

MEETING NOTICE

STEERING COMMITTEE MEETING

East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: *Jeff Nooyen (Chair), Alice Connors (Vice Chair), Martin Farrell, Dick Koeppen, Thomas Kautza, Donna Kalata, Jeremy Johnson, Dave Albrecht*

Date: Thursday, October 21, 2021

Time: 9:00 a.m.

Meeting Link: <https://global.gotomeeting.com/join/124311605>

Phone Number: 1-408-650-3123

Access Code: 124-311-605

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

AGENDA

1. **Welcome and Introductions**
2. **Roll Call**
 - A. Introduction of Alternates, Staff and Guests
3. **Statement of Compliance with Wis. Stats. §19.84 regarding Open Meeting Requirements**
4. **Pledge of Allegiance**
5. **Moment of Silent Meditation**
6. **Approval of the Agenda/Motion to Deviate**
7. **Public Comment**
8. **Approval of the Minutes of the September 21, 2021 Steering Committee Meeting Summary of Proceedings**
9. **Announcements and Discussion Items**
 - A. Director's Report
10. **New Business/Action Items**

- A. Third Quarter, 2021 Financial Report
- B. Third Quarter, 2021 Work Program Performance Report
- C. Discussion and action on Proposed Resolution 30-21: Approving the Intergovernmental Agreement Between the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission

11. Informational/Discussion Items

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

12. Establish Time and Place for Next Commission Meeting

- A. ***Steering Committee Meeting:*** *The next Steering Committee meeting will be determined at the Committee meeting.*
- B. ***Commission Meeting:*** *The next Commission meeting will be held on Friday, October 29, 2021 at 10:00 a.m. An agenda and meeting materials will be forthcoming.*

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 MEETING

East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: *Jeff Nooyen (Chair), Alice Connors (Vice Chair), Martin Farrell, Dick Koeppen, Thomas Kautza, Donna Kalata, Jeremy Johnson, Dave Albrecht*

Place: ECWRPC Office, 400 Ahnaip St., Suite 100, Menasha, WI
Date: Tuesday, September 21, 2021
Time: 1:00 p.m.

AGENDA

1. Welcome and Introductions

Chair Nooyen called the meeting to order at 1:04 p.m.

2. Roll Call

Committee Members Present:

Martin Farrell Fond du Lac County
 Jeff Nooyen (Chair) Outagamie County
 Tom Kautza..... Shawano County
 Dave Albrecht (Perm. Alt. for Shiloh Ramos)..... Winnebago County
 Dick Koeppen Waupaca County
 Donna Kalata Waushara County

Committee Members Absent (Excused):

Alice Connors (Vice Chair) Calumet County
 Jeremy Johnson (Perm. Alt. for Elizabeth Moses)..... Menominee County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke Executive Director
 Kevin Englebert Assistant Director
 Erin Bonnin..... Administrative Coordinator
 Sara Otting Controller

A. Introduction of Alternates, Staff and Guests

3. Statement of Compliance with Wis. Stats. §19.84 regarding Open Meeting Requirements

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

4. Pledge of Allegiance

5. Moment of Silent Meditation

6. Approval of the Agenda/Motion to Deviate

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

7. Public Comment

There was no public comment.

8. Approval of the Minutes of the August 5, 2021 Steering Committee Meeting Summary of Proceedings

Mr. Koeppen motioned to approve the summary of proceedings, Mr. Farrell seconded the motion. The motion passed unanimously.

9. Announcements and Discussion Items

Ms. Kraemer Badtke provided the following Community Facilities Committee updates: commissioner updates, temporary committee assignment, and new permanent appointment upcoming. There was discussion regarding a Steering Committee member sitting on the committee, Community Facilities Committee meeting procedures and meeting frequency, and sewer service area program improvements.

Ms. Kraemer Badtke also announced staffing changes: the senior planner position was offered to Ms. Paustian, who has accepted the position. A transition plan has been established and the Associate Transportation/Safe Routes to School planner position will be refilled.

A. Main Street Bounceback Grants Program Update

Mr. Englebert noted that the program launched in July, and that a considerable amount of inquiries had been received. Systems are now in place to track the information. Sixty-one grants were currently awarded and a strong level of interest has been received. A limited-term employment planner was hired in July and started the end of August and manages the program daily. The next steps for the program are: marketing specifically throughout the region to areas that have less applications than other areas. This is over half of the initial allocation which is half of Phase 1. Mr. Englebert provided an overview of the progress with Phase 1 funding.

There was discussion regarding the sale of a building in Shawano County and planned use of the building and grant qualifications. The owner of the property would be awarded the grant funding, not vendors in the shared space. There was also discussion regarding the response rate and grant submissions received from the City of Ripon.

