

**MEETING NOTICE**  
**QUARTERLY COMMISSION MEETING**  
**East Central Wisconsin Regional Planning Commission**

**Date:** Friday, July 28, 2023 (In-Person)  
**Time:** 10:00 a.m.  
**Place:** New London Municipal Building - Council Chambers 215 N. Shawano St., New London, WI 54961

***This meeting will be addressing important items; and, as such, it is critical to ensure a quorum is present. Members - please contact the East Central office if you are unable to attend or if you will be sending an alternate.***

**AGENDA**

1. **Call to Order**
  - A. **Pledge of Allegiance**
2. **Roll Call**
  - A. Introduction of Alternates, Commissioners, Staff and Guests
3. **Approval of Agenda / Motion to Deviate**
4. **Public Comment**
5. **Approval of the Minutes of the April 28, 2023 Quarterly Commission Meeting**
6. **Announcements and Reports**
  - A. Director's Reports
7. **Business**
  - A. Executive Committee
    1. Approval of the Minutes for the April 19, 2023 Meeting
    2. Approval of the Minutes for the May 17, 2023 Meeting
    3. Approval of the Minutes for the June 14, 2023 Meeting
    4. 2nd Quarter, 2023 Financial Report
    5. 2nd Quarter, 2023 Work Program Performance Report
    6. **Resolution 20-23:** Authorizing Commission Staff to Destroy Public Records According to the Adopted "Records Retention Policy and Destruction Schedule"
    7. **Reaffirmation 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)*
    8. **Reaffirmation 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)*

9. **Reaffirmation of Resolution 25-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)*
  10. **Reaffirmation of Resolution 26-23:** Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023 *(being addressed under the full authority of the Commission)*
  11. **Reaffirmation of Resolution 27-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)*
  12. **Reaffirmation of Resolution 28-23:** Amending the Surface Transportation Block Grant (STBG) – Urban Program funding levels for the previously selected projects from 2023-2027 within the Appleton (Fox Cities) MPO - *(being addressed under the full authority of the Commission)*
  13. **Reaffirmation of Resolution 29-23:** Approving the draft 2024 Indirect Cost Rate with U.S. Department of Interior for the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director and East Central staff to being the process of negotiating the 2024 Indirect Cost Rate U.S. Department of Interior *(being addressed under the full authority of the Commission)*
  14. **Resolution 31-23:** Adoption of the Preliminary Year 2024 Budget, Final Tax Levy and Staffing Plan for the East Central Wisconsin Regional Planning Commission
  15. **Resolution 32-23:** Amending the 2023 Work Program, Budget and Staffing Plan for East Central Wisconsin Regional Planning Commission
  16. **Resolution 33-23:** Authorizing the Executive Director of the Commission to Enter into a Contract with Ayres Associates for the Economic Development Small Community Technical Assistance Project
  17. **Resolution 34-23:** Authorizing the Executive Director of the Commission to Enter into a Contract with SRF Consulting Group to develop the Electric Vehicle Readiness Plan for the Oshkosh Metropolitan Planning (MPO)
  18. **Resolution 35-23:** Approving the East Central Wisconsin Regional Planning Commission Disaster Recovery and Economic Development Resiliency Plan. Link available to review: <https://www.ecwrpc.org/wp-content/uploads/2023/07/ECWRPC-Disaster-Recovery-and-Economic-Resiliency-Plan.pdf>
  19. **Resolution 36-23:** Authorizing the Executive Director of the Commission to Enter into a Contract with New North, Inc. for the Regional Broadband Mapping Project
- B. Economic Development Committee
1. Approval of the January 4, 2023 Minutes for Meeting
- C. Environmental Management Committee
1. Approval of the Community Facilities Committee (Dissolved) Minutes for the March 8, 2023 Meeting
  2. Approval of the Open Space/Environmental Management Committee (Dissolved) Minutes for the April 12, 2023 Meeting
  3. Approval of the Environmental Management Committee June 14, 2023 Meeting

4. **Resolution 23-23:** Final Approving the Updated Fox Cities 2040 Sewer Service Area Plan. Link available to review: <https://www.ecwrpc.org/wp-content/uploads/2023/07/Fox-Cities-SSA-Plan-2040-FINAL-DRAFT-JULY-2023.pdf>
- D. Transportation Committee
  1. Approval of the Minutes for April 11, 2023 Meeting
  2. **Resolution 30-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023
- E. Regional Comprehensive Planning Committee
  1. No Business Items
8. **Other Business**
9. **Establish Time and Place for Next Commission Meeting**
  - A. The next Quarterly Commission Board meeting will be 10:00 a.m. on Friday, October 27, 2023 – Location to be Determined.
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.*

**MEETING NOTICE**  
**QUARTERLY COMMISSION MEETING**  
**East Central Wisconsin Regional Planning Commission**

**Date:** Friday, April 28, 2023  
**Time:** 10:00 a.m.  
**Place:** Calumet County Courthouse (Room 025), 206 Court Street, Chilton WI 53014

1. **Call to Order** – Chair Nooyen called the meeting to order with the time noted at 10:00 a.m.

**Welcome by Host** – Calumet County Chair, Alice Connors welcomed everyone and invited members to take part in a tour of the new jail after the Commission meeting adjourned.

2. **Roll Call**

A. Introduction of Alternates and Guests –

**Commission Members Present:**

Alice Connors .....	Calumet County
Nick Kesler.....	Calumet County
Ronald McDonald .....	Ex-Officio Member
Scott Nelson .....	Ex-Officio Member
Steve Abel .....	Fond du Lac County
Brenda Schneider.....	Fond du Lac County
Joe Moore (Alt. for Keith Heisler) .....	Fond du Lac County
Jeremy Johnson (Alt. for Elizabeth Moses).....	Menominee County
Eugene Caldwell.....	Menominee County
Kevin Englebert (Alt. for Thomas Nelson) .....	Outagamie County
Lee Hammen .....	Outagamie County
Jeff Nooyen.....	Outagamie County
Ken Capelle .....	Shawano County
Steve Gueths .....	Shawano County
Tom Kautza .....	Shawano County
DuWayne Federwitz .....	Waupaca County
David Albrecht (Alt. for Tom Egan).....	Winnebago County
Jerry Bougie (Alt. for Jon Doemel) .....	Winnebago County
Robert Keller.....	Winnebago County
Mark Rohloff (Alt for Matt Mugerauer).....	Winnebago County
Robert Schmeichel .....	Winnebago County

**Commission Members Excused:**

David DeTroye (Alt. for Tom Reinl) .....	Calumet County
Sam Kaufman .....	
Fond du Lac County .....	
Jane Comstock.....	Menominee County
Jake Woodford.....	Outagamie County
Nadine Miller.....	Outagamie County
Aaron Jenson (Alt. for Brian Smith).....	Waupaca County
Dick Koeppen .....	Waupaca County

**ECWRPC Staff and Guests:**

Melissa Kraemer Badtke .....	Executive Director
Sara Otting.....	Controller
Kim Biedermann .....	Principal Planner
Tanner Russell.....	Associate Planner
Mike Zuege .....	GIS Manager
Casey Peters .....	GIS Analyst I

Rachel Roth ..... GIS Analyst I  
 Wilhelmina Paustian ..... Senior Planner  
 Colin Kafka ..... Associate Planner  
 Leann Buboltz ..... Administrative Coordinator

3. **Public Comment – None.**

4. **Approval of Agenda / Motion to Deviate** - A motion was made by Mr. Albrecht and second Mr. Kautza to approve of the agenda as presented. Motion carried unanimously.

5. **Approval of the Minutes of the January 27, 2023 Quarterly Commission Meeting.** A motion was made by Mr. Hammen and second by Mr. Albrecht to approve of the minutes as presented. Motion carried.

6. **Announcements and Reports**

A. Director's Report – Ms. Kraemer-Badtke shared with the members Project(s) status and highlights from the following areas; *list not all inclusive.*

1. Marty Farrell, former ECWRPC Commissioner received the Allen J. Buechel Leadership award at the Envision Greater Fond du Lac Annual Meeting
2. Mike Zuege – ECWRPC GIS Manager, received the president's award for his historic downtown Menasha Map from the Wisconsin Land Information Association.
3. Fox Cities Sewer Service Area Plan: The Fox Cities SSA plan update is underway having four plans in one. East Central staff scheduled time with local communities where they provided background information on the SSA program, the draft chapters of the plan which included any revisions and modifications. It is anticipated that the final draft will be presented to the Community Facilities Committee in June 2023 and to the Commission board for consideration in July 2023.
4. SRTS Program to be featured: Jennie Mayer – ECWRPC Safe Routes to School (SRTS) Manager had the opportunity to work with the Marshfield Clinic Health System, the WI Afterschool Network and the WI Department of Children and Families to film two short videos that will be a part of their learning series.
5. Economic Development –
  - a. East Central staff was invited to speak with Missy Hughes, the Secretary and CEO of the Wisconsin Economic Development Corporation. Conversations with local communities and economic development professionals will take place regarding the projects, challenges along with the opportunities they are facing.
  - b. The Comprehensive Economic Development Strategy (CEDS) process will be kicking off with Stakeholder meetings occurring in May. Ms. Kraemer-Badtke noted that for this process, ECWRPC will be hosting local County focus meetings to better understand the needs of our rural communities.
  - c. NADO Case Study: Prior to Mr. Kevin Englebert' s departure, staff was contacted by the National Association of Development Organizations to discuss the economic development technical assistance projects designated through the CARES Act. Ms. Kraemer-Badtke noted that this project will be featured at the national level as a best practice for other regional development organizations to learn from.
6. Transportation Program - The Transportation team has been extremely busy with new program cycles rolling out including;
  - a. Carbon Reduction and Transportation Alternatives Set-Aside.
  - b. Valley Transit Ridership Survey is set to be sent out at the end of the month.
  - c. Continued work on the bicycle and pedestrian plan for the Fond du Lac MPO
  - d. Specialized transportation coordination plans for each of the member counties will begin in May.
  - e. Mid-year review with WisDOT, FHWA and FTA will be occurring in June 2023.
7. Reorganization Plan: It was noted that two items are currently in process; The development of the Regional Comprehensive Plan and the MPO re-designation. Staff hired a consultant to look at best practices for the MPO structure.

8. Staffing Updates; Ms. Kraemer-Badtke shared that at this time the Deputy Director and Principal Transportation Planner position(s) have not been filled. Staff will keep the Commission board updated as we move through the hiring process.

**7. Business -**

- A. Steering Committee – Note: Chairperson Nooyen requested that the motion combine and include the two listed meeting minutes. The Commission members concurred.
  1. Meeting Minutes from January 18, 2023
  2. Meeting Minutes from March 15, 2023

A motion was made by Mr. Abel and second by Mr. Kautza to approve of the minutes from the January 18, 2023 and March 15, 2023 Steering Committee meetings as presented. Motion carried unanimously.

3. Review and Acceptance of the CY 2022 Audit Report (sent as separate attachment) presented by Sara Otting – Controller. Ms. Otting presented the audited financial statements for the year ending December 31, 2022. It was found that ECWRPC presented no material mistakes which deemed it a 'clean' audit. Report on file.

A motion was made by Mr. Federwitz and a second by Mr. Rohloff to accept the CY 2022 Audit Report as presented. Motion carried unanimously.

4. 1st Quarter, 2023 Financial Report – Ms. 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. Report on file.

A motion was made by Vice Chair Connors and a second by Mr. Hammen to approve of the 1<sup>st</sup> Quarter, 2023 Financial report as presented and to be placed on file. Motion carried unanimously.

5. 1st Quarter, 2023 Work Program Performance Report – Ms. Otting 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 2<sup>nd</sup> 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. Report on file.

A motion was made by Mr. Johnson and a second by Mr. Englebert to approve of the 1<sup>st</sup> Quarter, 2023 Work Program Performance Report as presented and to be placed on file. Motion carried unanimously.

6. Resolution 16-23: Amending Resolution No. 08-90 and Subsequent Resolutions Specifying the Personnel Policies, Now Referred to as the Employee Manual, for Staff Employed by the East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke shared with the members that the personnel policies, now known as the employee manual, was last updated in 2019. Most of the policies remained the same however staff worked with legal counsel review and streamline document. The changes and updates are comparable to surrounding Regional Planning Commissions. A couple of key aspects that were added: Parental Leave Policy – Staff would be allowed two paid weeks of parental leave for the birth or adoption of a child. This does include a miscarriage and still birth. Years of Service Bonuses – Updates area mainly identifying employees with 20 years or more. Leave of Absences – The title was modified per legal counsel's recommendation; however, the policy remains the same. Ms. Badtke noted that a review of the Employee Manual will be an annual occurrence.

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

7. Resolution 17-23: Amending the By-laws 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, possible changes to the structure of the Appleton and Oshkosh MPO structure.

A motion was made by Mr. Johnson and a second by Mr. Kautza to approve of Resolution 17-23: Amending the By-laws of the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

8. Resolution 18-23: Amending the 2023 Work Program and Budget for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director of the Commission to Enter into a Contract Amendment with the Wisconsin Department of Transportation for the Go Transit – Transit Development. 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. Rohloff and a second by Ms. Schneider to approve Resolution 18-23: Amending the 2023 Work Program and Budget for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director of the Commission to Enter into a Contract

Amendment with the Wisconsin Department of Transportation for the Go Transit – Transit Development. Motion carried unanimously.

