

IMPORTANT NOTE: Due to timing issues, agenda item 10(a), 10(b), and 10(c) will be considered for action by the Executive Committee using its authority to act on behalf of the full Commission per Bylaws, Section 2 (a)(2). This agenda is being sent as the required notification to all Commissioners of these pending actions.
It is not necessary/required for non-Executive Committee members to attend this meeting, however; your comments and/or input prior to, or at, the meeting is welcome and encouraged.

**MEETING NOTICE
EXECUTIVE COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission**

COMMITTEE MEMBERS: Jeff Nooyen (Chair), Alice Connors (Vice Chair), Steven Abel, Dick Koeppen, Thomas Kautza, Jeremy Johnson, Dave Albrecht

Place: East Central Offices (400 Ahnaip Street, Suite 100; Menasha)
Date: Wednesday, May 17, 2023
Time: 1:30 p.m. (In-Person)

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. Approval of the Agenda/Motion to Deviate**
- 4. Public Comment**
- 5. Approval of the Minutes of the April 19, 2023 Executive Committee Meeting**
- 6. Announcements and Discussion Items**
- 7. New Business/Action Items**
 - A. **Resolution 20-23:** Authorizing Commission Staff to Destroy Public Records According to the Adopted "Records Retention Policy and Destruction Schedule"
 - B. **Resolution 21-23:** Discussion and action on the Transportation Alternative Set-aside Program (TA Set-aside) FFY 2023-2026 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). *(being addressed under the full authority of the Commission)*
 - C. **Resolution 22-23:** Discussion and action on the Carbon Reduction Program (CRP) FFY 2022 and FFY 2023 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). *(being addressed under the full authority of the Commission)*
 - D. **CLOSED SESSION:** The Committee will convene, if needed, into closed session pursuant to Sections 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters, compensation, and the 2023 staffing plan.

- E. **RECONVENE INTO OPEN SESSION:** The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to act, if necessary, on the above matters.
 - i. Action from closed session discussions

8. Informational/Discussion Items

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

9. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting:** *The next Executive Committee meeting will be Wednesday, June 21, 2023 at 1:30 p.m. at the Commission Offices (400 Ahnaip Street, Suite 100; Menasha).*
- B. **Commission Meeting:** *The next Commission meeting will be held on Friday, July 28, 2023 at 10:00 a.m. To be held at New London Municipal Building - Council Chambers 215 N. Shawano St., New London, WI 54961. An agenda and meeting materials 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.



**DRAFT MEETING NOTICE
STEERING COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission**

COMMITTEE MEMBERS: *Jeff Nooyen (Chair), Alice Connors (Vice Chair), Steven Abel, Dick Koeppen, Thomas Kautza, Jeremy Johnson (Perm. Alt. for Elizabeth Moses), Dave Albrecht (Perm. Alt. for Tom Egan)*

Date: Wednesday, April 19, 2023 – In person

1. **Welcome and Introductions** – Chair Nooyen called the meeting to order at 1:30 pm
2. **Roll Call**
 - A. Introduction of Alternates, Staff and Guests

Committee Members Present:

Jeff Nooyen (Chair) Outagamie County
 Alice Connors (Vice Chair) Calumet County
 Jeremy Johnson (Perm. Alt. for Elizabeth Moses) Menominee County
 David Albrecht (Perm. Alt. for Tom Egan) Winnebago County
 Tom Kautza Shawano County
 Steve Abel Fond du Lac County

Committee Members Absent (Excused):

Dick Koeppen Waupaca County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke Executive Director
 Sara Otting Controller
 Leann Buboltz Administrative Coordinator
 Casey Peter GIS Analyst I

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Vice Chair Connors and seconded Mr. Kautza to approve of the agenda as presented. Motion carried.
4. **Public Comment** – No public comments
5. **Special Order of Business/Action Item**
 - A. Presentation and Approval of the Draft 2022 Annual Audit – Ms. Leah Lasecki, Director, Clifton Larson Allen. A focus was given to the Governance Communication Letter, sharing significant changes with the members. One of the biggest changes was the GASB 87.