10. New Business/Action Items

A. Discussion and possible action on the purchase of a new Commission vehicle.

Ms. Kraemer Badtke noted that this item was budgeted in 2020. Ms. Otting provided an overview of the details of the vehicle. Discussion took place regarding the ability to procure a vehicle, Ms. Otting replied that a vehicle would be ordered. Ms. Otting provided an overview and facilitated discussion regarding: vehicle mileage, issues in current vehicle, staff preferences to not use the Commission vehicle based on condition, age of current vehicle, all wheel drive versus front wheel drive choice, and committee recommendations. It was determined by committee members that an all-wheel drive vehicle that we could get the earliest would be the one to choose.

Ms. Kalata motioned to approve the purchase of a new Commission vehicle, Mr. Albrecht seconded the motion. The motion passed unanimously.

B. Discussion and potential action on the intergovernmental agreement with the Fond du Lac Metropolitan Planning Organization (MPO).

Ms. Kraemer Badtke stated in the past there has been an agreement with the Fond du Lac Metropolitan Planning Organization (MPO). Staff have been working with Ms. Benson and Mr. DeVries to revise the agreement that would be between ECWRPC and the Fond du Lac MPO. Previously, there was a 5-year agreement, now it will be a 10-year agreement based on the decennial census. The agreement was to align with compliance measures from the federal transportation bill. The local match is provided by Fond du Lac County. The Fond du Lac MPO Technical Advisory Committee has seen the draft agreement. The bylaws have also been updated.

Mr. Kautza motioned to approve the intergovernmental agreement with the Fond du Lac Metropolitan Planning Organization, Mr. Albrecht seconded the motion. The motion passed unanimously.

C. Discussion and update on 2022 Transportation Program funding.

Ms. Kraemer Badtke noted the 2022 Transportation Work Program and Budget is being brought forward to the Steering Committee. Allocations have decreased for next year. Amounts for the last 5 years have been included. Ms. Kraemer Badtke provided an overview of the staffing needs and carryover into 2022. There are multiple projects included, and there are less projects listed this year in order to focus on larger anticipated projects. Ms. Kraemer Badtke noted the decrease in funding for the Fond du Lac MPO and that the regional transportation program has not had an increase in ten years. The transportation work program has been drafted and will go to the Transportation Committee in October, and Ms. Kraemer Badtke outlined the submittal process.

D. CLOSED SESSION: The Committee will convene, if needed, into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters and compensation.

Mr. Kautza motioned to move into closed session, Mr. Albrecht seconded the motion. A roll call vote was taken to move into closed session: Mr. Nooyen (yes), Mr. Farrell (aye), Mr. Koeppen (yes), Mr. Kautza (yes), Ms. Kalata (yes), and Mr. Albrecht (yes). The roll call vote passed unanimously. (There were two Commissioners absent: Mr. Johnson and Ms. Connors.) The committee moved into closed session at 2:32 p.m.

E. 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.

A roll call vote was taken to move into open session: Mr. Nooyen (yes), Mr. Farrell (aye), Mr. Koeppen (yes), Mr. Kautza (yes), Ms. Kalata (yes), and Mr. Albrecht (yes). The roll call vote passed unanimously. (There were two Commissioners absent: Mr. Johnson and Ms. Connors.)

i. Action from closed session discussions.

Mr. Kautza motioned to approve the hiring an Associate Transportation/Safe Routes to School Planner and to hire a transportation consultant. Mr. Albrecht seconded the motion. The motion passed unanimously.

Mr. Farrell motioned to approve the position and salary adjustments as presented in closed session, Mr. Albrecht seconded the motion. The motion passed unanimously.

F. Approval of the 2022 Employee Health Insurance, Dental Coverage & Vision Program.

Ms. Otting provided an overview of the insurance items. The biggest change is that there have been two Tier 1 plans in the past. Now there is one Tier 1 plan and one Tier 3 plan. Ms. Otting provided an overview of the Tier 3 health insurance change and noted that with a Tier 1 plan moving to a Tier 3 plan, there is no average to use. Ms. Otting explained the average and comparison system. The employee will pay the increase of the Tier 3 plan. Mr. Englebert provided an overview of the options presented. Ms. Kraemer Badtke also noted that staff reviewed how this was different from the 2021 budget and what was approved in the draft budget in July. Proposal B is recommended, which is 20 percent premiums paid by the employees and 80 percent premiums paid by the Commission. Ms. Otting explained Proposal B and provided a comparison to the previous year increases. Ms. Otting also outlined Proposal C and a future annual projection for that proposal.

There was a discussion of number of insurance providers and offerings to staff. Staff currently have four insurance options, Ms. Kraemer Badtke outlined the insurance providers, staff preferences, and noted that all options must be provided to staff.