9. 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 Vice Chair Connors and a second by Mr. Hammen to approve 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.

B. Economic Development Committee

1. Main Street Bounceback Report – Ms. Kraemer-Badtke shared that the Main Street Bounceback Final Report is available. She also noted that she would be available to present the findings at their County Board meeting. East Central staff will be finalizing the close out of this project. Report available upon request.

C. Open Space and Environmental Management Committee

1. Approval of the Minutes for the January 11, 2023 Meeting. A motion was made by Mr. Federwitz and second by Mr. Schmeichel to approve the minutes as presented. Motion carried unanimously.

D. Community Facilities Committee

1. Approval of the Minutes for January 11, 2023 Meeting. A motion was made by Ms. Schneider and second by Mr. Abel to approve the minutes as presented. Motion carried unanimously.

E. Transportation Committee

1. Approval of the Minutes for January 10, 2023 Meeting. A motion was made by Mr. Keller and second by Mr. Kautza to approve the minutes as presented. Motion carried unanimously.
2. Resolution 08-23: Amending the Transportation Alternatives Set-aside Funding Award for the Appleton (Fox Cities) Transportation Management Area for 2022-2026 Program Cycle. Ms. Biedermann reported that The Transportation Alternatives Set-aside Program (TA Set-aside) 2022-2026 cycle opened on September 16, 2021 and closed on January 28, 2022. TAP projects are funded up to 80% federal dollars and 20% local dollars; however, this amount can be as low as 50% federal funding. She shared that the funding allocation for this program cycle for the Appleton (Fox Cities) Transportation Management Area is \$529,040. ECWRPC received five TAP applications for the Appleton (Fox Cities) Metropolitan Planning Organization, designated as a Transportation Management Area (TMA). After formal review by the TAP selection committee, the Village of Kimberly was the highest scoring project and it was awarded the full allocation, which funded 59.5% of the cost based on the project's application. Since the time the project was selected and a State-Municipal Agreement (SMA) was awarded, two significant events occurred: 1. The City of Appleton withdrew its award for the 2020-2024 TAP cycle; and 2. The Bipartisan Infrastructure Law provided an increase in funding, starting in Federal Fiscal Year 2022. As a result, this allows the Village of Kimberly project to be moved to Federal Fiscal Year 2024 and for the project award amount to be increased. Ms. Biedermann shared that staff recommends the Transportation Committee approves Proposed Resolution 08-23 to amend the Village of Kimberly Marcella Road/Kennedy Avenue 2022-2026 Transportation Alternatives Set-aside award from \$529,040 to \$668,677 or up to 80% of eligible project costs for Federal Fiscal Year 2024.



A motion was made by Mr. Bougie and a second by Mr. Albrecht to approve Resolution 08-23: Amending the Transportation Alternatives Set-aside Funding Award for the Appleton (Fox Cities) Transportation Management Area for 2022-2026 Program Cycle. Motioned carried unanimously.

3. Resolution 09-23: Adopting WisDOT Transportation Performance Measures and Targets for PM2: Bridge and Pavement and PM3: System Performance for the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). Mr. Russell gave a brief overview of the proposed resolution and added that ECWRPC recommends that the Transportation Committee moves to adopt the WisDOT Transportation Performance Measures and Targets for PM2 and PM3 for the Appleton (Fox Cities) MPO, which was previously recommended by the Appleton (Fox Cities) MPO Technical Advisory Committee on March 6, 2023.

A motion was made by Mr. Kautza and a second by Mr. Schmeichel to approve of Resolution 09-23: Adopting WisDOT Transportation Performance Measures and Targets for PM2: Bridge and Pavement and PM3: System Performance for the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). Motion carried unanimously.

4. Resolution 10-23: Adopting WisDOT Transportation Performance Measures and Targets for PM2: Bridge and Pavement and PM3: System Performance for the Oshkosh Metropolitan Planning Organization (MPO). Mr. Russell gave a brief overview of Resolution 10-23 and shared that ECWRPC recommends that the Transportation Committee moves to adopt the WisDOT Transportation Performance Measures and Targets for PM2 and PM3 for the Appleton (Fox Cities) MPO, as previously recommended by the Appleton (Fox Cities) MPO Technical Advisory Committee on March 6, 2023.

A motion was made by Mr. Abel and a second by Mr. Keller to approve of Resolution 10-23: Adopting WisDOT Transportation Performance Measures and Targets for PM2: Bridge and Pavement and PM3: System Performance for the Oshkosh Metropolitan Planning Organization (MPO). Motion carried unanimously.

5. Resolution 11-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Mr. Tanner Russell shared with the members that since the 2023 Transportation Improvement Program (TIP) was amended on Jan. 27, 2022, the Wisconsin Department of Transportation (WisDOT) has requested TIP numbers on multiple new projects for the 2023-2026 funding cycle. He noted that the projects need to be amended into the TIP to receive the TIP numbers required for federal funding. It was noted that Valley Transit has also requested that a TIP number be assigned to multiple funding sources for the Whitman Facility Renovation. Funding was also added to the project with existing TIP number 252-23-031. The City of Appleton WE Energies Trail project funded through the Transportation Alternatives Set Aside Program is being removed from the TIP. The 2024 funds for that program are being moved to the Village of Kimberly, Marcella St. Trail project. In addition, Section 5310 funds for enhanced mobility of seniors and individuals with disabilities within the Appleton (Fox Cities) MPO are included in this amendment.

A motion was made by Mr. Federwitz and a second by Ms. Schneider to approve Resolution 11-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Motion carried unanimously.

6. Resolution 12-23: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023. Mr. Russell reported that since the 2023 Transportation Improvement Program (TIP) for the Oshkosh Metropolitan Planning Organization was approved on October 28, 2022, the Wisconsin Department of Transportation (WisDOT) has requested TIP Numbers on multiple new projects for the 2023-2026 funding cycle. He shared that these projects need to be amended into the TIP to receive the TIP numbers required for federal funding. WisDOT has requested the inclusion of the Bipartisan Infrastructure Law (BIL) 2023-2026 Surface Transportation Block Grant (STBG) project that was selected on Leonard Point Road in the Town of Algoma. WisDOT

has also requested that the preservation project on USH 45 between Oshkosh and New London be included. WisDOT has also requested two I-41 projects. The first is a rehab project over Lake Butte des Morts which currently only has state funding, but federal funding may be received. The second is a preservation project between Fond du Lac and Oshkosh that has design funds scheduled for 2023. In addition, Section 5310 funds for enhanced mobility of seniors and individuals with disabilities within the Oshkosh MPO are included in this amendment.

A motion was made by Vice Chair Connors and a second by Mr. Albrecht to approve Resolution 12-23: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023. Motion carried unanimously.

7. Resolution 13-23: Approving the Appleton (Fox Cities) Metropolitan Organization 2022 State of the System Report (<https://www.ecwrpc.org/wp-content/uploads/2023/03/Draft-Fox-Cities-MPO-State-of-the-System-Report-2022.pdf>) Ms. Rachel Roth shared that in 2021, East Central staff developed State of the System Reports for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, and they were approved by the Commission on April 27, 2022. She shared that these reports are to be updated on an annual basis, updates to the reports were completed for the Appleton (Fox Cities) MPO and the Oshkosh MPO in 2022. Additionally, in 2023, East Central staff developed a new State of the System Report for the East Central Wisconsin Region. Ms. Roth noted that the reports are designed to evaluate the status of the transportation system and track the progress of performance measures through datasets and maps for Calendar Year 2022. Staff collected and analyzed data for these reports to monitor six components of the transportation system: the roadway network, the transit system, the bicycle and pedestrian network, the Safe Routes to School program, airports, and freight.

A motion was made by Mr. Kautza and a second by Mr. Hammen to approve Resolution 13-23: Approving the Appleton (Fox Cities) Metropolitan Organization 2022 State of the System Report. Motion carried unanimously.

8. Resolution 14-23: Approving the Oshkosh Metropolitan Organization 2022 State of the System Report (<https://www.ecwrpc.org/wp-content/uploads/2023/03/Draft-Oshkosh-MPO-State-of-the-System-Report-2022.pdf>). Ms. Rachel Roth shared with the members that The State of the System Reports were updated for the Oshkosh MPO and given a new look. The report analyzes the current transportation network and system.

A motion was made by Mr. Bougie and a second by Mr. Rohloff to approve Resolution 14-23: Approving the Oshkosh Metropolitan Organization 2022 State of the System Report. Motion carried unanimously.

9. Resolution 15-23: Approving the East Central Wisconsin Region 2022 State of the System Report (<https://www.ecwrpc.org/wp-content/uploads/2023/03/Draft-ECWRPC-State-of-the-System-Report-2022.pdf>) Ms. Rachel Roth shared that this year she worked on a new project which included a report designed to include the entire East Central region. It's similar to the previous reports however breakdowns the transportation data for each member County which allows us to report on trends in the rural and urban areas.

Note – Ms. Kraemer-Badtke shared with the members that Ms. Roth designed all of the State of the System reports and did a tremendous job bringing to the forefront the graphic visualization feature(s) along with the ability to interact with the reports themselves using interactive buttons.

A motion was made by Vice Chair Connors and a second by Mr. Albrecht to approve Resolution 15-23: Approving the East Central Wisconsin Region 2022 State of the System Report. Motion carried unanimously.

F. Regional Comprehensive Planning Committee – No business items

**8. Other Business**

- A. ECWRPC – 50<sup>th</sup> Anniversary - Ms. Kraemer-Badtke gave a brief presentation sharing the history of the ECWRPC. She noted that the Commission was established in 1972 to promote intergovernmental cooperation, regional planning and a vision for the future. ECWRPC serves as a coordinating organization between federal, state and local governments in the regions., as well as assist units of government on issues that occur at the regionals level, and provides technical assistance, advice and services directly to individual units of government. Celebrating 50 Years of Planning

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

- A. The Commission's Annual meeting will be held on Friday, April 28, 2023 immediately following the Quarterly Commission Meeting.
- B. The next Quarterly Commission Board meeting will be 10:00 a.m. on Friday, July 28, 2023 – (Tentative) City of New London City Hall, 215 N. Shawano St., New London, WI. Additional meeting details will be forthcoming.

- 10. **Adjourn** – A motion was made by Mr. Hammen and second by Mr. Kautza to adjourn with the time noted at 11:05 a.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator  
ECWRPC

## **East Central Wisconsin Regional Planning Commission – July 28, 2023 Directors Report**

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

### **Administrative Updates**

**Staffing Updates:** Tanner Russell, an Associate Transportation Planner, recently accepted a position with the Town of Grand Chute as their Town Planner. Tanner served with the Commission over 5 years and we look forward to working with him in his new role. The Commission will be refilling the Associate Planner position. Interviews were conducted Thursday, July 13<sup>th</sup> and Friday, July 14<sup>th</sup> and we anticipate we'll have a staffing announcement very soon.

East Central brought Tom Walsh on board as an LTE Special Projects Planner to assist with Transportation projects during this staffing transition. Tom started on July 19<sup>th</sup> and will be working 10 hours a week through October. He brings a wealth of knowledge and experience to the organization so we're very pleased to have him on the team.

In addition, East Central recently hired Becky Olejniczak as a part-time Human Resources Consultant. Becky is currently working on staff recruitment, leadership training, and assisting with updates to the employee manual based on new federal regulations.

### **Economic Development Program**

**Comprehensive Economic Development Strategy (CEDS):** East Central staff hosted multiple County Focus Group meetings to discuss with administrators, community development professionals and other partner organizations economic development challenges and opportunities within their County. Thus far, East Central staff has conducted focus groups at Outagamie, Waupaca, Shawano, Marquette, Green Lake, and Winnebago Counties with additional sessions scheduled in the next few weeks. Input from the County focus groups will be included in the Comprehensive Economic Development Strategy.

**CARES Act Grant:** The CARES Act Grant award period expired on June 30, 2023. The Continuity Plan for the Commission along with the Disaster Recovery and Economic Development Resiliency Plan have been completed. East Central staff will be working with the Economic Development Administration staff to close out the grant award as all of the program deliverables have been completed. In addition, \$43,852.35 was remaining in the CARES Act grant and will be returned to the U.S. Department of Treasury. In discussions with the staff from the Economic Development Administration, this will not impact the Commission in receiving future funding for the three-year planning partnership grant.

### **Transportation Planning Program**

**Appleton (Fox Cities) Transportation Management Area Certification Review:** Every 4 years the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) must review and certify the metropolitan transportation planning processes for metropolitan planning organizations that have a population over 200,000 in accordance with 23 U.S.C. 134(k)(5) and 49 U.S.C. 5303(k). The review focuses on compliance with Federal regulations, challenges, successes, and experiences of the cooperative relationship between the MPO(s), the Wisconsin Department of Transportation, and public transportation operators throughout the metropolitan transportation planning processes.

