

MEETING NOTICE

ECONOMIC DEVELOPMENT COMMITTEE MEETING

East Central Wisconsin Regional Planning Commission

Committee Members: Vacant (Chair), Alice Connors (Vice Chair), Allen Buechel, Mark Harris, Brian Smith, Ruth Winter, Jake Woodford

Place: Virtual or In-Person Meeting - East Central Offices (400 Ahnaip Street, Suite 100, Menasha)

Date: Wednesday, April 7, 2021

Time: 1:00PM

Meeting Link: <https://global.gotomeeting.com/join/916231781>

Phone Number: +1 (224) 501-3412

Access Code: 916-231-781

Committee Members - Please contact the East Central office if you are unable to attend and arrange for an alternate to be present.

General Public - If you plan to attend, please contact the Administrative Coordinator, Erin Bonnin at ebonnin@ecwrpc.org to ensure the meeting space has social distancing accommodations.

Agenda

- 1) **Welcome and Introductions**
- 2) **Roll Call**
 - A. Introduction of Alternates, Staff, and Guests
- 3) **Statement of Compliance with Wis. Stats. Sect 19.84 Regarding Open Meeting Requirements**
- 4) **Pledge of Allegiance**
- 5) **Approval of Agenda / Motion to Deviate**
- 6) **Public Comment**
- 7) **Action Items**
 - A. **Approval of the January 6, 2021 Economic Development Committee Meeting Summary of Proceedings**
- 8) **Informational / Discussion Items**
 - A. Staff Report
 1. 2021-2023 Planning Partnership Grant Update
 2. CARES Act Disaster Recovery and Economic Resiliency Grant Update

- B. American Rescue Plan Act of 2021 Discussion
- C. New North Gold Shovel Program Participation
- D. County Roundtable Discussion (*as time permits*)

9) Upcoming Meetings

- A. **Commission Meeting:** *The next Commission meeting will be held on Friday, April 30, 2021 at 10:00 a.m. An agenda and meeting materials will be forthcoming.*
- B. **Annual Meeting:** *The Commission's Annual Meeting will be held immediately following the Quarterly Commission Meeting on Friday, April 30, 2021.*
- C. **Economic Development Committee Meeting:** *The next Economic Development Committee Meeting will take place on Wednesday, July 7, 2021 at 1:00PM. Further details will be forthcoming.*

10) 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.

SUMMARY OF PROCEEDINGS ECONOMIC DEVELOPMENT COMMITTEE

COMMITTEE MEMBERS: *Chuck Dallas (Chair), Alice Connors (Vice-Chair), Allen Buechel, Mark Harris, Brian Smith, Ruth Winter, Jake Woodford*

Date: Wednesday, January 6, 2021
Time: 1:00 p.m.
Place: Virtual Meeting

Committee Members Present:

Alice Connors (Vice-Chair) Calumet County
 Allen Buechel Fond du Lac County
 Mark Harris Winnebago County
 Jake Woodford Outagamie County

Committee Members Excused:

Chuck Dallas (Chair) Shawano County
 Brian Smith Waupaca County
 Ruth Winter Menominee County

ECWRPC Staff:

Melissa Kraemer Badtke Executive Director
 Kevin Englebert Assistant Director
 Adam Pfefferle GIS Specialist II

Agenda

1) Welcome & Introductions

Vice-Chair Connors welcomed attendees to the meeting.

2) Roll Call

a) **Introduction of Alternates, Staff, and Guests**

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

Ms. Kraemer Badtke stated that the meeting was posted in compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement and that it was a legal meeting.

4) Pledge of Allegiance

5) Approval of Agenda/Motion to Deviate

Vice-Chair Connors motioned to deviate from the agenda to allow Mary Kohrell, Calumet County to make a brief presentation to the committee. Mr. Buechel seconded the motion. The motion passed unanimously.

Ms. Kohrell spoke on behalf of the Northeast Wisconsin Regional Economic Partnership Board (NEWREP). Ms. Kohrell thanked the Commission and Pam Scheibe-Johnson for their support of NEWREP over the past several years. Ms. Kohrell presented a plaque to the Commission in recognition of its efforts.

6) Public Comment

There was no public comment.