Discussion occurred regarding locations and insurance offerings and geographic differences in insurance offerings. Mr. Englebert noted the plan similarities and features described for WEA Trust and Network Health, the plans are the same except for the clinics and hospitals that are covered. Ms. Kraemer Badtke noted that staff also looked at a high deductible plan offered by Employee Trust Funds (ETF) to compare the premiums, and the premiums were comparable. Ms. Otting briefly outlined the high deductible plan in comparison to the other plans outlined. There was discussion of the impact on the budget and the savings to the Commission.

Ms. Otting also briefly overviewed the changes to the supplemental and supplemental plus dental plans, vision coverage, and accidental insurance policy.

Mr. Farrell motioned to approve the Proposal B for the health insurance premiums for 2022. Mr. Koeppen seconded the motion. The motion passed unanimously.

11. Informational/Discussion Items

A. County Roundtable Discussion

There was discussion regarding county budget items and staffing.

12. Establish Time and Place for Next Commission Meeting

A. *Steering Committee Meeting:* *The next Steering Committee meeting will take place on Wednesday, October 20, 2021 at 1:30 p.m. Further details will be forthcoming.*

There was discussion regarding the next meeting of the Steering Committee. The next meeting will be tentatively scheduled for Thursday, October 21st at 9:00 a.m. and will be a virtual meeting.

B. *Commission Meeting:* *The next Commission meeting will be held on Friday, October 29, 2021 at 10:00 a.m. An agenda and meeting materials will be forthcoming.*

There was discussion regarding the Commission meeting and that the meeting will be a virtual meeting.

There was also brief discussion regarding redistricting maps in the counties.

13. Adjourn

Ms. Kalata motioned to adjourn, Mr. Farrell seconded the motion. The motion passed unanimously.

The meeting adjourned at 3:02 p.m.

East Central Wisconsin Regional Planning Commission, October 21, 2021 Report

By Melissa Kraemer Badtke, Executive Director. Update on highlighted activities.

Staff Updates: Erin Bonnin recently accepted a new position and we are in the process of hiring a new Administrative Coordinator. In addition, the Commission is also hiring for two Associate Transportation/Safe Routes to School Planners.

Gubernatorial Appointments: All of the member Counties have approved the resolution of support to modify the board composition for the Commission. Staff attended the Shawano County, Outagamie County and Waushara County Towns Association Meetings and discussed the process to revise the Board Composition. Staff is continuing to work with local municipalities to approve resolutions.

2022 Work Program and Budget: The 2022 Transportation Budget and Work Program was approved by the Transportation Committee and will be considered by the Commission board at the Quarterly Commission Meeting in October. The Fond du Lac MPO Policy Board approved their 2022 budget and work program. Staff is continuing to work on the 2022 Work Program and Budget. A copy of the draft budget will be available in November/December for review.

TO: Steering Committee

FROM: Kevin Englebert, Assistant Director

DATE: October 13, 2021

RE: Main Street Bounceback Grants Program Update

The Main Street Bounceback Grants Program officially launched on August 9, 2021 and got off to a rapid start. Initially, we witnessed a rush of inquiries for the program which created a minor backlog for responses. East Central staff developed systems for logging inquiries, tracking grant applications and materials, and monitoring grant disbursements. We have caught up with the backlog of inquiries and are close to catching up on our application backlog. After the initial fast start, inquiries and grant applications have slowed, but are still coming in consistently.

At this point, we are able to process grant applications and fund awards within a 1-2 week turnaround time, assuming all application materials are complete. We have two staff independently reviewing application materials for approval. Upon approval, we send one batch of checks out weekly to awardees with a cover letter for each award. The responses from approved businesses has been overwhelmingly positive.

The table below reflect grant inquiries, applications, and awards funded as of 10/13/2021.

East Central Main Street Bounce Back Program Status Update October 13, 2021	
Inquiries Received	436
Applications Received	137
Applications Approved	107
Applications Funded	107
Applications Denied	4
Total Amount Awarded to Date	\$1,070,000
Administrative Reimbursement to ECWRPC to Date	\$26,750
Total Available for the Main Street Bounce Back Program for the East Central Region – First Tranche (Received)	\$1,500,000
Total Available for the Main Street Bounce Back Program for the East Central Region – Second Tranche (Forthcoming)	\$1,500,000

Per East Central’s contract with WEDC, we’ve received \$1,500,000 under the first of two tranches of funding to award grants to businesses. We were just approved to receive the second tranche of funding for an additional \$1,500,000, with a total of \$3,000,000 as our overall program allocation.

The following tables shows grant awards by county as well as grants in process.