She continued to breakdown the balance sheet noting the changes of GASB 87 as it relates to the increase of numbers reported (i.e. the building and copier lease). Ms. Lasecki prepared and explained an informational sheet containing 4 years of records. Member discussion – wondering if footnotes could be added to the records for future members to know what went on during this time of changes. It was agreed that footnotes would be added each year with the assistance of Ms. Otting-Controller. Ms. Kraemer-Badtke interjected that it is also important to show 2019 baseline and 2020 when the implementation of the work program began, to see where East

Central has come through the years. Lastly, Ms. Lasecki shared the Compliance Audit, where the focus insuring that we are meeting the State and Federal Regulations. This year the firm audited the Main Street Bounceback Grant for Federal and the Transportation Program for State with the end results-no findings which means compliance is being met. Going through the findings, Ms. Lasecki noted that ECWRPC staff was very responsive and great to work with.

Mr. Johnson mentioned that taking the past audits into consideration where findings and changes needed to be adjusted, it is noteworthy that this organization has made the correct adjustments and is going in the right direction.

A motion was made by Vice Chair Connors and a second by Mr. Johnson to accept the 2022 Annual Audit as presented and to place on file. Motion carried unanimously.

6. **Approval of the Minutes of the March 15, 2023 Steering Committee Meeting** – a motion was made by Mr. Johnson and second by Mr. Abel to approve of the minutes as presented. Motion carried unanimously.

7. **Announcements and Discussion Items**

- A. Director's Report – highlights presented by Ms. Melissa Kraemer-Badtke. Ms. Kraemer-Badtke reported that It has been identified in the Bipartisan Infrastructure Law (BIL), that 2.5% of the funding for the Metropolitan Planning Organization and the Regional Transportation Program needs to be utilized for Complete Streets program deliverables. She noted that the Federal Transit Administration and the Federal Highway Administration approved a waiver of the non-federal match requirements for the Metropolitan Planning Organization and the Regional Transportation Programs for Complete Streets program deliverables. She indicated that additional information will be forthcoming for the next Steering Committee meeting.

Ms. Kraemer-Badtke shared with the members that recently staff met with the Department of Natural Resources staff on the Water Quality Management Program contract. Historically ECWRPC receives approximately \$32,000 from the DNR for the program, while the Commission matches it with approximately \$103,000 to cover the Region's SSA Plans. Staff received notification that the DNR portion will be doubling their share of the cost for this year and possibly next year as well. Mr. Kraemer-Badtke shared that Senior Planner, Wilhelmina Paustian manages this Program and has done a great job streamlining program efficiencies and continues to look for ways to improve it in the hopes of reducing the levy.

Ms. Kraemer-Badtke updated the members of the addition of new Commissioners. Menominee County: Menominee County held elections in April and their reorganization meeting will take place on Tuesday, April 18th. New Commissioners representing Menominee County are Eugene Caldwell and Jane Comstock. The City of Oshkosh: Matt Mugerauer was recently elected as the Mayor of the City of Oshkosh and will be also serving on the Commission Board.

- B. Main Street Bounceback Report – Ms. Kraemer-Badtke summarizes the findings of the final MSBB Report. The report is designed to show individual communities with their own totals. Statistically the report shows that grants overall were divided equally between the rural and urban areas of the Region. Ms. Kraemer-Badtke shared that if any communities or counties who would like this information to be presented, to just reach out to schedule a time.
- C. Nominating Committee Communication - Ms. Kraemer-Badtke shared with the members that at the March Nominating Committee meeting there was agreement in the idea to consolidate the small-member Committees, creating one generalized group. She shared the breakdown of the appointments with the Commission members. The new group would be called the Environmental Management Committee which would envelope the Community Facilities Committee, Open Space/Environmental Management Committee and the Regional Comp Planning Committee. It is planned, moving forward, to have Senior Planner, Wilhelmina Paustian provide an overview of Water Quality Management and the requirements of the members. (Informational only)

8. New Business/Action Items

- A. First Quarter, 2023 Financial Report – presented by Controller – Sara Otting. An overview was given to the members of the 2023 Financial Report for the First Quarter. Ms. Otting noted that she is utilizing the money market to earn more interest. Also reported was that the statement shows the Commissions portion of money in the pension program-WRS. It was noted that with the GASB changes it shows that the Commission could be released from the building lease earlier than expected with the timeframe of July of 2023.