7) Approval of the October 7, 2020 Economic Development Committee Meeting Summary of Proceedings

Mr. Buechel motioned to approve the summary of proceedings, Mr. Woodford seconded the motion. The motion passed unanimously.

8) Announcements/Updates

a) Staff Positions and Hiring

Ms. Kraemer Badtke announced Mr. Englebert has filled the Assistant Director position after the retirement of Walt Raith. Mr. Englebert will lead the economic development program in addition to his duties helping manage the Commission.

Ms. Kraemer Badtke announced Matt Halada started as the Principal Transportation Planner for the Commission, Kim Biedermann took over the duties of Title VI Coordinator for the Commission, and Ashley Tracy was promoted to Associate Planner. Ms. Kraemer Badtke will be assuming the role of MPO Director for the Commission.

9) Informational/Discussion Items

a) County Roundtable Discussion

There was no discussion.

b) Staff Report

i) Economic Impact of COVID-19 on the East Central Region

ii) Economic Development Administration (EDA) COVID-19 Competitive Grant and Institutional Grant Funding Opportunity updates

iii) Economic Development Administration (EDA) 3-Year Planning Grant update

Mr. Englebert provided an overview of economic development activities over the past few months. Staff have developed a grant administration plan for the CARES Act Institutional Grant awarded to the Commission. The primary grant deliverables are the preparation of a disaster recovery and economic resiliency plan (including a data hub), a targeted technical assistance program, and a continuity plan including capacity support activities for the Commission. Work is underway for the grant including background research and stakeholder interviews.

Three EDA CARES Act Competitive Grant applications from the East Central region have been rejected, one is pending, and another application has been approved for further consideration.

The Commission has reapplied for and has been awarded a 2021-2023 3-Year Planning Partnership Grant from EDA. The grant will fund the economic development program including implementation of and updates to the Comprehensive Economic Development Strategy (CEDS) for the region as well as technical assistance activities.

Vice-Chair Connors thanked Mr. Englebert for the staff report. There were no questions or further discussion.

c) Strategic Plan Update

Ms. Kraemer Badtke gave an overview of the draft strategic plan for the Commission. The plan will be brought to the Steering Committee and the Commission for approval at the end of January. The strategic plan emphasizes the core programs of the Commission and deliverables for each program area over the next three years.

Motion by Vice-Chair Connors, seconded by Mr. Harris, to issue a consent of support regarding the strategic plan update to the Commission. The motion passed unanimously.

10) Action Items

a) Approval of the 2021 Work Program & Budget – 1500 Element and Technical Assistance Program (Enclosed)

Mr. Englebert detailed the 2021 Work Program and Budget for the economic development program. Mr. Englebert explained the layout is different this year in order to align with the two EDA grants and associated deliverables for the economic development program.

Mr. Englebert described the technical assistance projects for 2021 which include a total of four projects for the City of Waupaca, the City of Oshkosh, the Village of Little Chute, and the Menominee Indian Tribe of Wisconsin. Motion by Mr. Buechel, seconded by Mr. Harris, to approved the work program. The motion passed unanimously.

11) Next meeting - Wednesday, April 7, 2020 at 1:00P.M.

12) Adjourn

Vice-Chair Connors adjourned the meeting at 1:39 p.m.

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.

TO: ECWRPC Economic Development Committee

FROM: Kevin Englebert, Assistant Director

DATE: March 30, 2021

RE: Staff Report – Economic Development Program

2021-2023 Planning Partnership Grant

In late December 2020, the Economic Development Administration (EDA) notified East Central that our 2021-2023 Planning Partnership Grant application submitted in October 2020 was approved. The triennial grant, in the amount of \$210,000, is the primary funding source for East Central’s Economic Development Program. The grant funds staff activities and the preparation of the regional Comprehensive Economic Development Strategy (CEDS) every five years. The next full update of the CEDS will take place in 2023.

From January to March 2021, staff have undertaken various activities to implement the planning partnership grant. Staff has assisted or will be providing technical assistance this year to the City of Waupaca, the Village of Little Chute, the City of Oshkosh, and the Menominee Indian Tribe of Wisconsin. Staff has met with City of Waupaca staff on several occasions to assist with their pursuit of a makerspace. Currently, staff is helping the City of Waupaca assemble an EDA - Local Technical Assistance program application to fund a planning study to determine the need for the makerspace.