East Central Member County	Grants Awarded	Grants in Process
Calumet County	4	2
Fond du Lac County	20	1
Green Lake County	6	0
Marquette County	1	0
Menominee County	0	1
Outagamie County	40	2
Shawano County	7	1
Waupaca County	11	3
Waushara County	1	0
Winnebago County	17	5

Currently, we are working to systematically log all application data so that we can uncover more detailed information about applicants and the program generally. Some of this data includes the business's municipality, product or service, demographic information, and planned use of funds. We hope that this data will be able to provide insight into areas of our region with comparatively less applications so that we can tailor future marketing efforts. Additionally, we want to monitor other aspects of the program to determine whether the program is meeting its intent.

EAST CENTRAL WIS.REG.PLANNING COMM. (ECW)

Balance Sheet

As of 9/30/2021

	9/30/2021	9/30/2020
ASSETS		
CASH & CASH EQUIVALENTS		
1000-01 CASH-AssocBank Main Checking Al	\$ 90,943.50	\$ 87,263.52
1000-03 CASH-Associated Benefit Account	9,394.93	11,432.53
1000-05 CASH-AssocBank Money Market	245,236.01	155,184.12
1000-06 CASH-WEDC Checking	709,627.10	0.00
1010-00 STATE TREASURER-LOCAL GOVT PL	258,194.50	208,027.29
1020-00 PETTY CASH	100.00	100.00
Total CASH & CASH EQUIVALENTS:	1,313,496.04	462,007.46
RECEIVABLES		
1100-00 ACCOUNTS RECEIVABLE	351,740.39	257,770.38
1115-00 EMPLOYEE RECEIVABLE	13.20	0.00
1130-00 DEFERRED REVENUE/NR135 CARRYOVER	-61,258.76	-71,310.15
1140-00 OTHER DEFERRED REVENUE	-775,476.97	-3,446.93
Total RECEIVABLES:	-484,982.14	183,013.30
PREPAIDS & DEPOSITS		
1200-00 PREPAID & DEPOSITS	21,590.48	13,993.81
1210-00 DEFERRED OUTFLOWS	637,197.35	791,060.66
Total PREPAIDS & DEPOSITS:	658,787.83	805,054.47
CAPITAL EQUIPMENT		
1400-00 COMPUTERS, EQUIPMENT & OTHER FIXED ASSETS	166,207.59	154,723.51
1405-00 ACCUM. DEPREC	-146,521.83	-135,906.34
1420-00 CAPITAL LEASE ASSET	31,373.40	23,451.37
1425-00 ACCUM. DEPREC. CAPITAL LEASE ASSET	-1,955.00	-17,589.81
Total CAPITAL EQUIPMENT:	49,104.16	24,678.73
OTHER ASSETS		
1500-00 NET PENSION ASSET	254,499.94	-293,160.06
Total ASSETS:	\$ 1,790,905.83	\$ 1,181,593.90
LIABILITIES		
ACCOUNTS PAYABLE		
2000-00 ACCOUNTS PAYABLE	72,594.77	26,468.41
ACCRUED LIABILITIES		
2110-00 PAYROLL TAXES PAYABLE	10,636.16	11,532.60
2160-00 ACCRUED ANNUAL LEAVE	24,765.68	23,477.76
2177-00 VARIOUS BENEFIT ACCRUALS	159.62	2,462.20
2178-00 FLEX SPENDING ACCOUNT (FSA) PAYABLE	661.63	3,286.09
2190-00 UNITED FUND PAYABLE	-0.00	-48.00
2210-00 DEFERRED INFLOWS	792,097.66	432,360.66
Total ACCRUED LIABILITIES:	828,320.75	473,071.31
NOTES PAYABLE		
2305-00 CAPITAL LEASE PAYABLE	28,300.70	6,395.55
Total NOTES PAYABLE:	28,300.70	6,395.55
OTHER LIABILITIES		
2400-00 NET OTHER POST-EMPLOYMENT BENEFIT	214,100.00	145,799.00
Total LIABILITIES:	1,143,316.22	651,734.27
NET POSITION		
2900-00 Retained Earnings-Current Year	125,790.50	147,104.48
2900-00 RETAINED EARNINGS - PRIOR	502,610.42	363,644.13
2910-00 INVESTMENT IN FIXED ASSETS	19,188.69	19,111.02
Total NET POSITION:	647,589.61	529,859.63
Total LIABILITIES & NET POSITION:	\$ 1,790,905.83	\$ 1,181,593.90