A motion was made by Vice Chair Connors and a second by Mr. Johnson to approve of the First Quarter – 2023 Financial Report as presented and to be placed on file. Motion carried unanimously.

- B. First Quarter, 2023 Work Program Performance Report – Ms. Sara Otting, Controller gave an overview of the 2023 Work Program Performance Report. She noted that the accounts are all on track. Ms. Kramer-Badtke shared that Specialized Coordination Plan will begin in May. The FDL MPO - Bike Ped Plan will begin in later part of the 2nd quarter. Additionally, the Urban Area Functional Class with Appleton and Oshkosh MPOs as well as FDL MPO will begin in May with it being quite a large undertaking for staff.

A motion was made by Mr. Abel and second by Mr. Johnson to approve of the First Quarter, 2023 Work Program Performance Report as presented and to be placed on file. Motion carried unanimously.

- C. Proposed Resolution 16-23: Amending Resolution No. 08-90 and Subsequent Resolutions Specifying the Personnel Policies, now referred to as the Employee Manual, for the Staff Employed by East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke shared that the new employee manual has been re-formatted, policies have been clarified, and policy updates have been made. The employee manual has been reviewed and vetted through legal counsel. Also, an overview was presented of the updates that can be found in the employee manual document; Paid Parental Leave Policy, Years of Service Bonuses and Leave of Absences due to Illness or Disability

A motion was made by Mr. Kautza and a second by Mr. Albrecht to approve of Proposed Resolution 16-23: Amending Resolution No. 08-90 and Subsequent Resolutions Specifying the Personnel Policies, now referred to as the Employee Manual, for the Staff Employed by East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

- D. Proposed Resolution 17-23: Amending the Bylaws of the East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke presented an overview of Standing Committee Consolidation: She shared with the members that with the removal of the Gubernatorial appointments, a few of the standing committees only have a few members on their committee. Staff is recommending the consolidation of the Regional Comprehensive Plan Committee, the Open Space Recreation Committee, and the Community Facilities Committee to become the Environmental Management Committee. Ms. Kraemer-Badtke stated that this committee would oversee the Water Quality Management Program (also known as the sewer service area program), the NR-135 Non-metallic Mining Program, Geographic Information System, and environmental planning projects as outlined in the work program. This consolidation will allow for more equal distribution of the Commissioners across the standing committees and also improve efficiencies for the Commission staff,

- The Regional Comprehensive Plan chapters would be provided to each of the standing committees and the steering committee and the Commission board would review and consider the plan update once it is completed.
- The Steering Committee has been renamed to the Executive Committee in the updated revision to the By-laws and a few administrative revisions have been made.

Ms. Kraemer-Badtke reported that the nominating committee discussed the proposed changes and has approved the standing committee appointments based on the proposed standing committee structure (Economic Development Committee, Transportation Committee, and Environmental Management Committee) as reflected in the proposed By-laws.

Members discussed possible future changes and additions to the by-laws. Two items mentioned were changing the date of the April Commission Board meeting to better coincide with the April elections and new member orientation by moving it possibly to May. And also, the structure of the Appleton and Oshkosh MPO structure.

A motion was made by Vice Chair Connors and a second by Mr. Albrecht to approve of Resolution 17-23 Amending the Bylaws of the East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- E. Proposed Resolution 18-23: Amending the 2023 Work Program and Budget for the East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke and GIS Analyst, Casey Peters shared with the members that in February 2023, East Central staff sent out a request for proposals for the development of the GO Transit - Transit Development Plan. During the selection process it was noted by staff that the budgets exceeded the funding amount available. Ms. Kraemer-Badtke reported that East Central staff discussed the situation with the Wisconsin Department of Transportation staff and they provided an increase in the funding for the GO Transit - Transit Development Plan. It was noted that the work program will be amended to reflect the increased funding level to \$141,876, with the federal share increasing to \$113,501 and the local match increasing to \$28,375. The local match for this project will be provided by the City of Oshkosh and they have agreed to the increased amount.