The Review will consist of four primary activities:

- Review of planning products (desk audit/review)
- Site Visit
  - Wednesday, August 23<sup>rd</sup> and Thursday, August 24<sup>th</sup> at East Central Offices
- Preparation of a Certification Review Report
  - The report is issued 60 days following the site visit and summarizes the process and finding of the review as well as if the process is certified.
- Certification Review Closeout Presentation (Quarterly Commission Board Meeting in October)

During the Certification Review, FHWA, FTA, and partner organizations will be discussing the MPO structure for the Appleton (Fox Cities) MPO. This was an item identified in the reorganization plan and staff has been working with a consultant to look at best practices for the MPO Structure for the Appleton (Fox Cities) MPO. This will be a topic of conversation in the near future. The Certification Review Closeout will be presented to the Commission Board in October.

**2024 Transportation Planning Work Program and Budget:** East Central staff met with the Wisconsin Department of Transportation, Federal Highway Administration and Federal Transit Administration to discuss the 2024 transportation planning deliverables along with the anticipated funding levels.

**Fond du Lac MPO Bicycle and Pedestrian Plan:** East Central staff held a kick-off meeting with the steering committee for the bicycle and pedestrian plan. The background information has been mostly completed, and ECWRPC staff will focus on community engagement and bicycle & pedestrian counts for the summer.

**Surface Transportation Block Grant and Transportation Alternative Program Set-aside:** The 2024-2029 program cycle for the Surface Transportation Block Grant Program (STBG) – Urban for the Metropolitan Planning Areas and Transportation Alternatives – Set Aside Grant Program recently opened with application deadlines of October 27th. Communities that are interested in applying should reach out to Melissa Kraemer Badtke at [mbadtke@ecwrpc.org](mailto:mbadtke@ecwrpc.org) or Kim Biedermann at [kbiedermann@ecwrpc.org](mailto:kbiedermann@ecwrpc.org). Additional information regarding these programs can be found: <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/stp-urban.aspx> and <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/tap.aspx>. The Wisconsin Department of Transportation recently opened a number of funding programs including the Local Road Improvement Program (LRIP), STP Bridge Program, and the STP Local Program.

**Agricultural Road Improvement Program:** The approved Wisconsin State Budget includes \$150 million for a new Agricultural Road Improvement Program. East Central staff will share more information as it becomes available from the Wisconsin Department of Transportation.

### **Regional Safe Routes to School**

**Bike to School Day:** This year, there were a total of 66 schools in our region that participated in Bike to School Day. Each participating school received four bike helmets, six bike bells, five bike locks, and 10 bike lights from the Safe Routes to School program.

**Bike Rodeos:** The Safe Routes team planned and implemented eight bike rodeos this spring with over 1,100 students participating. Bike rodeos took place in Waupaca (4), Fremont (1), Appleton (2), and Fond du Lac (1).

**Action Plan Update:** The Safe Routes team has been working with the Kimberly School District to update their SRTS Action Plan. Walk and bike audits were completed in the spring. We are meeting with school principals this summer to gather more input and discuss our recommendations for education and programming, procedures, and infrastructure. The goal is to have the plan completed by the end of the summer.

### **Water Quality Management Program**

**Fox Cities Sewer Service Area Plan:** The final draft of the Fox Cities Sewer Service Area Plan has been completed and noticed for public comment. The Plan was approved by the Environmental Management Committee on Wednesday, June 14<sup>th</sup>. The Committee requested information from the Wisconsin Department of Natural Resources regarding a previous SSA Amendment, which is included in the Quarterly meeting materials.

### **Local Contracts**

**Comprehensive Plans:** East Central staff received notice from the Wisconsin Department of Administration that they are sending out letters to communities whose comprehensive plan has not been updated in the last 10 years. East Central staff is able to work with communities on updating their comprehensive plan through a contract that covers the Commission staff time and costs to complete the project. As part of the Commission's reorganization plan which was approved in 2020, local contracts are considered based on staff capacity and are considered, in part, as backfill for additional revenue for the budget as necessary.

**Open Space Recreation Plans:** Several communities within the Region requested budget estimates for assisting communities for the development of their Open Space Recreation Plans. East Central staff will consider contracts as staff capacity allows and will be accepting contracts for 2024.

**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 18<sup>th</sup>. 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/Env 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 2<sup>nd</sup> 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 28<sup>th</sup>, 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

**DRAFT MEETING MINUTES  
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 (Perm. Alt. for Elizabeth Moses), Dave Albrecht (Perm. Alt. for Tom Egan)*

**Date:** Wednesday, May 17, 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  
Dick Koeppen (Call in) ..... Waupaca County

**Committee Members Absent (Excused):**

Steve Abel ..... Fond du Lac County

**ECWRPC Staff and Guests:**

Melissa Kraemer Badtke ..... Executive Director  
Sara Otting ..... Controller  
Leann Buboltz ..... Administrative Coordinator  
Kim Biedermann ..... Principal Planner  
Tanner Russell ..... Associate Planner  
Mike Zuege ..... GIS Manager

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Vice Chair Connors and seconded Mr. Albrecht to approve of the agenda as presented. Motion carried.

4. **Public Comment** – No public comments

5. **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.

6. **Announcements and Discussion Items**

A. Waushara County – Assistance Request Discussion. Mr. Kraemer-Badtke brought to the attention of the members that over the past week(s) a few of Townships within Waushara County contacted her regarding the State requirement for updating their

Comprehensive Plans respectively, and if ECWRPC would assist them. Discussion took place and overall the main objective was to lay-out a policy of how to handle non-member requests for assistance in a consistent manner. This item will be brought back in June for further discussion.

## 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" presented by Ms. Sara Otting, Controller.

Ms. Otting shared with the members that every year staff follows East Central's Records Retention Policy and Destruction Schedule for the destruction of East Central's public records. She noted that East Central has completed 2022 financial and single audit and recommends approval of Proposed Resolution 20-23 Authorizing Commission Staff to Destroy Public Records According to the Adopted "Records Retention Policy and Destruction Schedule".

Board discussion took place with the question remaining, if the Financial Procedures and the approved Records Retention Policy and Destruction Schedule are followed, is there a need for a Resolution? Staff will follow up with legal counsel and update the members.

A motion was made by Vice Chair Connors and a second by Mr. Johnson to approve of **Resolution 20-23:** Authorizing Commission Staff to Destroy Public Records According to the Adopted "Records Retention Policy and Destruction Schedule". Motion carried unanimously.

- 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*) presented by Ms. Kim Biedermann, Senior Planner.

Ms. Biedermann shared with the members that 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. She noted that TA Set-aside projects are funded up to 80% federal dollars and 20% local dollars; however, this amount could be as low as 50% federal funding. Ms. Biedermann stated that WisDOT NE Region and East Central staff reviewed the five applications that were submitted from the communities in the Appleton (Fox Cities) MPO, and all projects are eligible to receive funding.

Staff recommended the Executive Committee approve 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.

A motion was made by Mr. Albrecht and a second by Mr. Kautza to approve of **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*) per staff recommendation(s). Motion carried unanimously.

- 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*) presented by Mr. Tanner Russell, Associate Planner.

Mr. Russell reported that this new federal program provides funding for projects that reduce transportation-associated emissions and requires states to develop comprehensive carbon reduction strategies. He noted that the purpose of this program is to provide funding for projects that reduce transportation emissions and requires states to develop comprehensive carbon reduction strategies. 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.

Mr. Russell shared that 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.

A motion was made by Mr. Albrecht and a second by Mr. Kautza to approve **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*) per staff recommendations. Motion carried unanimously.

8. **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 Mr. Johnson and a second by Vice Chair Connors to go into closed session by roll call vote with the time noted at 2:02 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

Excused - Steve Abel, Fond du Lac County

Aye - Dick Koeppen, Waupaca County

9. **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.

A motion was made by Mr. Kautza and a second by Mr. Albrecht to reconvene into open session. Motion carried by a roll call vote, the time noted at 2:15 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

Excused - Steve Abel, Fond du Lac County

Aye - Dick Koeppen, Waupaca County

- i. Action from closed session – A motion was made by Vice Chair Alice Connors and a second by Mr. Johnson to approve the appointment of Mr. Craig Moser as Deputy Director – East Central WI Regional Planning Commission. Motion carried unanimously.

#### 10. Informational/Discussion Items

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

#### 11. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be Wednesday, ~~June 21, 2023~~ June 14<sup>th</sup> at 1:30 p.m. (Rescheduled) and will be held VIRTUALLY
- 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.*

12. **Adjourn** – A motion was made by Mr. Albrecht and second by Mr. Kautza to adjourn with the time noted at 2:20 p.m.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC

**DRAFT MEETING MINUTES  
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 (Perm. Alt. for Elizabeth Moses), Dave Albrecht (Perm. Alt. for Tom Egan)

**Date:** Wednesday, June 14, 2023 – Virtual

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  
Steve Abel ..... Fond du Lac County  
Jeremy Johnson (Perm. Alt. for Elizabeth Moses) ..... Menominee County  
Tom Kautza (Called in at 1:52 pm) ..... Shawano County  
Dick Koeppen (Excused at 1:50 pm – 2:00 pm) ..... Waupaca County

**Committee Members Absent (Excused):**

Alice Connors (Vice Chair) ..... Calumet County  
David Albrecht (Perm. Alt. for Tom Egan) ..... Winnebago County

**ECWRPC Staff and Guests:**

Melissa Kraemer Badtke ..... Executive Director  
Craig Moser ..... Deputy Director  
Sara Otting ..... Controller  
Leann Buboltz ..... Administrative Coordinator  
Tanner Russell ..... Associate Planner

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Mr. Johnson and seconded Mr. Koeppen to approve of the agenda as presented. Motion carried.

4. **Public Comment** – No public comments

5. **Approval of the Minutes of the May 17, 2023 Steering Committee Meeting** – a motion was made by Mr. Abel and second by Mr. Koeppen to approve of the minutes as presented. Motion carried unanimously.

6. **Announcements and Discussion Items**

A. Director's Report presented by Melissa Kraemer-Badtke (List not all inclusive)

1. **Economic Development Program**

- a. Comprehensive Economic Development Strategy (CEDS): Ms. Kraemer Badtke shared with the members that East Central staff hosted two SWOT meetings for the Comprehensive Economic Development Strategy with partner organizations from across the region. The Comprehensive Economic Development Strategy is updated every five years and is currently underway.
- b. Small Community Technical Assistance Program: It was noted that East Central staff received three proposals for the Small Community Technical Assistance Program and the selection committee will be meeting next week to discuss the proposals and select a consultant. It is anticipated that applications for this program will open up in August and



East Central staff and the consultant will be working with the selected communities in the fall of 2023.

- c. Broadband Data Analysis and Mapping: Ms. Kraemer Badtke reported that East Central staff is working in partnership with New North, the Public Service Commission (PSC), Counties and other Regional Planning Commissions to analyze data and map various datasets for the broadband PSC studies. This is ongoing.

2. Transportation Planning Program

- a. Specialized Coordinated Human Services Plans: Ms. Kraemer Badtke reported that ECWRPC staff will be working with the Wisconsin Department of Transportation and its seven member-counties to update each county's Specialized Transportation Coordinated Human Services Plans. Informational meetings with the Wisconsin Department of Transportation (WisDOT) were held the weeks of May 29<sup>th</sup> and June 5<sup>th</sup>. It was noted that East Central staff will begin coordinating with the counties and partner organizations on the process to update their plans.

3. Water Quality Management Program

- a. Fox Cities Sewer Service Area Plan: The final draft of the Fox Cities Sewer Service Area Plan has been completed and noticed for public comment. The Environmental Management Committee will be meeting in the morning of Wednesday, June 14<sup>th</sup> to review and discuss the draft.

7. New Business/Action Items

- A. **Proposed Resolution 25-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)*. Mr. Russell reported that WisDOT has requested that the Carbon Reduction Program (CRP) projects selected for Federal Fiscal Year 2023 be given Transportation Improvement Program (TIP) numbers. These projects were approved at the May 17, 2023 Executive Committee meeting and need TIP numbers for their projects to meet the PS&E dates outlined by the program. A TIP number was requested by WisDOT for a resurface project on State Highway 47 from 9<sup>th</sup> St. to County Highway AP as well. He noted that the 2023 Section 5311 grants are also included in this amendment and that the projects are funded through the Wisconsin Employment Transportation Assistance Program (WETAP). Mr. Russell reported that this program integrates state and federal funding (Formula Grants for Rural Areas) into one application. The Transportation Alternatives Set-aside projects approved at the May 17, 2023 Executive Committee meeting are also receiving TIP numbers for the 2023 projects. Both the City of Menasha and the Village of Harrison were awarded funds for a High Cliff Trail Feasibility Study.

