulation.

Training

Supervisors will be trained on this policy and ECWRPC'S prohibition against retaliation in accordance with this policy.