Qtr 3 Project Update

Project	Start Date	End Date	Effort Budgeted	Contract			Budget	Budget Spent	Budget Remaining	% Remain
				Amt Consol	Billed Amt	% Remain to Invoice				
1105-021: Regional Comprehensive Plan	1/1/2021	12/31/2021	4,639				65	42	23	35.38%
1140-021: Regional Comprehensive Plan	1/1/2021	12/31/2021	55,000				705	361.75	343.25	48.69%
1205-021: Community Facilities Commitment	1/1/2021	12/31/2021	4,920				54	44	10	18.52%
1231-021: Sewer Service Area Plan Preparation	1/1/2021	12/31/2021	8,433				214	81	133	62.15%
1232-021: Sewer Service Area Plan Construction	1/1/2021	12/31/2021	19,331	71,389	17,000	76%	438	276.5	161.5	36.87%
1233-021: Sewer Service Area Plan Update	1/1/2021	12/31/2021	43,625				659	556.25	102.75	15.59%
1311-021: FC/Osh Program Administration	1/1/2021	12/31/2021	43,183				413	413	0	0.00%
1312-021: FC/Osh Fox Cities/Oshkosh L	1/1/2021	12/31/2021	212,320				2226	790.25	1435.75	64.50%
1313-021: NE Region Travel Demand M	1/1/2021	12/31/2021	80,914				1117.5	539.75	577.75	51.70%
1321-021: FC/Osh - Short Range/Conges	1/1/2021	12/31/2021	137,014				1656	1419.5	236.5	14.28%
1322-021: FC/Osh - Transportation Impr	1/1/2021	12/31/2021	51,433	871,172	391,931	55%	883	418.25	464.75	52.63%
1323-021: FC/Osh Multi-modal/Transport	1/1/2021	12/31/2021	228,801				2716	2024.75	691.25	25.45%
1324-021: FC/Osh Transit	1/1/2021	12/31/2021	72,417				925	435.5	489.5	52.92%
1325-021: FC/Osh - Transportation Alter	1/1/2021	12/31/2021	19,566				44	1.5	42.5	96.59%
1326-021: FC/Osh - Sustainability/Livabil	1/1/2021	12/31/2021	25,524				86	0.5	85.5	99.42%
1331-021: Regional Transportation Admir	1/1/2021	12/31/2021	14,398				102	28.75	73.25	71.81%
1332-021: Reg Transportation Tech Assi	1/1/2021	12/31/2021	35,008	77,968	35,334	55%	509	299.5	209.5	41.16%
1333-021: Regional Comprehensive Plan	1/1/2021	12/31/2021	28,562				360	177.5	182.5	50.69%
1341-021: FDL- Prgm Administration and	1/1/2021	12/31/2021	16,911				157	121	36	22.93%
1342-021: FDL LRTLUP	1/1/2021	12/31/2021	54,593				461	152.5	308.5	66.92%
1343-021: FDL Short Range/Congestion	1/1/2021	12/31/2021	18,229	142,607	42,790	70%	270.25	63.25	207	76.60%
1344-021: FDL Transportation Improvement	1/1/2021	12/31/2021	25,426				386	115.25	270.75	70.14%
1345-021: FDL - Transit	1/1/2021	12/31/2021	18,930				276	112.5	163.5	59.24%
1346-021: FDL Travel Model Improvement	1/1/2021	12/31/2021	8,518				139	15.5	123.5	88.85%
1381-021: Regional SRTS	1/1/2021	12/31/2021	206,471				3555	2339.75	1215.25	34.18%
1386-021: Youth Engagement Program	1/1/2021	12/31/2021	68,400	282,871	221,226	22%	87	0	87	100.00%
1391-021: Evidence Based Practices anc	1/1/2021	12/31/2021	8,000				140	12.5	127.5	91.07%
1405-021: Open Space & Environmental	1/1/2021	12/31/2021	4,305				61	26.5	34.5	56.56%
1411-021: T Nepeuskun Farmland Prese	1/1/2021	12/31/2021	5,000				8	0	8	100.00%
1433-021: C. Neenah Comp Outdoor Re	1/1/2021	12/31/2021	22,312	15,000	7,500	50.00%	276	217.25	58.75	21.29%
1434-021: V. Fox Crossing Comp Outdoc	1/1/2021	12/31/2021	24,136	16,740	8,370	50.00%	291	224.75	66.25	22.77%
1511-021: Planning Partnership Grant Ac	1/1/2021	12/31/2021	17,019				200	129.75	70.25	35.13%
1512-021: CEDS Implementation	1/1/2021	12/31/2021	30,208				262	182.75	79.25	30.25%
1513-021: Annual Comprehensive Econc	1/1/2021	12/31/2021	9,958				104	23.25	80.75	77.64%
1514-021: Global Trade	1/1/2021	12/31/2021	1,271				17	0.25	16.75	98.53%
1515-021: Initiative 41	1/1/2021	12/31/2021	1,271	103,059	30,605	70%	17	4	13	76.47%