East Central staff has also arranged conversations with the Village of Little Chute staff regarding a redevelopment opportunity near the downtown. This led to a comprehensive meeting with Wisconsin Department of Natural Resources (WDNR) regarding cleanup activities for select properties on Grand Avenue to support redevelopment efforts. In addition, East Central staff helped Village staff arrange a tour of Madison Public Library and FEED Kitchens in Madison to explore pursuing an entrepreneurial kitchen space in the Village.

Menominee Indian Tribe is also pursuing a community kitchen/entrepreneurial space. East Central staff joined a tour of an existing building capable of supporting a community kitchen and has worked with tribal staff to generate momentum for reutilizing the space. Staff will reach out to the City of Oshkosh in the second quarter to work on a social connectedness research project.

In addition to technical assistance activities, East Central staff has also continued to meet with regional stakeholders regarding economic development efforts. This includes participating in the Fox Cities Economic Development Partnership, Northeast Wisconsin Regional Economic Partnership (NEWREP), and the Oshkosh Weekly Partners meetings. Staff also contribute to the New North Business Intelligence Committee and Business Attraction Task Force.

During the fall of 2020, the Wisconsin Forestry Council invited East Central to participate in the formation of a strategic plan for Wisconsin's Forestry Sector. The planning effort is a joint collaboration amongst the Wisconsin Forestry Council, WDNR, WEDC, Senator Baldwin's Office, UW-Stevens Point, and three Regional Planning Commissions in Wisconsin (Bay-Lake, East Central, and Northwest).

The goal of the strategic planning process is the formation of actionable strategies to diversify and strengthen Wisconsin's Forestry Sector. One long-term goal of the process will be entering into a Regional Economic Diversification Summit (REDS) with EDA and other federal entities to help implement the projects identified during the planning process. The Forestry Council published a visioning document (enclosed) detailing future activities and goals for the upcoming planning process.

CARES Act Institutional Grant

Staff has also made considerable progress relating to grant deliverables for the CARES Act Institutional Grant this past quarter. Below are activity summaries regarding the major components of the grant:

Disaster Recovery and Economic Resiliency Plan

Over the course of the last three months, staff have collected background research regarding the impact of COVID-19 to our regional economy. Staff have also conducted nine stakeholder interviews with individuals and organizations throughout our region to support the data collection process. These stakeholder interviews have yielded tremendous information that will support our planning efforts. To date, 16 total stakeholder interviews have been completed with a goal of 40 interviews during the planning process. Staff have also started developing draft components of the plan, including chapters on tourism and retail impacts, as well as an economic data hub for our region. The data hub has gone through the design phase and is currently under construction. The hub will offer a combination of interactive maps, dashboards to show trends in economic data for the region, and offer links to other economic resources around our region. The goal of the hub is to track long term economic resiliency through data metrics for our region.

East Central Continuity Plan

Staff have taken preliminary steps to prepare for the assembly of a continuity plan for East Central organizational operations. Staff conducted an initial risk assessment for our organization as part of the information gathering stage. In addition, staff have developed a threat matrix assessing the risk likelihood on East Central operations. The next step will be a business process analysis.

Small Business and Community Technical Assistance Program

Staff have assembled a Request for Qualifications (RFQ) to solicit proposals for a regional Small Business and Technical Assistance Program. The intention of the program is to provide support to organizations to respond to the impacts of COVID-19. East Central staff has assembled a core team of stakeholders throughout our region to guide the selection process and program implementation. The RFQ will be distributed on Tuesday, March 30, 2021 with the goal of starting the program this summer. \$40,000 of CARES Act funding is allocated for the program.