Projects include:

- TIP Number: **252-22-059:** CRP FFY 2023 – C. Kaukauna – LED Street Lights
- TIP Number: **252-23-060:** CRP FFY 2023 – C. Menasha – LED Street Lights
- TIP Number: **252-23-061:** CRP FFY 2023 – T. Grand Chute – LED Street Lights
- TIP Number: **252-23-062:** CRP FFY 2023 – Outagamie County – Smart arrow boards
- TIP Number: **252-23-063:** NHPP - STH 47 – 9<sup>th</sup> St. to CTH AP
- TIP Number: **252-23-064:** Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) – Vehicle Loans and Mobility Management
- TIP Number: **252-23-065:** Section 5311 – WETAP- Southwestern Wisconsin Community Action Program, Inc. (SWCAP) – Operating
- TIP Number: **252-23-066:** Section 5311 – WETAP – Lutheran Social Services – Vehicle Loans and Mobility Management
- TIP Number: **252-23-067:** Section 5311 – WETAP – Lutheran Social Services – Operating
- TIP Number: **252-23-068:** TA Set-aside – C. Menasha – High Cliff Trail Feasibility Study
- TIP Number: **252-23-069:** TA Set-aside – V. Harrison – High Cliff Trail Feasibility Study

A motion was made by Mr. Abel and a second by Mr. Johnson to approve of the **Proposed Resolution 25-23:** Amending the Transportation Improvement Program for the Appleton (Fox

Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)* as presented. Motion carried unanimously.

- B. **Proposed Resolution 26-23:** Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023 *(being addressed under the full authority of the Commission)*. Mr. Tanner Russell gave a brief overview of the proposed Resolution 26-23. He shared that the listed projects need to be amended into the TIP to receive the TIP numbers required for federal funding. WisDOT has requested the inclusion of a railroad crossing and gates improvement project on STH 76 between Oshkosh and Greenville. The 2023 Section 5311 grants are also included in this amendment for the Oshkosh MPO. These projects are funded through the Wisconsin Employment Transportation Assistance Program (WETAP). He noted that this program integrates state and federal funding (Formula Grants for Rural Areas) into one application.

Projects include:

- TIP Number: **253-23-025:** NHPP – STH 76 – Oshkosh to Greenville - RR Xing Signal and Gates
- TIP Number: **253-23-026:** Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) - Vehicle Loans and Mobility Management
- TIP Number: **253-23-027:** Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) - Operating
- TIP Number: **253-23-028:** Section 5311 – WETAP – Lutheran Social Services – Vehicle Loans and Mobility Management
- TIP Number: **253-23-029:** Section 5311 – WETAP – Lutheran Social Services – Operating

A motion was made by Mr. Johnson and a second by Mr. Abel to approve of the **Proposed Resolution 26-23:** Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023 *(being addressed under the full authority of the Commission)*. Motion carried unanimously.

- C. **Proposed Resolution 27-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)* Mr. Tanner Russell gave a brief overview of the proposed Resolution 27-23. He noted that the listed projects need to be amended into the TIP to receive the TIP numbers required for federal funding. WisDOT has requested the inclusion of a project on STH 441 between I-41/USH 10 and Oneida Street. It involves removing existing approach slabs on ends of structures and replacing them with concrete. This project was shifted to a Majors project due to funding availability and was moved up to 2025 from 2027. They have also requested inclusion of construction funds on the Wrightstown weigh facility along the I-41 corridor.

Projects include:

- TIP Number: **252-22-070:** NHPP – STH 441: I-41/USH 10 to Oneida St.
- TIP Number: **252-23-071:** NHPP – I-41 Wrightstown Safety and Weight Enforcement Facility (SWEF) 34

A motion was made by Mr. Abel and a second by Mr. Johnson to approve of the **Proposed Resolution 27-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)* pending no further public comments received. Motion carried unanimously.

- D. **Proposed Resolution 28-23:** Amending the Surface Transportation Block Grant (STBG) – Urban Program funding levels for the previously selected projects from 2023-2027 within the Appleton (Fox Cities) MPO - *(being addressed under the full authority of the Commission)* Mr. Russell gave a brief overview of the proposed Resolution. He shared that due to Covid-19 and increased construction and material costs, all previously selected projects have seen drastic increases in overall project cost. Due to this large and unanticipated increase in costs, some projects were at risk of being dropped by their project sponsors. Mr. Russell noted that the historic funding levels provided by BIL allow for additional funding within the Appleton (Fox Cities) MPO. By flexing the additional funds provided by BIL, the MPO would be able to fund each of the selected projects from 2023-2027 at 80%. He noted that this additional funding would prevent projects from being

dropped by their project sponsors. Ms. Kraemer Badtke stated that East Cenral staff has been working with each of the project sponsors along with staff from the Wisconsin Department of Transportation to discuss and ensure that the funding levels could be increased for the listed projects.

\*\*\*\* For the record Committee member – Mr. Koeppen left the meeting at 1:50 p.m. and Committee member – Mr. Kautza virtually joined the meeting at 1:52 p.m. A quorum was maintained.

<b>STBG – Urban Project Awards &amp; Proposed Adjustments for the Appleton (Fox Cities) MPO</b>				
<b>Project</b>	<b>Original Federal Funding Amount</b>	<b>Original Fed. Funding Percent</b>	<b>Updated Federal Funding Amount</b>	<b>Updated Fed. Funding Percent</b>
Town of Grand Chute – Spencer Street (design)	\$177,669	56%	\$265,258 (2023) \$177,669 (2022)	80%
City of Appleton – Lawe St. (2023 design)	\$339,441	66%	\$364,907	80%
City of Menasha - Racine St.	\$3,120,537	72%	\$3,344,806	80%
City of Neenah – Commercial St.	\$5,668,528	72%	\$7,490,093	80%
Outagamie County – CTH N	\$3,094,022	72%	\$4,644,320	80%
Winnebago County – CTH P	\$4,578,670	72%	\$7,371,795	80%
Village of Fox Crossing – E. Shady Lane	\$1,776,802	66%	\$2,518,407	80%
Town of Grand Chute – Spencer Street (construction)	\$1,888,795	56%	\$2,705,250	80%
City of Appleton – Lawe St. (construction)	\$2,454,193	66%	\$2,985,748	80%

A motion was made by Mr. Johnson and a second by Mr. Abel to approve of the **Proposed Resolution 28-23**: Amending the Surface Transportation Block Grant (STBG) – Urban Program funding levels for the previously selected projects from 2023-2027 within the Appleton (Fox Cities) MPO - *(being addressed under the full authority of the Commission)*. Motion carried unanimously.

- E. **Proposed Resolution 29-23**: Approving the draft 2024 Indirect Cost Rate with U.S. Department of Interior for the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director and East Central staff to begin the process of negotiating the 2024 Indirect Cost Rate with U.S. Department of Interior *(being addressed under the full authority of the Commission)*. Ms. Sara Otting gave a brief overview of the proposed Resolution 29-23. She noted that the purpose of the Cost Allocation Plan is to summarize the methods and procedures that East Central uses to allocate costs to various programs, grants, contracts, and agreements. Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government. Ms. Otting shared that on April 12, 2021, East Central

staff received an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation from the U.S. Department of Interior. This rate was utilized for 2020 and 2021. She noted that the audit for 2022 was used to calculate an adjustment to the rate that will be effective for 2024.

A motion was made by Mr. Kautza and second by Mr. Johnson to approve of Proposed Resolution 29-23 Approving the draft 2024 Indirect Cost Rate and the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director to begin the process of negotiating the 2024 Indirect Cost Rate U.S. Department of Interior *(being addressed under the full authority of the Commission)*. Motion carried unanimously.

- F. Discussion on the Preliminary 2024 Budget and Tax Levy for East Central Wisconsin Regional Planning Commission presented by Melissa Kraemer-Badtke, Executive Director and Sara Otting, Controller.

The 2024 preliminary budget and levy options for the Commission was presented to the members. Ms. Kraemer-Badtke shared that based on the reorganization plan, the budget focused on the core program areas with significant funding increases in the transportation program. It was noted that each budget and levy option rely on the following information; Equalized Property Values 2018 through 2022, Levy Amounts 2020-2023 and Proposed 2024 Levy Options, Preliminary 2024 Budget Summary with Levy Options Comparison, Programs & Grants – (These amounts remain the same for all levy options), and Overhead Budget – (These amounts remain the same for all levy options).

Staff presented the four options to discuss with the Executive Committee including options with seven Counties as members.

Option 1: 2024 Preliminary Budget and Proposed Levy Amount - \$575,000

Option 2: 2024 Preliminary Budget and Proposed Levy Amount - \$600,000

Option 3: 2024 Preliminary Budget and Proposed Levy Amount - \$625,000

Option 4: 2024 Preliminary Budget and Proposed Levy Amount - \$702,443

Upon discussion, it was the Committee consensus to move forward with Option 3: 2024 Preliminary Budget and Proposed Levy Amount. - \$625,000.00.

## 8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*) - None

## 9. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting:** *The next Executive Committee meeting will be Friday – July 28, 2023 at 9:00 a.m. (Rescheduled) and will be held prior to the Commission Meeting.*
- 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** – A motion was made by Mr. Abel and second by Mr. Johnson to adjourn with the time noted at 2:14 p.m.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC

## Balance Sheet

As of 6/30/2023

	6/30/2023	6/30/2022
<b>ASSETS</b>		
<b>CASH &amp; CASH EQUIVALENTS</b>		
1000-01 CASH-AssocBank Main Checking	\$ 55,767.41	\$ 101,468.92
1000-03 CASH-Associated Benefit Account	16,125.46	303.89
1000-05 CASH-AssocBank Money Market	508,428.22	295,289.90
1000-06 CASH-WEDC Checking	0.00	1,892,548.18
1010-00 STATE TREASURER-LOCAL GOVT PL	268,579.62	258,709.09
1020-00 PETTY CASH	100.00	100.00
<b>Total CASH &amp; CASH EQUIVALENTS:</b>	<b>849,000.71</b>	<b>2,548,419.98</b>
<b>RECEIVABLES</b>		
1100-00 ACCOUNTS RECEIVABLE	345,029.11	437,963.96
1130-00 DEFERRED REVENUE/NR135 CARRYOVER	-6,381.84	-40,800.33
1140-00 OTHER DEFERRED REVENUE	-3,892.14	-1,852,211.59
<b>Total RECEIVABLES:</b>	<b>334,755.13</b>	<b>-1,455,047.96</b>
<b>PREPAIDS &amp; DEPOSITS</b>		
1200-00 PREPAID & DEPOSITS	34,798.46	28,694.54
1210-00 DEFERRED OUTFLOWS	1,093,313.10	822,649.02
<b>Total PREPAIDS &amp; DEPOSITS:</b>	<b>1,128,111.56</b>	<b>851,343.56</b>
<b>CAPITAL EQUIPMENT</b>		
1400-00 COMPUTERS, EQUIPMENT & OTHER FIXED ASSETS	268,504.50	169,635.90
1405-00 ACCUM. DEPREC	-165,516.80	-156,169.92
1420-00 CAPITAL LEASE ASSET	79,496.64	218,963.52
1425-00 ACCUM. DEPREC. CAPITAL LEASE ASSET	-73,381.56	-43,675.12
<b>Total CAPITAL EQUIPMENT:</b>	<b>109,102.78</b>	<b>188,754.38</b>
<b>OTHER ASSETS</b>		
1500-00 NET PENSION ASSET	530,175.94	450,470.94
<b>Total ASSETS:</b>	<b>\$ 2,951,146.12</b>	<b>\$ 2,583,940.90</b>
<b>LIABILITIES</b>		
<b>ACCOUNTS PAYABLE</b>		
2000-00 ACCOUNTS PAYABLE	\$ 60,484.23	\$ 52,382.60
<b>ACCRUED LIABILITIES</b>		
2110-00 PAYROLL TAXES PAYABLE	13,620.68	12,080.99
2160-00 ACCRUED ANNUAL LEAVE	21,058.39	22,469.24
2178-00 FLEX SPENDING ACCOUNT (FSA) PAYABLE	2,070.34	1,866.82
2210-00 DEFERRED INFLOWS	1,359,836.00	1,024,361.00
<b>Total ACCRUED LIABILITIES:</b>	<b>1,396,585.41</b>	<b>1,060,778.05</b>
<b>NOTES PAYABLE</b>		
2305-00 CAPITAL LEASE PAYABLE	30,471.74	176,426.19
<b>Total NOTES PAYABLE:</b>	<b>30,471.74</b>	<b>176,426.19</b>
<b>OTHER LIABILITIES</b>		
2400-00 NET OTHER POST-EMPLOYMENT BENEFIT	130,409.00	244,381.00
<b>Total LIABILITIES:</b>	<b>1,617,950.38</b>	<b>1,533,967.84</b>
<b>NET POSITION</b>		
2900-00 Retained Earnings-Current Year	208,203.71	265,460.41
2900-00 RETAINED EARNINGS - PRIOR	1,030,843.03	770,503.65
2910-00 INVESTMENT IN FIXED ASSETS	94,149.00	14,009.00
<b>Total NET POSITION:</b>	<b>1,333,195.74</b>	<b>1,049,973.06</b>
<b>Total LIABILITIES &amp; NET POSITION:</b>	<b>\$ 2,951,146.12</b>	<b>\$ 2,583,940.90</b>

[illegible]