Qtr 3 Project Update

1516-021: EMSI Analysis Services	1/1/2021	12/31/2021	6,687					100	9	91	91.00%
1517-021: Support/Participation in Local/	1/1/2021	12/31/2021	14,015					156	97.75	58.25	37.34%
1518-021: ESRI Business Analyst Servic	1/1/2021	12/31/2021	2,591					41	7.75	33.25	81.10%
1520-021: EDA Technical Assistance - T	1/1/2021	12/31/2021	20,039					226	74	152	67.26%
1561-021: EDA CARES Act Administratic	1/1/2021	12/31/2021	9,177					126	64.5	61.5	48.81%
1562-021: CARES Act Disaster Recov &	1/1/2021	12/31/2021	112,145					1574	1256	318	20.20%
1563-021: CARES Act: ECWRPC Contin	1/1/2021	12/31/2021	28,271	240,837	144,834	40%		318	29	289	90.88%
1564-021: CARES Act Organization Cap:	1/1/2021	12/31/2021	4,393								0.00%
1565-021: CARES Act: COVID-19 Respc	1/1/2021	12/31/2021	86,851					676	192	484	71.60%
1621-021: NR-135 Non-Metallic Mine Re	1/1/2021	12/31/2021	132,502					1357	1262.75	94.25	6.95%
1623-021: Winnebago Co. Extraction Orc	1/1/2021	12/31/2021	1,056					8	1	7	87.50%
1624-021: Waupaca Co. Extraction Ordir	1/1/2021	12/31/2021	1,056					7.5	6	1.5	20.00%
2435-021:GO Transit Facility Site Study	1/1/2021	9/30/2021	12,303	12,303	3,600	71%		190	74	116	61.05%
2444-021: T Lessor Comp Plan Update	1/1/2021	9/30/2021	8,000	8,000	4,500	44%		84.5	260.25	-141.5	-167.46%
2446-021: C Shawano CPU & Bike/Ped ↑	1/1/2021	9/30/2021	18,500	18,500	10,000	46%		296	391.5	-95.5	-32.26%
2456-021: City of Waupaca Bicycle & Pe	3/1/2021	6/30/2022	7,685					115	59	56	48.70%
2460-021 V. Combined Locks Comp Plar	3/1/2021	7/31/2022	19,141	19,141	11,750	39%		310	177	133	42.90%
3011-021: Local GIS Mapping & Assist.	1/1/2021	12/31/2021	10,000					101	1	100	99.01%
3020-021: GIS Information Processing &	1/1/2021	12/31/2021	10,000					136	69.75	66.25	48.71%
3040-021: Wisconsin Regional Orthopho	1/1/2021	12/31/2021	2,928					33	11.5	21.5	65.15%
TOTALS								25734.75	15694.75	10074.25	39.15%

TO: Steering Committee

FROM: Melissa Kraemer Badtke, Executive Director/MPO Director

DATE: October 13, 2021

RE: Intergovernmental Agreement with the Fond du Lac MPO

Recently, staff reviewed administrative documents for the Fond du Lac Metropolitan Planning Organization (MPO) and found a memorandum of agreement between the Fond du Lac MPO and East Central Wisconsin Regional Planning Commission. Staff discovered that the last agreement that was signed governing the MPO was from 2007.

The City of Fond du Lac was designated as the MPO in 2002 and at that time the Fond du Lac MPO and ECWRPC entered into an agreement for ECWRPC to provide staffing for the MPO. ECWRPC is the designated MPO for Appleton (Fox Cities) and Oshkosh. Currently, ECWRPC staff provides to the Fond du Lac MPO administrative, planning, and programming support to ensure program deliverables are completed and in compliance with federal and state regulations.

East Central staff worked with the Fond du Lac MPO Chair, Dyann Benson and the Vice Chair, Paul De Vries to update and revise this document. Revisions to the document include:

- This will be a 10-year agreement vs. a 5-year agreement to be in alignment with the U.S. Decennial Census Data and corresponding to when the boundaries for the MPO are updated.
- The roles and responsibilities have been updated to align with compliance measures from the federal and state government that the Fond du Lac MPO and ECWRPC staff is responsible for.
- The local match for the Fond du Lac MPO program is provided by Fond du Lac County as a member of the Commission.

The Fond du Lac MPO Technical Advisory Committee and the Fond du Lac MPO Policy Board have reviewed the revised agreement and do not have any revisions regarding the agreement. The agreement was approved by the Fond du Lac MPO Technical Advisory Committee and the Fond du Lac MPO Policy Board meeting on Wednesday, October 6, 2021.

Staff Recommendation: Staff recommends the approval of the Intergovernmental Agreement with the Fond du Lac MPO.