WISCONSIN COUNCIL ON FORESTRY

Tony Evers, Governor

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March 16, 2021

Tom Hittle
Chairman

▪

Matt Dallman
Vice-Chair

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Heather Berklund

▪

Sen. Janet Bewley

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Michael Bolton

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James Hoppe

▪

Buddy Huffaker

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James Kerkman

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Dr. William Van Lopik

▪

Rebekah Luedtke

▪

Rep. Beth Meyers

▪

Rep. Jeffrey Mursau

▪

Ken Price

▪

Dr. Adena Rissman

▪

Henry Schienebeck

▪

Jason Sjostrom

▪

Jordan Skiff

▪

Paul Strong

The Future of Wisconsin's Forest Products Economy Regional Economic Diversification Summit (REDS) Visioning Document

Background:

The forest products industry in Wisconsin provides more than 63,000 full- and part-time jobs and has a total industry output of \$24.4 billion and value-added of \$6.7 billion. It ranks 11th in terms of number of full-and part-time jobs, 9th in value-added, and 3rd in industry output in the state. Every ten jobs in the forest products industry support additional fifteen jobs in other sectors in the state.

The forest products industry:

- is the number one employer in seven counties.
- is one of the top ten employers in 29 counties.
- is the number one industry for value-added in seven counties.
- is one of the top ten industries for industry output in 37 counties.

Forest based recreationists annually spend an estimated \$2 billion within Wisconsin communities. This spending stimulates the economy further and it is estimated that forest-based recreation is a \$5.5 billion dollar industry.

Wisconsin's forest industry plays a critical role in supporting the sustainable management of the state's 17 million acres of forest land that covers 41 percent of the state's total area. Healthy and vigorous forests provide essential wildlife habitat, help to ensure clean water and air, and are critical to addressing climate change.

While the state's industry historically has been durable and diversified, mounting challenges have put this continued hardiness and all of the benefits at risk. The Verso Corporation announced in June 2020 that it would shut down mills in Wisconsin Rapids and Duluth Minnesota, laying off about 900 workers in Wisconsin Rapids and 100 in the Duluth-Superior area. The "Rapids" mill is more than a century old and has been a fixture of not only the Wisconsin Rapids area, but of the state's entire pulp and paper industry, purchasing an estimate 25 percent of wood sold by landowners in Wisconsin.

Solid wood sawmills also face challenges from alternative products, and global economic and political challenges and diminished overseas markets. Stresses on the paper and sawmill industries were exacerbated this past year with the COVID-19 pandemic. Members of the forest industry strive to continue operating and thriving despite these challenges, and some are looking toward the future for new market opportunities. Efforts to transition toward a modern, sustainable bioeconomy that supports growth while protecting long-term forest health are underway in a cooperative working group formed by the States of Michigan and Maine, and Finland. Advancements in bioeconomy and clean technologies have the possibility of supplementing and advancing traditional forest products industries.

Wisconsin has a strong forestry community dedicated to supporting the industry and the sound and sustainable management of our forest resources. Numerous groups, associations, agencies, and organizations have worked cooperatively together for years to support and advance Wisconsin forestry. This community is well poised to continue these efforts.

REDS Process Goal:

This cross-sector collaboration will engage stakeholders across Wisconsin's forest products economy to identify priorities that will help the state better understand and capitalize on enhancing existing timber industries and establishing new market opportunities for Wisconsin's forest products.

REDS Background:

The U.S. Economic Development Administration (EDA) oversees the Regional Economic Diversification Summit (REDS) process, which helps local and regional stakeholders leverage federal programs to advance locally-identified economic development priorities. The REDS process aims to catalyze project implementation, utilizing regional partners' Comprehensive Economic Development Strategies (CEDs). A state or region must have established clear priorities before planning a REDS event.

Leadership:

The Wisconsin Council on Forestry (CoF), at the request of Governor Evers, will lead this initiative, with the Wisconsin Economic Development Corporation (WEDC) and Department of Natural Resources (DNR) providing administrative, planning, and technical support. The Regional Planning Commissions (RPCs) with forestry activities in their regions will be integral to this effort, as their CEDs will help to identify priorities.