A motion was made by Mr. Albrecht and a second by Mr. Kautza to approve of Proposed Resolution 18-23: Amending the 2023 Work Program and Budget for the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

- F. Proposed Resolution 19-23: Authorizing the Executive Director to Enter into a Contract for Professional Services with SRF Consulting Group for the GO Transit – Transit Development Plan. GIS Analyst, Casey Peters gave the members a brief summary of the GO Transit Development Plan. He noted that on February 13, 2023, the Commission issued a Request for proposals; four firms responded to the request. A selection committee reviewed the proposals, which SRF Consulting Group, was selected. Staff is seeking approval from the commission to enter into contract with SRF Consulting Group for \$124,876.50

A motion was made by Mr. Johnson and a second by Mr. Abel to approve of Proposed Resolution 19-23: Authorizing the Executive Director to Enter into a Contract for Professional Services with SRF Consulting Group for the GO Transit – Transit Development Plan. Motion carried unanimously.

- G. **CLOSED SESSION:** The Committee will convene, if needed, into closed session pursuant to Sections 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters, compensation, and the 2023 staffing plan.

A motion was made by Vice Chair Connors and a second by Mr. Abel to go into closed session with the time noted at 2:30 pm.

A roll call vote was taken

Aye - Jeff Nooyen (Chair), Outagamie County

Aye - Alice Connors (Vice Chair), Calumet County

Aye - Jeremy Johnson (Perm. Alt. for Elizabeth Moses), Menominee County

Aye - David Albrecht (Perm. Alt. for Tom Egan), Winnebago County

Aye - Tom Kautza, Shawano County

Aye - Steve Abel, Fond du Lac County

Excused - Dick Koeppen, Waupaca County

- H. **RECONVENE INTO OPEN SESSION:** The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to act, if necessary, on the above matters.
- i. No Action from closed session discussions

9. **Informational/Discussion Items**

- A. County Roundtable Discussion (*as time permits*)
 1. David Albrecht - Winnebago County shared that the County Board acted on a Resolution to name the County Administration building after him.
 2. Jeremy Johnson – Menominee County shared that through their elections, the turn over was 4 out of 7 taking out papers. New ECWRPC members will be Gene Caldwell and Jane Comstock, the other four were write ins.

10. **Establish Time and Place for Next Commission Meeting**

- A. **Steering Committee Meeting:** *The next Steering Committee meeting will be Wednesday, May 17, 2023 at 1:30 p.m. at the Commission Offices (400 Ahnaip Street, Suite 100; Menasha).*
- B. **Commission Meeting:** *The next Commission meeting will be held on Friday, April 28, 2023 at 10:00 a.m. To be held at Calumet County (Courthouse) 206 Court Street – Chilton, WI 53014. An agenda and meeting materials will be forthcoming.*
- C. **Annual Meeting:** *The Annual Meeting will immediately follow the Quarterly Commission Board Meeting on Friday, April 28th, 2023 at Calumet County Courthouse (206 Court Street, Chilton). Further details will be forthcoming.*

11. Adjourn – A motion was made by Vice Chair Connors to adjourn with the time noted at 2:45 p.m.

Respectfully Submitted
Leann Buboltz – Administrative Coordinator
ECWRPC

TO: Executive Committee

FROM: Sara Otting, Controller

DATE: May 4, 2022

RE: 2023 Destruction of Public Records - Proposed Resolution Number 20-23

Every year staff follows East Central's Records Retention Policy and Destruction Schedule for the destruction of East Central's public records.

East Central has completed 2022 financial and single audit. Now is the time to look at our Records Retention Policy and Destruction Schedule. We are looking to destroy of public records:

- Calendar Year 2012 Records

These records will be destroyed by July 31, 2023 once the resolution is approved.

Staff Recommendation: Staff recommends approval of Proposed Resolution 20-23 Authorizing Commission Staff to Destroy Public Records According to the Adopted "Records Retention Policy and Destruction Schedule".

RESOLUTION 20-23

AUTHORIZING COMMISSION STAFF TO DESTROY PUBLIC RECORDS ACCORDING TO THE ADOPTED “RECORDS RETENTION POLICY AND DESTRUCTION SCHEDULE”

WHEREAS the Commission’s legal record custodians (as defined in §19.33 Stats.) have been previously authorized through the adoption of Resolution 15-08 to destroy records (as defined in §19.32(2) Stats.) per an established retention period and notification procedure, and;

WHEREAS the Wisconsin State Statutes authorizes local units of government to establish such policies and procedures as part of Section 19.21, and;

WHEREAS the Commission desires to destroy certain records contained within categories highlighted in the attached summary table, and;

WHEREAS the State Historical Society of Wisconsin (SHSW) has waived the required statutory 60-day notice under §19.21(5)(d) Stats., for any record marked "W" (waived notice).