# June 30, 2023 PROJECT UPDATE

Project	Start Date	End Date	Approved Budget	Total \$ Budget	Total \$ Spent	% Remain	Total Hrs Budget	Hrs Spent	Hrs Remain	% Remain
1105-023: Regional Comprehensive Planning Committee	1/1/2023	12/31/2023	5,000	5,000	138	97.25%	46.00	2.00	44.00	95.65%
1140-023: Regional Comprehensive Plan Update	1/1/2023	12/31/2023	56,000	56,000	5,962	89.35%	822.00	91.50	730.50	88.87%
1205-023: Community Facilities Committee Coordination	1/1/2023	12/31/2023	7,250	152,245	65,756	56.81%	82.00	62.50	19.50	23.78%
1231-023: Sewer Service Area Plan Promotion, Implementation	1/1/2023	12/31/2023	144,995				1845.00	856.50	988.50	53.58%
1311-023: FC/Osh Program Administration and Support	1/1/2023	12/31/2023	95,000				709.00	269.50	439.50	61.99%
1312-023: FC/Osh Fox Cities/Oshkosh LRTLUP	1/1/2023	12/31/2023	180,000				421.00	1061.75	-640.75	-152.20%
1313-023: NE Region Travel Demand Model Implementation	1/1/2023	12/31/2023	80,228				834.00	339.50	494.50	59.29%
1321-023: FC/Osh - Short Range/Congestion Management	1/1/2023	12/31/2023	161,283	906,844	288,217	68.22%	1062.00	643.50	418.50	39.41%
1322-023: FC/Osh - Transportation Improvement Plan	1/1/2023	12/31/2023	75,920				1068.00	412.25	655.75	61.40%
1323-023: FC/Osh Multi-modal/Transportation Alternatives	1/1/2023	12/31/2023	159,718				1605.00	965.00	640.00	39.88%
1324-023: FC/Osh Transit	1/1/2023	12/31/2023	154,695				931.00	272.50	658.50	70.73%
1311-023A: FC/Osh Program Administration and Support	1/1/2023	12/31/2023	15,000				48.00	62.00	-14.00	-29.17%
1312-023A: FC/Osh Fox Cities/Oshkosh LRTLUP	1/1/2023	12/31/2023	17,000	132,000	71,047	46.18%	280.00	286.75	-6.75	-2.41%
1324-023A: FC/Osh Transit	1/1/2023	12/31/2023	100,000				0.00	0.00	0.00	#DIV/0!
1331-023: Regional Transportation Administration	1/1/2023	12/31/2023	16,555				113.00	10.50	102.50	90.71%
1332-023: Regional Transportation Tech Assistance	1/1/2023	12/31/2023	58,259	89,661	24,534	72.64%	834.00	245.00	589.00	70.62%
1333-023: Regional Comprehensive Planning	1/1/2023	12/31/2023	14,846				132.00	100.25	31.75	24.05%
1341-023: FDL- Prgm Administration and Support	1/1/2023	12/31/2023	26,058				190.00	73.00	117.00	61.58%
1342-023: FDL LRTLUP	1/1/2023	12/31/2023	67,122				652.00	238.75	413.25	63.38%
1343-023: FDL Short Range/Congestion Mngmt	1/1/2023	12/31/2023	63,947	225,000	51,160	77.26%	689.00	249.50	439.50	63.79%
1344-023: FDL Transportation Improvement Program	1/1/2023	12/31/2023	25,426				359.00	103.25	255.75	71.24%
1345-023: FDL - Transit	1/1/2023	12/31/2023	18,930				213.00	26.50	186.50	87.56%
1346-023: FDL Travel Model Improvement Program	1/1/2023	12/31/2023	23,517				396.00	1.75	394.25	99.56%
1381-023: Regional SRTS	1/1/2023	12/31/2023	345,000				5240.00	2525.00	2715.00	51.81%
1383-023: Events and Programs	1/1/2023	12/31/2023	40,000				0.00	0.00	0.00	#DIV/0!
1384-023: Communications and Education Materials	1/1/2023	12/31/2023	50,000	477,000	218,030	54.29%	0.00	0.00	0.00	#DIV/0!
1386-023: Youth Engagement Program	1/1/2023	12/31/2023	15,000				148.00	209.00	-61.00	-41.22%
1390-023: Workshops	1/1/2023	12/31/2023	5,000				49.00	6.50	42.50	86.73%
1391-023: Evidence Based Practices and Research	1/1/2023	12/31/2023	22,000				49.00	3.75	45.25	92.35%
1405-023: Open Space & Environmental Management	1/1/2023	12/31/2023	1,794	1,794	718	59.96%	30.00	10.50	19.50	65.00%
1511-023: Planning Partnership Grant Administration	1/1/2023	12/31/2023	15,799				144.00	101.75	42.25	29.34%
1512-023: CEDS Implementation	1/1/2023	12/31/2023	51,500				427.00	115.00	312.00	73.07%
1513-023: Annual Comprehensive Economic Development	1/1/2023	12/31/2023	50,000	172,799	64,904	62.44%	642.00	270.00	372.00	57.94%
1516-023: EMSI Analysis Services	1/1/2023	12/31/2023	20,000				228.00	48.75	179.25	78.62%
1517-023: Support/Participation in Local/Regional	1/1/2023	12/31/2023	21,000				230.00	102.00	128.00	55.65%
1520-023: EDA Technical Assistance - To be Determined	1/1/2023	12/31/2023	14,500				148.00	71.00	77.00	52.03%
1561-023: EDA CARES Act Administration	1/1/2023	12/31/2023	9,488				33.00	9.50	23.50	71.21%
1562-023: CARES Act Disaster Recov & Econ R	1/1/2023	12/31/2023	53,000	75,488	31,635	58.09%	302.00	413.00	-111.00	-36.75%
1563-023: CARES Act: ECWRPC Continuity Plan	1/1/2023	12/31/2023	7,000				31.00	27.00	4.00	12.90%
1565-023: CARES Act: COVID-19 Response Technical	1/1/2023	12/31/2023	6,000				49.00	24.50	24.50	50.00%
1621-023: NR-135 Non-Metallic Mine Reclamation	1/1/2023	12/31/2023	143,503	143,503	82,245	42.69%	1527.00	819.00	708.00	46.37%
2454-023: T Greenville Mining Inspection	1/1/2023	6/30/2022	750	750	621	17.16%	8.00	9.00	-1.00	-12.50%
2459-023: City of Chilton Comprehensive Plan	6/1/2022	6/30/2023	29,542	29,542	15,422	47.80%	362.00	210.25	151.75	41.92%
2461-023 GO Transit Development Plan	9/1/2022	12/31/2023	130,468	130,468	39,169	69.98%	114.00	156.50	-42.50	-37.28%
TOTALS							23092.00	11505.75	11586.25	50.17%

**TO:** Full Commission Board  
**FROM:** Sara Otting, Controller  
**DATE:** 07/28/2023  
**RE:** 2023 Destruction of Public Records - 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 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: July 28, 2023

Submitted By: Executive Committee

Prepared By: Sara Otting - Controller

\_\_\_\_\_  
Jeff Nooyen, Chair – Outagamie Co.

\_\_\_\_\_  
Attest: Melissa Kraemer Badtke- ECWRPC  
Executive Director

\_\_\_\_\_  
Date Approved

**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
<b>Eligible Projects</b>			
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
<b>Appleton TMA Project Total</b>	<b>\$1,471,243.10</b>	<b>\$1,166,865.33</b>	<b>\$304,377.77</b>

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.

## REAFFIRMATION 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**

<b>TAP Project</b>	<b>Total Funding</b>	<b>Federal Share</b>	<b>Local Share</b>
<b>Eligible Projects</b>			
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
<b>Appleton TMA Project Total</b>	<b>\$1,471,243.10</b>	<b>\$1,166,865.33</b>	<b>\$304,377.77</b>

**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: July 28, 2023

Submitted By: Executive Committee

Prepared By: Kim Biedermann, Principal Transportation Planner

\_\_\_\_\_  
Jeff Nooyen, Chair – Outagamie Co.

\_\_\_\_\_  
Melissa Kraemer Badtke, Executive Dir. –ECWRPC

\_\_\_\_\_  
Date Approved

**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
<b>City of Kaukauna:</b> LED Street Lighting Conversion (664 fixtures)	<b>\$253,913.60</b>	\$63,478.40	\$317,392.00
<b>City of Menasha:</b> LED Street Lighting Conversion (156 fixtures)	<b>\$167,792.80</b>	\$41,948.20	\$209,741.00
<b>Town of Grand Chute:</b> LED Street Light Upgrade (533 fixtures)	<b>\$370,760.40</b>	\$92,690.10	\$463,450.50
<b>Outagamie County:</b> Smart arrow boards and PCMS	<b>\$36,000.00</b>	\$9,000.00	\$45,000.00
<b>Total Funding</b>	<b>\$828,466.80</b>	\$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.

## REAFFIRMATION 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
<b>City of Kaukauna:</b> LED Street Lighting Conversion (664 fixtures)	<b>\$253,913.60</b>	\$63,478.40	\$317,392.00
<b>City of Menasha:</b> LED Street Lighting Conversion (156 fixtures)	<b>\$167,792.80</b>	\$41,948.20	\$209,741.00
<b>Town of Grand Chute:</b> LED Street Light Upgrade (533 fixtures)	<b>\$370,760.40</b>	\$92,690.10	\$463,450.50
<b>Outagamie County:</b> Smart arrow boards and PCMS	<b>\$36,000.00</b>	\$9,000.00	\$45,000.00
<b>Total Funding</b>	<b>\$828,466.80</b>	\$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: July 28, 2023

Submitted By: Executive Committee

Prepared By: Melissa Kraemer-Badtke, Executive Director

\_\_\_\_\_  
Jeff Nooyen, Chair – Outagamie Co.

\_\_\_\_\_  
Melissa Kraemer Badtke–ECWRPC Executive Director

\_\_\_\_\_  
Date Approved

**TO:** Executive Committee  
**FROM:** Tanner Russell, Associate Transportation Planner  
**DATE:** June 14, 2023  
**RE:** Proposed Resolution 25-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023

---

Since the 2023 Transportation Improvement Program (TIP) was amended on April 28, 2023, the Wisconsin Department of Transportation (WisDOT) has requested TIP Numbers on multiple new projects for the 2023-2026 funding cycle. These projects need to be amended into the TIP to receive the TIP numbers required for federal funding.

WisDOT has requested that the Carbon Reduction Program (CRP) projects selected for Federal Fiscal Year 2023 be given TIP numbers. These projects were approved at the May 17, 2023 Executive Committee meeting and need TIP numbers for their projects to meet the PS&E dates outlined by the program. A TIP number was requested by WisDOT for a resurface project on State Highway 47 from 9<sup>th</sup> St. to County Highway AP as well.

The 2023 Section 5311 grants are also included in this amendment. These projects are funded through the Wisconsin Employment Transportation Assistance Program (WETAP). This program integrates state and federal funding (Formula Grants for Rural Areas) into one application. The Transportation Alternatives Set-aside projects approved at the May 17, 2023 Executive Committee meeting are also receiving TIP numbers for the 2023 projects. Both the City of Menasha and the Village of Harrison were awarded funds for a High Cliff Trail Feasibility Study.

Please see the attached Table 1: Appleton (Fox Cities) Metropolitan Planning Organization – Project Listing (2023-2026) in the meeting materials for project details.

Projects include:

- TIP Number: **252-22-059**: CRP FFY 2023 – C. Kaukauna – LED Street Lights
- TIP Number: **252-23-060**: CRP FFY 2023 – C. Menasha – LED Street Lights
- TIP Number: **252-23-061**: CRP FFY 2023 – T. Grand Chute – LED Street Lights
- TIP Number: **252-23-062**: CRP FFY 2023 – Outagamie County – Smart arrow boards
- TIP Number: **252-23-063**: NHPP - STH 47 – 9<sup>th</sup> St. to CTH AP
- TIP Number: **252-23-064**: Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) – Vehicle Loans and Mobility Management
- TIP Number: **252-23-065**: Section 5311 – WETAP- Southwestern Wisconsin Community Action Program, Inc. (SWCAP) – Operating
- TIP Number: **252-23-066**: Section 5311 – WETAP – Lutheran Social Services – Vehicle Loans and Mobility Management
- TIP Number: **252-23-067**: Section 5311 – WETAP – Lutheran Social Services – Operating
- TIP Number: **252-23-068**: TA Set-aside – C. Menasha – High Cliff Trail Feasibility Study
- TIP Number: **252-23-069**: TA Set-aside – V. Harrison – High Cliff Trail Feasibility Study

These projects were under public review for 15 days from May 28, 2023 to June 12, 2023. No public comment was received during the public review period.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 25-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 on behalf of the full Commission.