A strategic planning team will help drive day-to-day progress and liaise with the EDA and the larger stakeholder group. This team includes:

- Council on Forestry: Tom Hittle - Chair, Matt Dallman- Vice Chair
- DNR: James Yach – N. WI Director, Heather Berklund – State Forester, Dr. Ram Dahal – Forest Economist, Logan Wells – Forest Products Specialist
- WEDC: Sam Ridders – Deputy Secretary, Rachel Best – Director of Events, Kietra Olson – Rural Initiatives Manager
- RPCs: Crystal Rohde – Business Development Specialist (NWRPC) & Visions Northwest Regional Economic Development Administrator, Kevin Englebert – Assistant Director (ECWRPC), Sydney Swan – Economic Development Planner (BLRPC)
- University of WI: Dr. Paul Fowler, Wisconsin Institute for Sustainable Technology, UWSP
- Senator Baldwin's Office: Brian Conlan – Sr. Economic Policy Advisor

Stakeholder Engagement:

It is a priority to engage and seek input from a cross-sector group of forestry stakeholders from industry, community, education, government, landowners, environmental, and non-profits. The Council on Forestry's membership provides a starting place for engaging a diverse group of stakeholders, but casting a wider net will ensure the full diversity of Wisconsin's forest products economy is engaged.

Existing Resources:

This initiative will incorporate and build off existing resources, including, but not limited to:

- Wisconsin's Statewide Forestry Action Plan (2020)
- Wisconsin Forest Practice Study
- County Forest 15-Year Comprehensive Land Use Plans
- Comprehensive Economic Development Strategies created by the RPCs
- DNR's Economic Contribution of Forest Products Industry to Wisconsin Economy (2020); and
- FOR/Maine Vision and Roadmap for Maine's Forest Products Sector (2018).

Expected Outcomes:

Outcomes for this overall process are envisioned to include:

- Generally, a cohesion of all stakeholder interests and efforts towards supporting the Wisconsin forest industry and sustainable management of the state's forest resources.
- The identification of existing resources that can inform future efforts, decisions, and policies to guide the strengthening of the state's forest industry.
- The identification of gaps in knowledge, resources or other areas that are impacting or could inhibit efforts toward strengthening the state's forest industry.
- Following initial stakeholder input and investigations, develop a blueprint for a process to identify targetable initiatives or identify existing priority initiatives sufficient to begin the REDS process.
- Launch a REDS in order to explore Federal and other resources that would support moving priority initiatives forward.

Timeline:

- December 2020: An initial meeting was held between the CoF, DNR, WEDC, RPCs, EDA, Senator Baldwin's Office, and Maine Development Foundation.
- February 2021: Strategic Planning Team convenes.
- May 6th and May 11th: Public listening sessions.
- May 3rd through May 13th : Stakeholder listening sessions.
- Summer 2021: Listening session comments distilled and summarized. Council on Forestry recommends initiatives for the REDS.
- Fall 2021: REDS held.

Contact:

Tom Hittle, WI Council on Forestry Chair
tom.hittle@steigerwaldt.com

TO: ECWRPC Economic Development Committee

FROM: Kevin Englebert, Assistant Director

DATE: March 30, 2021

RE: American Rescue Plan Act of 2021

Recently, the American Rescue Plan Act of 2021 was signed into federal law. The American Rescue Plan provides the Economic Development Administration with \$3 billion to aid communities in rebuilding local economies. Notably, the plan allocates \$750 million of the total of \$3 billion specifically for the travel, tourism, and outdoor recreation sectors.

Previously, the CARES Act provided \$1.5 billion for economic adjustment assistance to help revitalize local communities after the pandemic. EDA staff informed East Central staff in January that the CARES funding is currently oversubscribed, with the amount of funding requested outstripping the available amount, as communities continue to grapple with the economic impacts caused by COVID-19.

East Central staff reached out to EDA staff regarding direction and guidance for the upcoming relief funds. EDA staff relayed that a new Notice of Funding Opportunity (NOFO) is currently being crafted with an expected release around the end of May. The new NOFO is expected to be similar to previous EDA funding opportunities, except that it will have a component directly focused on tourism and travel impacts. As in the past, it is expected that regional projects or projects with regional impacts will carry more weight in the selection process.

East Central staff have started reaching out to previous applicants for the CARES Act funding that were unsuccessful to determine if there is renewed interest to reapply for this round of funding.

Staff Recommendation: Staff is seeking guidance on how best to connect with organizations throughout the region to prepare and apply for anticipated EDA funds.