PROPOSED RESOLUTION 30-21

APPROVING THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE FOND DU LAC MPO AND EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, the U.S. Census Bureau has designated City of Fond du Lac was designated by the Governor as the Metropolitan Planning Organization (MPO) for the Fond du Lac, Wisconsin Urbanized Area; and

WHEREAS, the Fond du Lac MPO Policy Board, with representation from all jurisdictions within the Urbanized Area, has the responsibility to direct, coordinate, and administer the transportation planning process in the urbanized area; and

WHEREAS, the Fond du Lac Metropolitan Planning organization is responsible for implementing the applicable provisions of amended 23 USC 134 and 135 (FAST Act); 23 USC 450 and 500; 40 CFR 51 and 93; and

WHEREAS, the East Central Wisconsin Regional Planning Commission is the designated Metropolitan Planning Organization for the Appleton (Fox Cities) and Oshkosh urbanized areas; and

WHEREAS, the East Central Wisconsin Regional Planning Commission can provide the staffing and administration required to meet the federal metropolitan planning regulations for the Fond du Lac MPO; and

WHEREAS, an agreement between the Fond du Lac Metropolitan Planning Organization and East Central Wisconsin Regional Planning Commission is needed to complete the program deliverables and planning requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE FOND DU LAC METROPOLITAN PLANNING ORGANIZATION:

SECTION 1: The East Central Wisconsin Regional Planning Commission hereby adopts the attached Intergovernmental Agreement that outlines the roles and responsibilities of the Fond du Lac Metropolitan Planning Organization and the East Central Wisconsin Regional Planning Commission to complete the transportation program deliverables as outlined by the federal requirements and regulations.

Effective Date: October 29, 2021

Submitted By: Steering Committee

Prepared By: Melissa Kraemer Badtke, Executive Director/MPO Director

Jeff Nooyen, Chair – Outagamie Co.

Alice Connors, Vice Chair – Calumet Co.

Martin Farrell, Chair – Fond du Lac Co.

Donna Kalata – Waushara Co.

Dick Koeppen - Waupaca Co.

Tom Kautza – Shawano Co.

Dave Albrecht - Winnebago Co.

Jeremy Johnson – Menominee Co.

**MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF FOND DU LAC AS
FOND DU LAC METROPOLITAN PLANNING ORGANIZATION AND THE EAST
CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

This Memorandum of Agreement establishes the policy relationship, administrative activities and roles and responsibilities between the City of Fond du Lac as the designated Fond du Lac Metropolitan Planning Organization (MPO) and the East Central Wisconsin Regional Planning Commission (ECWRPC). The City of Fond du Lac will work in collaboration and cooperation with the communities that comprise the Fond du Lac MPO. The Fond du Lac MPO is required to carry out federally-mandated transportation planning and programming functions and deliverables for the Fond du Lac urbanized area as outlined within the 23 C.F.R. 450 and 49 U.S.C. §5303.

Metropolitan Planning Organization Requirements

On May 1, 2002, the U.S. Census Bureau designated, a new urbanized area consisting of the City of Fond du Lac, Village of North Fond du Lac, and portions of the Towns of Empire, Fond du Lac, Friendship, and Taycheedah. Sections 23 U.S.C. 134 and 49 U.S.C. 5303 of the Federal regulations require “that a Metropolitan Planning Organization (MPO) be designated for each urbanized area, that the metropolitan area have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and support metropolitan community development and social goals.”

The Fond du Lac MPO will be responsible for the following:

- Carry out the metropolitan transportation planning process.
- Determine mutual responsibilities in the metropolitan planning process.
- Develop an annual unified planning work program.
- Develop an annual transportation improvement program (TIP).
- Develop and approve the long-range transportation plan and its periodic updates.
- Develop and update performance measures.
- Approve, along with the Governor, the Transportation Improvement Plan (TIP) and its amendments.
- Certify, along with the State, that the planning process that complies with the requirements of applicable U.S. codes, federal laws and regulations.

Fond du Lac MPO Structure

The MPO was appointed and functioning prior to May 1, 2003 “by agreement among the Governor and general-purpose local units’ governments representing 75 percent of the affected metropolitan population.” The work of the MPO shall be directed and approved by a policy board representing the affected urban area communities and with guidance provided by the technical advisory committee. A professional staff shall provide administrative, planning and technical work activities to carry out the transportation planning process.

ECWRPC is a regional planning commission under Wisconsin State Statutes §66.0309, a ten-county region, in which Fond du Lac County is a member. As a member of East Central

Wisconsin Regional Planning Commission, Fond du Lac County pays an annual levy, which is determined and approved by the Commission in July of each year. The levy paid by Fond du Lac County will be provided as the local match for the Fond du Lac MPO program and additional Commission programs including the Regional Transportation Program, the Economic Development program and the Water Quality Management Program. If Fond du Lac County is not a member of the Commission, the local municipalities will contribute the local match to the Commission for the Fond du Lac MPO Program.