## **REAFFIRMATION - RESOLUTION NO. 25-23**

### **AMENDING THE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE APPLETON (FOX CITIES) TRANSPORTATION MANAGEMENT AREA - 2023**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Metropolitan Planning Area, approved the *2023 Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area*, at the October 28, 2023 quarterly Commission meeting, and;

**WHEREAS**, the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 was amended by the full Commission on April 28, 2023, and;

**WHEREAS**, the Transportation Improvement Program was prepared to meet the requirements of the Fixing America's Surface Transportation Act: (FAST), and the Bipartisan Infrastructure Law (BIL) as prescribed by federal regulations, and;

**WHEREAS**, all projects that use federal funds must appear in an adopted Transportation Improvement Program, and;

**WHEREAS**, WisDOT has requested the MPO advance the following projects to be amended to the 2023 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization:

- TIP Number: **252-22-059**: CRP FFY 2023 – C. Kaukauna – LED Street Lights
- TIP Number: **252-23-060**: CRP FFY 2023 – C. Menasha – LED Street Lights
- TIP Number: **252-23-061**: CRP FFY 2023 – T. Grand Chute – LED Street Lights
- TIP Number: **252-23-062**: CRP FFY 2023 – Outagamie County – Smart arrow boards
- TIP Number: **252-23-063**: NHPP - STH 47 – 9<sup>th</sup> St. to CTH AP
- TIP Number: **252-23-064**: Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) – Vehicle Loans and Mobility Management
- TIP Number: **252-23-065**: Section 5311 – WETAP- Southwestern Wisconsin Community Action Program, Inc. (SWCAP) – Operating
- TIP Number: **252-23-066**: Section 5311 – WETAP – Lutheran Social Services – Vehicle Loans and Mobility Management
- TIP Number: **252-23-067**: Section 5311 – WETAP – Lutheran Social Services – Operating
- TIP Number: **252-23-068**: TA Set-aside – C. Menasha – High Cliff Trail Feasibility Study
- TIP Number: **252-23-069**: TA Set-aside – V. Harrison – High Cliff Trail Feasibility Study

**WHEREAS**, the attached Table will become part of this resolution, and;

**WHEREAS**, the MPO staff will prepare the appropriate documentation to meet federal and state requirements for any transportation project appearing in the TIP;

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

**SECTION 1.** That the Commission approves the amendment as presented to include the proposed projects in the approved 2023 Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area.

Effective Date: July 28, 2023

Prepared For: ECWRPC Full Commission

Prepared By: Tanner Russell, Associate Transportation Planner

---

Jeff Nooyen, Chair – Outagamie Co.

---

Melissa Kraemer Badtke—ECWRPC Executive Director

---

Date Approved.

**TO:** Executive Committee  
**FROM:** Tanner Russell, Associate Transportation Planner  
**DATE:** June 14, 2023  
**RE:** Proposed Resolution 26-23: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023

---

Since the 2023 Transportation Improvement Program (TIP) for the Oshkosh Metropolitan Planning Organization was amended on April 28, 2023, the Wisconsin Department of Transportation (WisDOT) has requested TIP Numbers on multiple new projects for the 2023-2026 funding cycle. These projects need to be amended into the TIP to receive the TIP numbers required for federal funding.

WisDOT has requested the inclusion of a railroad crossing and gates improvement project on STH 76 between Oshkosh and Greenville. The 2023 Section 5311 grants are also included in this amendment. These projects are funded through the Wisconsin Employment Transportation Assistance Program (WETAP). This program integrates state and federal funding (Formula Grants for Rural Areas) into one application.

Please see the attached Table 1: Oshkosh Metropolitan Planning Organization – Project Listing (2023-2026) in the meeting materials for project details.

Projects include:

- TIP Number: **253-23-025:** NHPP – STH 76 – Oshkosh to Greenville - RR Xing Signal and Gates
- TIP Number: **253-23-026:** Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) - Vehicle Loans and Mobility Management
- TIP Number: **253-23-027:** Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) - Operating
- TIP Number: **253-23-028:** Section 5311 – WETAP – Lutheran Social Services – Vehicle Loans and Mobility Management
- TIP Number: **253-23-029:** Section 5311 – WETAP – Lutheran Social Services - Operating

These projects were under public review for 15 days from May 28, 2023 to June 12, 2023. No public comment was received during the public review period.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 26-23: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023 on behalf of the full Commission.

**Table 1: Oshkosh Urbanized Area - Project Listing (2023-2026)**  
 (\$000)

**\*\*Funds are listed in Year of Expenditure \$.**

**\*\*Funds are obligated approximately 6 weeks prior to LET date.**

Primary Jursdiction	Project Description	Type of Cost	2023				2024				2025				2026+				Comments
			Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	
WisDOT Winnebago  <b>253-23-025</b>	STH 76, Oshkosh - Greenville	DESIGN				0				0				0				0	<b>Construction scheduled for 7/25/2026</b>
	WCL RR Xing Signal & Gates 179802X	ROW				0				0				0				0	
	6430-21-51 MISC	CONST				0				0	0	0	0	0	364	91	0	455	
	NHPP 3 miles	TOTAL		0	0	0	0	0	0	0	0	0	0	0	364	91	0	455	
WisDOT Winnebago, Calumet Outagamie <b>253-23-026</b>	SWCAP Vehicle Loans and Mobility Management	DESIGN				0				0				0				0	
		ROW				0				0				0				0	
	Section 5311 - WETAP (P)	CONST	905	0	226	1131					0	0	0	0	0	0	0	0	
WisDOT Winnebago, Calumet Outagamie <b>253-23-027</b>	SWCAP Operating	DESIGN				0				0				0				0	
		ROW				0				0				0				0	
	Section 5311 - WETAP (P)	CONST	101	0	101	202					0	0	0	0	0	0	0	0	
WisDOT Winnebago, Calumet Outagamie, Waupaca <b>253-23-028</b>	Lutheran Social Servies (LSS) Vehicle Loans and Mobility Management	DESIGN				0				0				0				0	
		ROW				0				0				0				0	
	Section 5311 - WETAP (P)	CONST	49	0	12	61					0	0	0	0	0	0	0	0	
WisDOT Winnebago, Calumet Outagamie, Waupaca <b>253-23-029</b>	Lutheran Social Servies (LSS) Operating	DESIGN				0				0				0				0	
		ROW				0				0				0				0	
	Section 5311 - WETAP (P)	CONST	53	0	53	106					0	0	0	0	0	0	0	0	

## REAFFIRMATION RESOLUTION NO. 26-23

### AMENDING THE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE OSHKOSH METROPOLITAN PLANNING ORGANIZATION - 2023

**WHEREAS**, the East Central Wisconsin Regional Planning Commission designated as the Metropolitan Planning Organization (MPO) for the Oshkosh Urbanized Area, approved the *2023 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization*, at the October 28, 2022 quarterly Commission meeting, and;

**WHEREAS**, the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023 was amended by the full Commission on April 28, 2023, and;

**WHEREAS**, the Transportation Improvement Program was prepared to meet the requirements of the Fixing America's Surface Transportation Act: (FAST), and the Bipartisan Infrastructure Law (BIL) as prescribed by federal regulations, and;

**WHEREAS**, all projects that use federal funds must appear in an adopted Transportation Improvement Program, and;

**WHEREAS**, WisDOT has requested the MPO advance the following WisDOT projects to be amended to the 2023 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization:

- TIP Number: **253-23-025**: NHPP – STH 76 – Oshkosh to Greenville - RR Xing Signal and Gates
- TIP Number: **253-23-026**: Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) - Vehicle Loans and Mobility Management
- TIP Number: **253-23-027**: Section 5311 – WETAP – Southwestern Wisconsin Community Action Program, Inc. (SWCAP) - Operating
- TIP Number: **253-23-028**: Section 5311 – WETAP – Lutheran Social Services – Vehicle Loans and Mobility Management
- TIP Number: **253-23-029**: Section 5311 – WETAP – Lutheran Social Services - Operating

**WHEREAS**, the attached Table will become part of this resolution, and;

**WHEREAS**, the MPO staff will prepare the appropriate documentation to meet federal and state requirements for any transportation project appearing in the TIP;

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

**SECTION 1.** That the Commission approves the amendment as presented to include the proposed projects in the approved 2023 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization.

Effective Date: July 28, 2023

Prepared For: ECWRPC Full Commission

Prepared By: Melissa Kraemer Badtke–ECWRPC Executive Director

---

Jeff Nooyen, Chair – Outagamie Co.

---

Melissa Kraemer Badtke–ECWRPC Executive Director

---

Date Approved

**TO:** Executive Committee  
**FROM:** ECWRPC Transportation Team  
**DATE:** June 14, 2023  
**RE:** Proposed Resolution 27-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023

---

Since the 2023 Transportation Improvement Program (TIP) was amended on April 28, 2023, the Wisconsin Department of Transportation (WisDOT) has requested TIP Numbers on multiple new projects for the 2023-2026 funding cycle. These projects need to be amended into the TIP to receive the TIP numbers required for federal funding.

WisDOT has requested the inclusion of a project on STH 441 between I-41/USH 10 and Oneida Street. It involves removing existing approach slabs on ends of structures and replacing them with concrete. This project was shifted to a Majors project due to funding availability and was moved up to 2025 from 2027. They have also requested inclusion of construction funds on the Wrightstown weigh facility along the I-41 corridor.

Please see the attached Table 1: Appleton (Fox Cities) Metropolitan Planning Organization – Project Listing (2023-2026) in the meeting materials for project details.

Projects include:

- TIP Number: **252-22-070**: NHPP – STH 441: I-41/USH 10 to Oneida St.
- TIP Number: **252-23-071**: NHPP – I-41 Wrightstown Safety and Weight Enforcement Facility (SWEF) 34

These projects were under public review for 15 days from June 7, 2023 to June 22, 2023. No public comment has been received so far.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 27-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 on behalf of the full Commission pending no further public comment.

**Funds are listed in Year of Expenditure \$.																				**Funds are obligated approximately 6 weeks prior to LET date.																			
Primary Jursdiction	Project Description	Type of Cost	2023				2024				2025				2026				2027+				Comments																
			Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total																	
WisDOT Calumet	Appleton, STH 441	DESIGN				0				0				0				0				0	Construction scheduled for 2/11/2025.																
	I 41/USH 10-S. Onedia St.	ROW				0				0				0				0				0																	
	4685-34-71 MISC	CONST				0				0	6104	1526	0	7630				0				0																	
	Majors Project NHPP .62 miles P	TOTAL				0	0	0	0	0	6104	1526	0	7630	0	0	0	0	0	0	0	0																	
WisDOT Outagamie	IH 41, Appleton-Green Bay	DESIGN				0				0				0				0				0	Construction scheduled for 2/11/25																
	IH 41 Wrightstown SWEF 34/Post-Site	ROW				0				0				0				0				0																	
	1130-44-75 MISC	CONST				0				0	9766	2442	0	12208				0				0																	
	NHPP .22 miles P	TOTAL				0	0	0	0	0	9766	2442	0	12208	0	0	0	0	0	0	0	0																	



## REAFFIRMATION - RESOLUTION NO. 27-23

### AMENDING THE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE APPLETON (FOX CITIES) TRANSPORTATION MANAGEMENT AREA - 2023

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Metropolitan Planning Area, approved the *2023 Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area*, at the October 28, 2022 quarterly Commission meeting, and;

**WHEREAS**, the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 was amended by the full Commission on April 28, 2023, and;

**WHEREAS**, the Transportation Improvement Program was prepared to meet the requirements of the Fixing America's Surface Transportation Act: (FAST), and the Bipartisan Infrastructure Law (BIL) as prescribed by federal regulations, and;

**WHEREAS**, all projects that use federal funds must appear in an adopted Transportation Improvement Program, and;

**WHEREAS**, WisDOT has requested the MPO advance the following projects to be amended to the 2023 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization:

- TIP Number: **252-22-070**: NHPP – STH 441: I-41/USH 10 to Oneida St.
- TIP Number: **252-23-071**: NHPP – I-41 Wrightstown Safety and Weight Enforcement Facility (SWEF) 34

**WHEREAS**, the attached Tables will become part of this resolution, and;

**WHEREAS**, the MPO staff will prepare the appropriate documentation to meet federal and state requirements for any transportation project appearing in the TIP;

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

**SECTION 1.** That the Commission approves the amendment as presented to include the proposed projects in the approved 2023 Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area.

Effective Date: July 28, 2023

Submitted By: Executive Committee

Prepared By: Melissa Kraemer Badtke–ECWRPC Executive Director

---

Jeff Nooyen, Chair – Outagamie Co.

---

Melissa Kraemer Badtke–ECWRPC Executive Director

---

Date Approved

**TO:** Executive Committee

**FROM:** Melissa Kraemer Badtke, Executive Director

**DATE:** June 14, 2023

**RE:** Proposed Resolution 28-23: Amending the Surface Transportation Block Grant (STBG) – Urban Program funding levels for the previously selected projects from 2023-2027 within the Appleton (Fox Cities) MPO

The Surface Transportation Block Grant – Urban (STBG; formerly known as STP-Urban) cycle typically rolls out every two years. Two additional cycles—FFY 2022 and FFY 2023—were out due to the Bipartisan Infrastructure Law (BIL). STBG – Urban for the Appleton (Fox Cities) MPO projects can be funded up to 80% federal funding, and awarded as low as 50% in federal funding. Local matches are required for the remaining costs.

MPOs with populations over 200,000 people are designated as Transportation Management Areas (TMA). TMAs receive their own apportionment for the STBG Urban Program funding cycle and Commission staff works collectively with the Wisconsin Department of Transportation and the other MPOs designated as TMAs across the state to ensure that the funding is utilized over the course of the federal transportation bill.