NOW THEREFORE BE IT RESOLVED that the Commission invokes its “Records Retention Policy and Destruction Schedule” and authorizes staff to destroy the following records:

- Calendar Year 2012 Records;

Effective Date: May 17, 2023
Submitted By: Executive Committee
Prepared By: Sara Otting - Controller

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer Badtke- ECWRPC
Executive Director

Records Destruction Schedule
East Central Wisconsin Regional Planning Commission
 (Established August, 2008)

RECORDS		RETENTION PERIOD	WSHS NOTIFICATION
1.	Commission meeting and Standing Committee decisions & supporting documents.	Permanent	N/A
2.	Tape recorded meetings used for the purpose preparing meeting minutes	90 days after approval of the printed meeting minutes.	W
3.	Revenue and Expenditure reports & supporting documentation	10 years	W
4.	Annual audits & management letters	Permanent	N/A
5.	Federal grants & Supporting documentation	10 years	W
6.	State grants & supporting documentation	10 years	W
7.	Local contract reports & supporting documentation	7 years	W
8.	NR-135 Program administration: contracts, revenue & expenditure reports, permits, and & supporting documentation	10 years	W
9.	Regional Plans or Plan Components	Until updated or superseded	W
10.	Geographic Information Systems (GIS) Mapping Data	Until updated or superseded	W
11.	Personnel records	EVT+7 years*	W

Highlighted categories of records (2012) intended for destruction in 2023.

*EVT = Terminated

The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60 day notice under §19.21(5)(d) Stats., for any record marked "W" (waived notice). SHSW must be notified prior to destruction of a record marked "N" (nonwaived). Notice is also required for any record not listed in this chapter. "N/A" indicates not applicable and applies to any Commission record designated for permanent retention.

TO: ECWRPC Executive Committee
FROM: Kim Biedermann, Principal Planner/Regional Bicycle and Pedestrian Coordinator
DATE: May 17, 2023
RE: Resolution 21-23: Transportation Alternatives Set-aside Funding Award for the Appleton (Fox Cities) Metropolitan Planning Organization for 2023-2026 Program Cycle

The Transportation Alternatives Set-aside Program FFY 2023-2026 cycle (TA Set-aside; formerly Transportation Alternatives Program, or TAP) opened on November 1, 2022 and closed on March 24, 2023. TA Set-aside projects are funded up to 80% federal dollars and 20% local dollars; however, this amount can be as low as 50% federal funding. The funding allocation for this program cycle for the Appleton (Fox Cities) MPO is as follows:

2022: \$668,677
2023: \$683,023
2024: \$0 (funds committed to Village of Kimberly Marcella Ave. Trail project)
2025: \$710,617
2026: \$724,829

For this program cycle, ECWRPC received five applications for the Appleton (Fox Cities) MPO.

WisDOT NE Region and East Central staff have reviewed the applications that were submitted from the communities in the Appleton (Fox Cities) MPO, and all projects are eligible to receive funding. As part of the selection process, a TA set-aside selection committee for the MPO reviewed and scored the five applications

Projects are scored on the following categories: Project Planning and Local Support, Project Utility and Connectivity, Project Benefit, and Sponsor History. On the next page is a summary of the projects.

Community	Project	Total Funding	Federal Share	Local Share	Project Type	Project Year
City of Menasha	High Cliff State Trail Corridor Feasibility Study: Along 114	\$60,000	\$48,000	\$12,000	Planning	2023
Village of Harrison	High Cliff State Trail Corridor Feasibility Study: Along Local Roads	\$82,000	\$65,600	\$16,400	Planning	2023
T. Grand Chute	STH 96/W Wisconsin Ave Sidewalk	\$524,692.10	\$409,624.53	\$115,067.57	Construction Only	2025
Town of Buchanan	Eisenhower Drive Multi Use Trail	\$804,551	\$643,640.80	\$160,910.20	Construction Only	2025
Village of Greenville	WIS 76 Pedestrian Tunnel	\$1,620,840	\$1,296,672	\$324,168	Design + Const.	2023: Design, 2026: Const.