TO: ECWRPC Economic Development Committee

FROM: Kevin Englebert, Assistant Director

DATE: March 30, 2021

RE: New North Gold Shovel Program

Recently, East Central staff have had discussions with New North and the Bay-Lake Regional Planning Commission regarding renewed participation in New North's Gold Shovel Program. The goal of the Gold Shovel Program is to gather uniform information for sites that are ready for development in the New North region and to actively market those sites to prospective site selectors and developers.

East Central and Bay-Lake have both participated in the Gold Shovel Program in the past by reviewing applications from municipalities for Gold Shovel Certification. These reviews assess applications for completeness with respect to the predetermined criteria for Gold Shovel sites. However, in practice applicants have typically requested additional assistance from East Central staff to complete their applications. This typically takes the form of mapping assistance or related geographic information provision.

The number of applications submitted varies each year but is typically only a handful. In 2020, no Gold Shovel applications were made in the East Central region, however one is forthcoming for review this spring. Currently, six sites are certified in the program with two of those sites residing in the East Central region (Village of Greenville and City of Oshkosh). The Greenville site has had some recent success with the location of an Amazon Distribution Center.

New North brought to our attention that there is currently an expired Memorandum of Understanding (enclosed) from 2018 regarding participation in the Gold Shovel Program. This led to discussions among the entities involved about refreshing the program and identifying the level of continuing involvement from each organization. After some preliminary discussions, there are likely two primary avenues for continued participation.

1. Continue to process application reviews as was historical practice. This would entail receiving \$500 from the application fee per site to assess the completeness of site information provided by application. Reviews would be limited to only examining the application information submitted for completeness. This would also include uploading successful applications to the WEDC's Locate in Wisconsin website.
2. Assist applicants directly with drafting applications for the Gold Shovel Program. Staff would utilize EDA-funding to work hand-in-hand with applicants to gather site information as part of the application process. For example, staff would create required maps and show applicants how to gather other pertinent information for submittal.

To further support to the Gold Shovel Program, NAI Pfefferle and Cedar Corporation will now be offering application assistance as well in exchange for a financial commitment from the applicant. NAI Pfefferle would require a one-year listing agreement, and Cedar Corporation would require a \$4,000 fee per application. In addition to this assistance, NAI Pfefferle and Cedar Corporation will help market the program alongside New North.

Bay-Lake Regional Planning Commission is still discussing internally as to their preferred form of involvement in the program. However, during preliminary discussions it appears they favor option #2, which would entail direct assistance to communities in their region.

Staff Recommendation: Staff is seeking direction from the Economic Development Committee as to the preferred manner of participation in the Gold Shovel Program, if any, moving forward.

Memorandum of Understanding New North Gold Shovel Site Certification Program

Between the East Central Wisconsin Regional Planning Commission, the Bay-Lake Regional Planning Commission and The New North, Inc.

This Memorandum of Understanding (MOU) is made and entered into by and between the East Central Wisconsin Regional Planning Commission (ECWRPC), the Bay-Lake Regional Planning Commission (BLRPC) and The New North, Inc. (New North) in order to provide support for the Gold Shovel Site Certification Program.

ECWRPC, BLRPC and New North agree to work together in a collaborative spirit and negotiate in good faith on all tasks and deliverables required for the third-party, independent review of Gold Shovel Site Applications for the purposes of verifying the completeness and sources of the application's contents (certification).

Effective Time Period

This MOU shall be effective for a 1 year time-period **beginning on July 1, 2018 and terminating on June 30, 2019**, but may be extended by mutual agreement as noted subsequently in this agreement.

Dedication of Resources and Timeliness of Performance

ECWRPC and BLRPC shall make its staff resources available to provide the services as outlined in the subsequent section.

ECWRPC and BLRPC shall make every effort to complete initial (first-time) Site Application Certification Reviews within the agreed upon timelines identified in this agreement and shall work with the New North to extend timelines if tasks and deliverables cannot be completed per the agreed upon schedule.

New North shall respond to questions from the ECWRPC and BLRPC regarding the certification review process, or the interpretation of certification requirements in a timely manner.