Due to Covid-19 and increased construction and material costs, all previously selected projects have seen drastic increases in overall project cost. Due to this large and unanticipated increase in costs, some projects were at risk of being dropped by their project sponsors. The historic funding levels provided by BIL allow for additional funding within the Appleton (Fox Cities) MPO. By flexing the additional funds provided by BIL, the MPO would be able to fund each of the selected projects from 2023-2027 at 80%. This additional funding would prevent projects from being dropped by their project sponsors. See the table below for the originally awarded and updated funding levels.

<b>STBG – Urban Project Awards &amp; Proposed Adjustments for the Appleton (Fox Cities) MPO</b>				
<b>Project</b>	<b>Original Federal Funding Amount</b>	<b>Original Fed. Funding Percent</b>	<b>Updated Federal Funding Amount</b>	<b>Updated Fed. Funding Percent</b>
Town of Grand Chute – Spencer Street (design)	\$177,669	56%	\$265,258 (2023) \$177,669 (2022)	80%
City of Appleton – Lawe St. (2023 design)	\$339,441	66%	\$364,907	80%
City of Menasha - Racine St.	\$3,120,537	72%	\$3,344,806	80%
City of Neenah – Commercial St.	\$5,668,528	72%	\$7,490,093	80%
Outagamie County – CTH N	\$3,094,022	72%	\$4,644,320	80%

Winnebago County – CTH P	\$4,578,670	72%	\$7,371,795	80%
Village of Fox Crossing – E. Shady Lane	\$1,776,802	66%	\$2,518,407	80%
Town of Grand Chute – Spencer Street (construction)	\$1,888,795	56%	\$2,705,250	80%
City of Appleton – Lawe St. (construction)	\$2,454,193	66%	\$2,985,748	80%

The funding breakdown by year for the Appleton (Fox Cities) MPO can be found on the following page that is attached. These increased funding levels will need to be considered by the Commission Board.

Questions regarding the STBG-Urban funding should be directed to Alex Dums, Local Program Manager at the WisDOT ([alex.dums@dot.wi.gov](mailto:alex.dums@dot.wi.gov)), and Melissa Kraemer Badtke, Executive Director at ECWRPC ([mbadtke@ecwrpc.org](mailto:mbadtke@ecwrpc.org)).

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 28-23: Amending the Surface Transportation Block Grant (STBG) – Urban Program funding levels for the previously selected projects from 2023-2027 within the Appleton (Fox Cities) MPO at 80% of the total eligible costs.

Calendar Year	Appleton MPO - STBG Urban Project Spending Summary								
2022	PID Number	TIP Number	Project Sponsor	Description	Let Date	Sunset Date	Change in Funding	Remaining FFY 2023 Balance	
	-	-	-	Estimated FFY 2022 Apportionment - BIL			\$ 4,835,967.00	\$ 4,835,967.00	
	-	-	-	Estimated FFY 2021 Carry-Over - FAST Act				\$ 4,835,967.00	
	4657-26-00	252-22-053	T of Grand Chute	Spencer Street from S. Nicolet Road to Bluemound Drive C/E			\$ (177,669.00)	\$ 4,658,298.00	
	6018-04-00/70	252-22-044	Outagamie County	CTH N Intersection	11/8/2022		\$ (131,201.00)	\$ 4,527,097.00	
	2023 Remaining Apportionment (No Carry Over)							\$ 4,527,097.00	
2023 Remaining Balance (With Carry Over)							\$ 4,527,097.00		
2023	PID Number	TIP Number	Project Sponsor	Description	Let Date	Sunset Date	Change in Funding	Remaining FFY 2023 Balance	
	-	-	-	Estimated FFY 2023 Apportionment -BIL			\$ 4,932,687.00	\$ 4,932,687.00	
	-	-	-	Estimated FFY 2022 Carry-Over - BIL			\$ 4,835,967.00	\$ 9,768,654.00	
	4657-26-00	252-22-053	T of Grand Chute	Spencer Street from S. Nicolet Road to Bluemound Drive C/E			\$ (265,258.00)	\$ 9,503,396.00	
	4984-24-74	252-22-064	C of Appleton	Lawe Street from College Ave to Wisconsin Ave Design			\$ (364,907.00)	\$ 9,138,489.00	
	2023 Remaining Apportionment (No Carry Over)							\$ 4,302,522.00	
2023 Remaining Balance (With Carry Over)							\$ 9,138,489.00		
2024	PID Number	TIP Number	Project Sponsor	Description	Let Date	Sunset Date	Change in Funding	Remaining FFY 2024 Balance	
	-	-	-	Estimated FFY 2024 Apportionment - BIL			\$ 5,031,341.00	\$ 5,031,341.00	
	-	-	-	Estimated FFY 2023 Carry-Over - BIL			\$ 9,138,489.00	\$ 14,169,830.00	
	4992-00-60	252-20-057	C of Menasha	Racine St from Third Street to Ninth Street LET	12/10/2024	6/30/2026	\$ (3,344,806.00)	\$ 10,825,024.00	
	4993-01-01	252-20-059	C of Neenah	Commercial Street Stanley Street to Tyler Street LET	1/14/2025	6/30/2026	\$ (7,490,093.00)	\$ 3,334,931.00	
	2024 Remaining Apportionment (No Carry Over)							\$ (5,803,558.00)	
2024 Remaining Balance (With Carry Over)							\$ 3,334,931.00		
2025	PID Number	TIP Number	Project Sponsor	Description	Let Date	Sunset Date	Change in Funding	Remaining FFY 2025 Balance	
	-	-	-	Estimated FFY 2025 Apportionment - BIL			\$ 5,131,968.00	\$ 5,131,968.00	
	-	-	-	Estimated FFY 2024 Carry-Over - BIL			\$ 3,334,931.00	\$ 8,466,899.00	
	4676-04-71	252-20-058	Outagamie County	CTH N from CTH CE to CTH KK	12/10/2024	6/30/2026	\$ (4,644,320.00)	\$ 3,822,579.00	
	4646-02-71	252-20-056	Winnebago County	CTH P from STH 47 to Midway Rd LET	12/10/2024	6/30/2026	\$ (7,371,795.00)	\$ (3,549,216.00)	
	2025 Remaining Apportionment (No Carry Over)							\$ (6,884,147.00)	
2025 Remaining Balance (With Carry Over)							\$ (3,549,216.00)		
2026	PID Number	TIP Number	Project Sponsor	Description	Let Date	Sunset Date	Change in Funding	Remaining FFY 2026 Balance	
	-	-	-	Estimated FFY 2026 Apportionment - BIL			\$ 5,234,607.00	\$ 5,234,607.00	
	-	-	-	Estimated FFY 2025 Carry-Over - BIL			\$ (3,549,216.00)	\$ 1,685,391.00	
	4984-24-75	252-22-064	C of Appleton	Lawe Street from College Ave to Wisconsin Ave Construction	12/9/2025	6/30/2031	\$ (2,985,748.00)	\$ (1,300,357.00)	
	2026 Remaining Apportionment (No Carry Over)							\$ 2,248,859.00	
2026 Remaining Balance (With Carry Over)							\$ (1,300,357.00)		
2027	PID Number	TIP Number	Project Sponsor	Description	Let Date	Sunset Date	Change in Funding	Remaining FFY 2027 Balance	
	-	-	-	Estimated FFY 2027 Apportionment - New Federal Transportation Law			\$ 5,234,607.00	\$ 5,234,607.00	
	-	-	-	Estimated FFY 2026 Carry-Over - BIL			\$ (1,300,357.00)	\$ 3,934,250.00	
	4657-26-71	252-22-053	T of Grand Chute	Spencer Street from S. Nicolet Road to Bluemound Drive Construction	1/12/2027	6/30/2031	\$ (2,705,250.00)	\$ 1,229,000.00	
	2027 Remaining Apportionment (No Carry Over)							\$ 2,529,357.00	
2027 Remaining Balance (With Carry Over)							\$ 1,229,000.00		
2028	PID Number	TIP Number	Project Sponsor	Description	Let Date	Sunset Date	Change in Funding	Remaining FFY 2027 Balance	
	-	-	-	Estimated FFY 2028 Apportionment			\$ 5,234,607.00	\$ 5,234,607.00	
	-	-	-	Estimated FFY 2027 Carry-Over			\$ 1,229,000.00	\$ 6,463,607.00	
	4619-11-72	252-22-061	V of Fox Crossing	East Shady Ln from Cold Spring Road to CTH CB	1/13/2026	6/30/2031	\$ (2,518,407.50)	\$ 3,945,199.50	
	2028 Remaining Apportionment (No Carry Over)							\$ (1,289,407.50)	
2028 Remaining Balance (With Carry Over)							\$ 3,945,199.50		

## REAFFIRMATION - RESOLUTION NO. 28-23

### AMENDING THE SURFACE TRANSPORTATION BLOCK GRANT (STBG) – URBAN PROGRAM LEVELS FOR THE PREVIOUSLY SELECTED PROJECTS FROM 2023-2027 WITHIN THE APPLETON (FOX CITIES) MPO

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Metropolitan Planning Area, awards Surface Transportation Block Grant (STBG) projects within the Appleton Urbanized Boundary, and;

**WHEREAS**, in accordance with the Bipartisan Infrastructure Law: (BIL), coordination has occurred between the MPO, the state and local governments, and;

**WHEREAS**, the Appleton (Fox Cities) MPO approved and awarded Surface Transportation Block Grant projects in 2019 and 2022, and;

**WHEREAS**, sponsor communities for these projects have indicated there are unanticipated rising costs due to inflation, and;

**WHEREAS**, the Appleton (Fox Cities) MPO as received an increase in federal funding dollars due to the BIL, and;

**WHEREAS**, the Appleton (Fox Cities) MPO Technical Advisory Committee approved the funding increases to the Surface Transportation Block Grant projects, and

**WHEREAS**, the selected local governments, their designated staffs, have approved the following funding increases

STBG – Urban Project Awards & Proposed Adjustments for the Appleton (Fox Cities) MPO				
Project	Original Federal Funding Amount	Original Fed. Funding Percent	Updated Federal Funding Amount	Updated Fed. Funding Percent
Town of Grand Chute – Spencer Street (design)	\$177,669	56%	\$265,258 (2023) \$177,669 (2022)	80%
City of Appleton – Lawe St. (2023 design)	\$339,441	66%	\$364,907	80%
City of Menasha - Racine St.	\$3,120,537	72%	\$3,344,806	80%
City of Neenah – Commercial St.	\$5,668,528	72%	\$7,490,093	80%
Outagamie County – CTH N	\$3,094,022	72%	\$4,644,320	80%
Winnebago County – CTH P	\$4,578,670	72%	\$7,371,795	80%
Village of Fox Crossing – E. Shady Lane	\$1,776,802	66%	\$2,518,407	80%
Town of Grand Chute – Spencer Street (construction)	\$1,888,795	56%	\$2,705,250	80%
City of Appleton – Lawe St. (construction)	\$2,454,193	66%	\$2,985,748	80%

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

**SECTION 1.** That the Commission approves the amendment as presented to include the updated federal funding levels for the 2023-2027 Surface Transportation Block Grant (STBG) projects within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO).

Effective Date: July 28, 2023

Submitted by: Executive Committee

Prepared By: Melissa Kraemer Badtke—ECWRPC Executive Director

\_\_\_\_\_  
Jeff Nooyen, Chair – Outagamie Co.

\_\_\_\_\_  
Melissa Kraemer Badtke—ECWRPC Executive Director

\_\_\_\_\_  
Date Approved

**DATE:** June 5, 2023  
**TO:** ECWRPC Executive Committee  
**FROM:** Sara Otting, Controller  
**RE:** Proposed Resolution 29-23: Approving the draft 2024 Indirect Cost Rate and the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director to being the process of negotiating the 2024 Indirect Cost Rate U.S. Department of Interior

---

The Cost Allocation Plan and the Certificate of Lobbying is included in the meeting materials. The purpose of the Cost Allocation Plan is to summarize the methods and procedures that East Central uses to allocate cost to various programs, grants, contracts, and agreements. Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government.

On April 12, 2021, East Central staff received an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation from the U.S. Department of Interior. This rate was utilized for 2020 and 2021. The audit for 2022 was used to calculate an adjustment to the rate that will be effective for 2024.

East Central staff has been working with the U.S. Department of Interior to develop the 2024 Indirect Cost Rate Proposal, which will be based on the 2022 audit. The Indirect Cost Rate Proposal includes supplemental materials including the 2022 Audited Financial Statements, estimated financial data for the 2024 Proposed Budget, the Certificate of Indirect Cost Rate and the Signed Certificate of Lobbying.

The 2024 Cost Allocation Plan, the Indirect Cost Proposal, and the Certificate of Lobbying acknowledges that the methodology used to determine East Central's costs are following federal requirements and standards regarding lobbying costs.

**Staff Recommendation:** Staff recommends approving Proposed Resolution 29-23 Approving the draft 2024 Indirect Cost Rate and the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director to being the process of negotiating the 2024 Indirect Cost Rate U.S. Department of Interior.

June 14, 2023

Mr. Craig Wills, Division Chief  
Indirect Cost Services  
650 Capitol Mall, Suite 4-300  
Sacramento, CA 95814

Dear Ms. Wills:

Enclosed is our Indirect Cost Rate Proposal. We request to review our Fixed Carry Forward Rate for the Fiscal Year 2022 for any over/under to be carried to Fiscal Year 2024. The proposal includes the following parts.