The process for selecting and recommending a project to WisDOT includes review and recommendation by a selection committee. Then the recommendation is sent to the Technical Advisory Committee which will then recommend TA Set-aside projects to the Commission's Executive Committee for approval.

After formal review by the selection committee, the following four projects were recommended:

Appleton TMA Recommended 2023-2026 TAP Projects

TAP Project	Total Funding	Federal Share	Local Share
Eligible Projects			
City of Menasha - High Cliff State Trail Corridor Feasibility Study: Along 114	\$60,000	\$48,000	\$12,000
Village of Harrison - High Cliff State Trail Corridor Feasibility Study: Along Local Roads	\$82,000	\$65,600	\$16,400
Town of Grand Chute - STH 96/W Wisconsin Ave Sidewalk	\$524,692.10	\$409,624.53	\$115,067.57
Town of Buchanan - Eisenhower Drive Multi Use Trail	\$804,551	\$643,640.80	\$160,910.20
Appleton TMA Project Total	\$1,471,243.10	\$1,166,865.33	\$304,377.77

Highlights of the selected projects included filling gaps in the existing pedestrian and multimodal network, strong community outreach and support, documentation of projects addressing safety needs, and ties into the regional network.

Staff Recommendation: Staff recommends the Executive Committee approves the following: \$48,000 in federal funds to the City of Menasha; \$65,600 in federal funds to the Village of Harrison; \$409,624.53 in federal funds to the Town of Grand Chute; and \$643,640.80 in federal funds to the Town of Buchanan or up to 80% of federal participating costs for any of these aforementioned recommended projects for the Appleton (Fox Cities) Metropolitan Planning Organization Transportation Alternatives Set-aside Program for the 2023-2026 Program Cycle.

RESOLUTION NO. 21-23

TRANSPORTATION ALTERNATIVES SET-ASIDE FUNDING AWARD FOR THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION 2023-2026 PROGRAM CYCLE

WHEREAS, the federal transportation bill, the Bipartisan Infrastructure Law (BIL), allocates Transportation Alternative Set-aside Program (TA Set-aside) funds to transportation management areas (TMA), and;

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

WHEREAS, metropolitan planning organizations with urban areas of more than 200,000 residents receive allocations for the Transportation Alternatives Set-aside Program (TA Set-aside), and;

WHEREAS, the annual apportionment for the Appleton MPO for Federal Fiscal Years 2022-2026 under BIL is \$668,677 with a 2% year over year increase, and;

WHEREAS, the Appleton (Fox Cities) MPO has a competitive process to select and approve transportation alternative projects, and;

WHEREAS, MPOs may award projects at up to 80% of the total eligible costs, and;

WHEREAS, the Appleton (Fox Cities) MPO TA Set-aside selection committee and the Transportation Advisory Committee approved the TA Set-aside projects:

Appleton TMA Recommended 2023-2026 TAP Projects

TAP Project	Total Funding	Federal Share	Local Share
Eligible Projects			
City of Menasha - High Cliff State Trail Corridor Feasibility Study: Along 114	\$60,000	\$48,000	\$12,000
Village of Harrison - High Cliff State Trail Corridor Feasibility Study: Along Local Roads	\$82,000	\$65,600	\$16,400
Town of Grand Chute - STH 96/W Wisconsin Ave Sidewalk	\$524,692.10	\$409,624.53	\$115,067.57
Town of Buchanan - Eisenhower Drive Multi Use Trail	\$804,551	\$643,640.80	\$160,910.20
Appleton TMA Project Total	\$1,471,243.10	\$1,166,865.33	\$304,377.77

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

SECTION 1. That the Commission, as the designated Appleton (Fox Cities) MPO approves the 2023-2026 recommended Transportation Alternatives Program projects.

Effective Date: May 17, 2023

Prepared for: Executive Committee

Prepared By: Kim Biedermann, Principal Transportation Planner

Jeff Nooyen, Chair – Outagamie Co.