Roles and Responsibilities

The Fond du Lac MPO Policy Board and the ECWRPC agree to the following conditions and responsibilities:

Fond du Lac MPO Policy Board

- Hold regularly scheduled meetings of the Policy Board and Technical Advisory Committee (TAC).
- Fond du Lac MPO Technical Advisory Committee will provide guidance and recommendations to the Fond du Lac MPO Policy Board.
- Annually adopt the Fond du Lac MPO Work Program and Budget, which is a portion of the ECWRPC Unified Planning Work Program.
- Annually adopt, maintain, and amend the Fond du Lac area MPO Transportation Improvement Program (TIP).
- Adopt and maintain the Fond du Lac urbanized area Long-Range Transportation/Land Use Plan.
- Adopt and maintain Bylaws for the Fond du Lac MPO.
- Directly pass-through federal and state financial assistance for base MPO planning functions to ECWRPC.
- Participate in mid-year review and work program meetings with the Wisconsin Department of Transportation, Federal Highway Administration, and Federal Transit Administration.
- Direct and provide financial resources (including local \$ match requirements) for special MPO studies or programs where required and deemed appropriate.
- Coordinate the Fond du Lac area MPO planning activities with the ECWRPC regional transportation planning program and the Regional Comprehensive Plan under Wisconsin State Statutes 66.0309 (previously Wisconsin State Statutes 66.1001).

East Central Wisconsin Regional Planning Commission

- Coordinate with the Chairs of the Policy Board and the Technical Advisory Committee to develop the agenda, meeting materials and resolutions for the Technical Advisory Committee and Policy Board meetings.
- Provide administrative, professional and technical staff and facilities for MPO planning functions.
- Annually adopt the Fond du Lac area MPO element of the ECWRPC Unified Planning Work Program.
- Annually allocate a portion of the ECWRPC County membership levies (Wisconsin State Statutes §66.0309) to provide the local share of the MPO federal/state base program financial assistance.

- Coordinate the Fond du Lac area MPO planning activities with the ECWRPC regional transportation planning program and the Regional Comprehensive Plan under Wisconsin State Statutes §66.0309 (previously §66.1001).
- East Central staff will maintain GIS Datasets for the Fond du Lac MPO and provide them to the Fond du Lac MPO communities as requested.

Joint Actions and Approvals

- Annually adopt the Fond du Lac MPO element of the ECWRPC Unified Planning Work Program.
 - Review and approve the Title VI/Non-Discrimination Agreement with the Wisconsin Department of Transportation.
 - Develop the annual Equity and Opportunity Title VI Report, which will be included in the Work Program.
- Coordinate MPO program funding with base federal/state pass-through dollars and the local share levy dollars equal to the rate of member counties.
- Develop the Transportation Improvement Program (TIP) and process Transportation Improvement Program amendments as necessary.
- Develop and update the Long-Range Transportation Plan.
- Develop the Specialized Transportation Coordination Plan.
- Provide staff support to analyze transportation options and impacts with the Northeast Travel Demand Model.
- Assist the Fond du Lac Metropolitan Planning Organization with bicycle and pedestrian planning.
- Collaborate with Fond du Lac Transit and assist in the development of the Fond du Lac Transit Development Plan.
- Negotiate supplemental MPO planning activities and functions for work program and budget implications.
- Will provide and communicate any updates regarding any revisions to federal and state regulations as it applies to program deliverables for the Fond du Lac MPO Policy Board and Technical Advisory Committee. The Commission will also work with the Fond du Lac MPO to implement any of the revised regulations.

Amendments

No modification, alteration, or amendment to this agreement shall be binding upon any party hereto (Fond du Lac MPO Policy Board and East Central Wisconsin Regional Planning Commission) until such modification, alteration, or amendment is reduced to writing and executed by both parties hereto. Amendments shall require 2/3 vote from Fond du Lac MPO Policy Board. Amendments shall be considered by East Central Wisconsin Regional Planning Commission Steering Committee and the Commission Board in accordance with the Commission's By-Laws.

Severability Clause

If any provisions of this Agreement shall be held or deemed to be or shall, in fact, be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all jurisdictions, or in all cases because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy, or for any other reason, such circumstance

shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance or of rendering any other provision or provisions herein contained invalid, inoperative or unenforceable to any extent whatever.

This agreement shall become effective upon approval of the Fond du Lac area MPO Policy Board and ECWRPC Commission Board, and shall remain effective and until October 30, 2031, upon which the agreement may be renewed for ten years. This agreement may be amended upon written request from either party. This agreement may be discontinued at the end of the calendar year with at least six months notice.

Fond du Lac Area Metropolitan Planning Organization Policy Board

Mr. Joe Moore, Fond du Lac City Manager

Ms. Dyann Benson, Chair, MPO Policy Board

Adopted, 2021
Amended and approved October 6, 2021

East Central Wisconsin Regional Planning Commission

Mr. Jeff Nooyen, Chair

Ms. Melissa Kraemer Badtke, Executive Director

Adopted, 2021