Services Provided

The ECWRPC and BLRPC hereby agree to provide the following services in support of the Gold Shovel Site Certification Program:

1. Notification of completed Site Applications shall be sent to the ECWRPC and BLRPC (Adam Pfefferle at apfefferle@ecwrpc.org / Nicole Barbiaux at nbarbiaux@baylakerpc.org) by the New North;
2. Upon notification, ECWRPC / BLRPC will download the completed application from an established DropBox website, noting the date of application and assigning a unique identifier number. All sites will be addressed on a 'first come/first serve' basis.
3. ECWRPC/BLRPC will review the Site Application for completeness with the requirements set forth in the attached document (Appendix A) which was developed by New North with input from partners.

4. Within 7 days of its submittal, ECWRPC/BLRPC will document each Site Application as being either complete with verified sources of information (i.e. 'certified') or as being incomplete and containing unverified information (denied certification) through a letter provided to the Applicant (community), its Agent (engineering firm, etc.), and to the New North .
5. Sites denied certification will be allowed to re-submit at the discretion of New North, subject to the fees noted in this document.
6. Certified site application information will be uploaded to the Locate In Wisconsin website operated by the Wisconsin Economic Development Corporation within 7 days of certification letter date. ECWRPC/BLRPC will notify the Applicant, their Agent, and New North via email upon completion of this task.
7. ECWRPC/BLRPC will maintain and update the Locate In Wisconsin data for each Gold Shovel Certified Site upon certification renewal notification by New North subject to the fees noted in this document.
8. ECWRPC/BLRPC will maintain its own GIS layer coverage of sites submitted and their status for reporting purposes. ECWRPC/BLRPC is allowed to use such data for its planning or programmatic purposes and will also make such data available to New North, as needed.

Liability

In carrying out the provisions of this MOU, or in exercising any power or authority granted to the ECWRPC and BLRPC, there shall be no personal liability upon the authorized representatives of the ECWRPC and BLRPC, it being understood that in such matters they act as agents and representatives of the agency.

The ECWRPC and BLRPC shall not be responsible for any or all damages to property or persons arising out of negligent act, error and/or omission within its performance of the services under this MOU.

The ECWRPC and BLRPC shall indemnify and hold harmless New North and all of their officers, agendas, and employees on account of any damages to persons or property resulting from negligence of the ECWRPC or BLRPC or for non-compliance with any applicable federal, state, or local laws.

Compensation and Billing

The ECWRPC/BLRPC shall be compensated by New North for the provision of the outlined services at the following rates:

1. \$150.00 per Site Application Certification Review (Initial submittal approved and uploaded to Locate In Wisconsin or denied certification based on submittal requirement);
2. \$75.00 per Site Application Certification Review – Follow Up Submittals (second and/or third reviews and uploaded to Locate In Wisconsin); \$75.00 per site for information update/renewal in Locate In Wisconsin for previously certified sites; The ECWRPC and BLRPC shall prepare and send an invoice for payment along with a summary report on sites reviewed/certified on a quarterly basis and payments shall be made within 30 days as follows:

<u>Time-period</u>	<u>Submittal Date</u>	<u>Payment Date</u>
July 1, 2018 – Sept. 30, 2018	Oct. 15, 2018	Nov. 15, 2018
Oct. 1, 2018 – Dec. 31, 2018	Jan., 15, 2019	Feb., 15, 2019
Jan. 1, 2019 – Mar. 30, 2019	Apr. 15, 2019	May 15, 2019
Apr. 1, 2019- Jun. 30, 2019	Jul. 15, 2019	Aug. 15, 2019

Amendments, Renewal & Termination

This MOU and its provisions may be modified or amended only by mutual agreement of the parties at any time during the effective time period.

The termination of this agreement can be initiated by any of the three parties with the provision of a 30-day written notice stating the reasons for termination. In either case, all information generated by the ECWRPC or BLRPC for the Gold Shovel Site Certification program shall be provided to the New North in a reasonable timeframe upon request. ECWRPC and BLRPC shall be compensated by New North for work completed up to, and through the termination date.

Acceptance of Terms

This MOU and its conditions, terms and expectations are hereby agreed upon and will be upheld to the highest of standards.

Eric Fowle, Executive Director
East Central Wisconsin Regional Planning
Commission

Jerry Murphy, Executive Director
The New North, Inc.

Date

Date

Cindy Wojtczak, Executive Director
Bay-Lake Regional Planning Commission

Date