Melissa Kraemer Badtke, Executive Dir. –ECWRPC

TO: Executive Committee
FROM: Tanner Russell, Associate Transportation Planner
DATE: May 17, 2023
RE: Discussion and action on the Carbon Reduction Program (CRP) FFY 2022 and FFY 2023 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO)

The Carbon Reduction program was established in the Bipartisan Infrastructure Law (BIL), which was signed into law in November of 2021. This new federal program provides funding for projects that reduce transportation-associated emissions and requires states to develop comprehensive carbon reduction strategies. The purpose of this program is to provide funding for projects that reduce transportation emissions and requires states to develop comprehensive carbon reduction strategies.

Each Metropolitan Planning Organization (MPO) receives its own allocation, and each MPO is responsible for awarding funding to eligible projects. The Carbon Reduction Program (CRP) for the FFY 2023 cycle opened on March 10, 2023 and closed on April 7, 2023. Carbon Reduction projects are funded up to 80 percent federal and 20 percent local. The funding allocation for the Appleton (Fox Cities) MPO is \$1,183,818 for this cycle, which includes FFY 2022 and FFY 2023 funding.

There were five applications submitted for the Appleton (Fox Cities) MPO that were determined by WisDOT to be eligible for CRP FFY 2022 and 2023 funding. Outagamie County has since removed the intersection upgrade project at CTH OO and CTH N from the application cycle due to the PS&E date.

Given that all remaining projects could be funded at the 80% federal funding threshold, project ranking was not required for this CRP funding cycle. The recommended funding levels are shown below and will use \$828,466.80 of the Appleton (Fox Cities) MPO allocation.

Project Description	Federal Funding Limit (80%)	Local Funding	Total Project Cost
City of Kaukauna: LED Street Lighting Conversion (664 fixtures)	\$253,913.60	\$63,478.40	\$317,392.00
City of Menasha: LED Street Lighting Conversion (156 fixtures)	\$167,792.80	\$41,948.20	\$209,741.00
Town of Grand Chute: LED Street Light Upgrade (533 fixtures)	\$370,760.40	\$92,690.10	\$463,450.50
Outagamie County: Smart arrow boards and PCMS	\$36,000.00	\$9,000.00	\$45,000.00
Total Funding	\$828,466.80	\$207,116.70	\$1,035,583.50

Staff Recommendation: Staff recommends the Executive Committee follow the recommendation of the Technical Advisory Committee and fund all remaining projects at 80% of their total project costs. This would assign \$828,466.80 to eligible Carbon Reduction Program (CRP) projects within the Appleton (Fox Cities) MPO.

RESOLUTION NO. 22-23

APPROVAL OF THE CARBON REDUCTION PROGRAM PROJECTS FOR FEDERAL FISCAL YEAR 2022 AND 2023 FOR THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION (MPO)

WHEREAS, the East Central Wisconsin Regional Planning Commission is the designated Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Urbanized Area, and;

WHEREAS, the Carbon Reduction Program was prepared to meet the requirements of the Bipartisan Infrastructure Law (BIL), as prescribed by federal regulations, and;

WHEREAS, each MPO has its own allocation for the Carbon Reduction Program and is responsible for selecting projects, and;

WHEREAS, the Appleton (Fox Cities) MPO Technical Advisory Committee recommended approval of the Carbon Reduction Program projects, and;

WHEREAS, the Appleton (Fox Cities) MPO has a competitive process to select and approve Carbon Reduction Program projects, and;

WHEREAS, the selected local governments via their designated staff members have approved the following projects:

Project Description	Federal Funding Limit (80%)	Local Funding	Total Project Cost
City of Kaukauna: LED Street Lighting Conversion (664 fixtures)	\$253,913.60	\$63,478.40	\$317,392.00
City of Menasha: LED Street Lighting Conversion (156 fixtures)	\$167,792.80	\$41,948.20	\$209,741.00
Town of Grand Chute: LED Street Light Upgrade (533 fixtures)	\$370,760.40	\$92,690.10	\$463,450.50
Outagamie County: Smart arrow boards and PCMS	\$36,000.00	\$9,000.00	\$45,000.00
Total Funding	\$828,466.80	\$207,116.70	\$1,035,583.50

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

SECTION 1. That the Commission approves each of the Carbon Reduction Program projects listed above at 80% of the eligible costs based on the final project application for the FFY 2023 Carbon Reduction Program for the Appleton (Fox Cities) Metropolitan Planning Organization.

Effective Date: May 17, 2023

Prepared For: Executive Committee

Prepared By: Tanner Russell, Associate Transportation Planner