Part I: Narrative

- Checklist
- Organization Information,
- Proposal Point of Contact Information,
- Requested Rate and Related Information,
- Signed Cost Policy Statement,
- Organization Chart,
- Signed Certificate of Indirect Cost,
- Signed Lobbying Certificate, and

Part II: Financial Data (excel file-tab for each of the following)

- Schedule B – Indirect Cost Pool Personnel Salaries, Wages and Fringe Benefits,
- Schedule C – Summary Schedule,
- Schedule D – Subawards,
- Schedule E – SEFA, and
- Schedule F – Contractual/Professional Services

Part III: Supplemental Data

- Audited Financial Statements
- A-133 Audit
- Example of Harvest timesheet

The above documents are separately listed in the attached checklist with the corresponding file names in the proposal. If you have any questions concerning the information in this proposal, please do not hesitate to contact Sara Otting at (920) 886-6817.

Sincerely,

Melissa Kraemer Badtke  
Executive Director  
East Central WI Regional  
Planning Commission



## Indirect Cost Proposal (ICP Proposal) Checklist (Nonprofit)

## Package Include

### **PART I – Narrative Information**

Yes    No    N/A

- 1) **Contact information:** ☒  
(Organization info including mailing address, EIN, POC names including phone numbers and emails)
- 2) **Rate Information** - including rate year(s) requested, base description, and rate history. ☒
- 3) **Signed Cost Policy Statement** for allocating and identifying direct and indirect costs. ☒
- 4) Organization chart ☒
- 5) Signed **Certificate of Indirect Costs**. ☒
- 6) Signed **Lobbying Certificate**. ☒
- 7) Treatment of **Paid Absences** (1st year submission) ☒ ☐

### **PART II –Schedules and Cost Data**

- 8) **Exhibit A -- Rate Information** ☒  
(Type of rates, distribution base, calculated rate, federal percentage information).
- 9) **Exhibit B - Schedule of Total Expenditures** which should include but not be limited to: ☒  
Total expenditures (reconcilable to the audit if using actual cost data)  
Exclusions with footnote explanation  
Direct costs and indirect costs  
Reconciliation
- 10) **Exhibit C - Indirect Salaries, Wages, and Fringes** ☒  
(indirect salaries by position title, salary amount, and percentage allocated to indirect cost).
- 11) **Exhibit D - List of Subawards** over \$25,000 that are given out by the Entity ☐  
(required for Modified Total Direct Cost (MTDC) base only).
- 12) **Exhibit E - Schedule of Expenditures of Federal Awards** ☒  
(if not included in the audited financial statements).
- 13) **Exhibit F – Contractual Expenditures and Other Costs Data** (if applicable). ☒

### **PART III – Supplemental Information**

- 14) **Depreciation Schedule** ☒ ☐ ☐  
(if depreciation is included as an indirect cost)
- 15) **Cost Validation**  
Audited Financial Statements ☒ ☐  
A-133 Audit (Required by the Single Audit Act of 1984, Public Law 98-502, as amended) ☒ ☐  
IRS 990 ☐ ☒  
General Ledger Reports ☐ ☒
- 16) **Entity's majority direct federal funding agency**  ☒ ☐  
Is this the same federal agency as last year?
- 17) The **3** most recent signed **negotiation agreements** (1<sup>st</sup> year submission only). ☐ ☐ ☒
- 18) The **IRS letter** granting nonprofit status (1<sup>st</sup> year submission only). ☐ ☐ ☒

<b>ORGANIZATION INFORMATION</b>	
Entity Name	East Central WI Regional Planning Commission (ECWRPC)
Entity Type	Local government agency:Economic Development District
EIN	39-1170145
Phone Number	920-751-4770
Mailing Address	400 Ahnaip Street, Suite 100 Menasha, WI 54952
Web Address	<a href="http://www.ecwrpc.org">www.ecwrpc.org</a>
Focus of Work	Regional planning commission and EDD for EDA

<b>PROPOSAL POINT OF CONTACT INFORMATION</b>		
Names	Melissa Kraemer-Batke	Sara Otting
Position Titles	Executive Director	Controller
Email Addresses	<a href="mailto:mbadtke@ecwrpc.org">mbadtke@ecwrpc.org</a>	<a href="mailto:sotting@ecwrpc.org">sotting@ecwrpc.org</a>
Phone Numbers	920-886-6828	920-886-6817
<b>RATE(S) INFORMATION INCLUDED IN THIS PACKAGE</b>		
Requested Rates(s)	63.48%	
Requested Rate(s) Type	Fixed with Carryforward	
Distribution Base(s)	The base used in the calculation is direct salaries and wages, excluding fringe benefits.	
Requested Year(s)	2024 with over/under carried over from 2022	
Proposal is Based on	Budget 2024	

<b>RATE(S) RELATED OTHER INFORMATION</b>	
Negotiation History	We have negotiated rates with the U.S. Department of the Interior
Fiscal Year Inclusive Dates	1/1/2022 thru 12/31/2022
Rate Development Method	Simplified Allocation
Fringe Benefits Treatment	The accounting system (Sage) tracks fringe benefit costs by accounts; the total fringe benefits are allocated based on the percentage of total (both direct and indirect) salaries minus PTO (which is part of fringe benefits). That percentage is then applied to direct labor by Sage as part of the timesheet posting process. Starting in 2021 the fringe benefit costs are allocated based on the percentage of direct or indirect salaries minus PTO.
PTO Treatment	PTO is charged to projects assigned for holiday, sick and vacation time. The total charge for PTO is a component of fringe benefits which are allocated as outlined above and posted to grants/programs same as salaries are recorded.
Federal Fund Types Received	Grants and Cooperative Agreements (Falls Under 2 CFR 200)
Basis of Accounting	Accrual Basis
Supplementary Information Included with the Package	Audited Financial Statements and A-133 Audit

## **COST POLICY STATEMENT**

- I. Description of Accounting System Used by the Organization: ECWRPC uses Sage 100 to record all accounting activities including A/P, A/R, G/L, Payroll, and Job Cost. Direct costs are charged to grants/contracts and other projects using a job cost module which includes both A/P and timesheets. In addition, using the calculated indirect cost rate which is programmed (and updated) annually in Sage, an automated month-end posting entry charges grants, contracts, and other agreements for both fringe benefits and indirect costs using the direct wages charged for that month as the multiplier/factor.
- II. Cost Allocation Methodology used for the Financial Statements: ECWRPC is an EDA designated Economic Development District (EDD), not as a non-profit. Therefore, our auditors do not separate our expenses into functional classifications of program, fundraising, and general/administrative. Expenses incurred for the direct benefit of a program/grant and of no benefit to the overall operation of the Commission are charged directly to the benefitting program. Material expenses of this nature are included in the budget for that program/contract.
- III. Cost Allocation Methodology Used for the Program Funding Reimbursement and the Indirect Cost Rate Development:
  - A. Salaries and Wages:

Time & Attendance System: Timesheets from Harvest (an online time tracking software) shows the time charged and work performed for all employees and allocated based on time spent on each program or grant; this time is recorded as direct expense. Time spent on managerial and administrative activities is also tracked and charged to projects as designated; this time is recorded as an indirect expense. The timesheets are entered into Sage whereby salaries and wages are charged directly to the program/project for which work has been done. Auditable time and attendance records which reflect the actual activities of the employees are approved by the supervisors and Assistant Director; relevant standards for document retention are followed. ECWRPC provides paid time off (PTO) for its employees for holiday, vacation and sick time according to the Personnel Policies; separate projects are maintained in the job cost module of Sage to record this time. All PTO charges are included in fringe benefits; fringe benefits are allocated between program/direct and administration/indirect based on the percentage of total fringe benefits to total salaries paid for work performed. NOTE-If paid interns are employed, the paid intern's labor dollars are burdened with only relevant fringe benefits (FICA/Medicare and Unemployment Insurance) and allowable general and administrative expenses (overhead).

Personnel Time Allocation Policy: The posting of timesheets and the related fringe benefits and indirect costs automatic entry is determined by the set-up assigned to each project added to the job cost module in Sage. A "job type" field of 000 means burden/fringe benefits will be assigned. A field of 900 is used for administrative and management time and no fringe benefits are assigned. The distinction between direct and indirect labor is determined by the "cost code" assigned when entering the timesheets; this is cross checked to the job type field for the projects charged.

Indirect Salaries: The Accounting and IT staff, and the Administrative Coordinator charge most of their time to indirect salaries (PTO is part of the fringe benefit calculation) since their time is primarily for the benefit of the entire Commission. The Executive Director, and to a very small degree the Assistant Director, charge a smaller portion of their salary to indirect salaries as determined by the project charged and supported by their work descriptions which are documented in Harvest. This includes time spent on general management responsibilities such as financial matters, personnel matters, support to the Commissioners, and correspondence.

- B. Fringe Benefits: Fringe benefits include: payroll taxes, unemployment tax, pension contribution, PTO, worker's compensation, and health and life insurance payments. Allocation of fringe benefits between direct expense and the indirect cost pool is based on the percentage of total fringe benefits to the total salaries paid for all work performed by the entire staff of ECWRPC. We have removed all the GASB expenses as they fluctuate every year and we can't budget for amounts we can't control.
- C. Travel: Travel costs are charged to direct and indirect activities based on the predominant purpose of the trip. All costs must be supported by detailed receipts; mileage is reimbursed (or applied if Commission vehicle is used) at the current rate allowed by the Internal Revenue Service.
- D. Board Expenses: All compensation paid to Commissioners for attending meetings including travel reimbursements are removed from the indirect cost pool as unallowable per 200.444 a2.
- E. Supplies and Material: Expenses are charged directly to programs to the extent possible. Costs that benefit all programs are included in the indirect cost pool.
- F. Occupancy Expenses: Using the Simplified Allocation Method, all facilities costs are included in the indirect cost pool. Costs include rent, utilities, cleaning and maintenance.
- G. Communications: Monthly recurring charges related to telephone and internet are included in the indirect cost pool. Very limited additional long distance calls are either direct or indirect based on the benefitting function. Postage charges are tracked by the postage meter and are direct or indirect based on the purpose of the mailing.
- H. Photocopying and Printing: Allocated based on usage as determined by inputting a project number required to activate copier/printer. Copier expenses are charged directly to programs to the extent possible. Costs that benefit all programs are included in the indirect cost pool.
- I. Outside Services: Costs incurred for services of consultants are charged directly to the program requiring the service. A portion of the annual audit fee relative to the performance of the single audit procedures will be charged directly to the programs requiring the service; the remaining audit charge is included in the indirect cost pool. Legal services, if necessary, for general and administrative matters are included in the indirect cost pool.

- J. Capital Items: Capital expenditures are charged directly to programs only in cases where a contract or grant specifically authorizes such charges. No capital item should be charged indirectly; instead capital expenditures not directly charged to a grant/program are recovered through depreciation charges.
- K. Depreciation Charges: ECWRPC depreciates equipment when the initial acquisition costs exceeds \$5,000 or the estimated useful life is in excess of two years. Items below \$5,000 are reflected in the supplies category and included in the indirect cost pool using the simplified method. Depreciation is calculated on the straight-line method using useful lives of two to ten years.
- L. Subscriptions and Membership Dues: ECWRPC belongs to professional organizations to provide staff access to information on best practices, technical webinars and user group portals. Dues are charged as indirect expenses; inquiries are made regarding funds used by the organization for lobbying and those expenses, if any, are removed from the indirect pool used in the allocation.
- M. Conferences and Meetings: Conferences and meetings attended for the benefit of a specific grant/program have the costs charged directly to that grant/program. Costs for conferences on general or administrative matters are included in the indirect cost pool.
- N. Unallowable Costs: Costs that are unallowable in accordance with Title 2 of the U.S. Code of Federal Regulations Part 200, Subpart E-Cost Principles, are removed, if incurred, from the calculation of the indirect cost rate. This includes: alcoholic beverages, bad debts, entertainment, fines and penalties, interest, promotional material, portion of members' dues attributed to lobbying efforts of the organization. Accounting staff are trained in 2 CFR 200 and monitor for these unallowable expenses.

Signature & Date:

June 14, 2023

Title: Executive Director

East Central WI Regional Planning Commission  
400 Ahnaip St., Suite 100  
Menasha, WI 54952

# East Central Wisconsin Regional Planning Commission

## 2023 Table of Organization (Staff)

### Executive Division

**Melissa Kraemer-Badtke**  
Executive Director & MPO Director

**Craig Moser**  
Deputy Director

### Administrative Services Division

**Leann Buboltz**  
Administrative Coordinator

**Sara Otting**  
Controller

### Technical Services Division

#### **GIS Program**

**Mike Zuege**  
GIS Manager

**Rachel Roth**  
GIS Analyst

**Casey Peters**  
GIS Analyst

#### **IT Program**

**Tim Badtke**  
IT Manager

### Planning Services Division

#### **Transportation MPO Planning Program**

**Kim Biedermann**  
Principal Planner / Bicycle  
& Pedestrian Coordinator

**Tanner Russell**  
Associate Planner

**Adam Belcorelli**  
Associate Planner

**Brenna Root**  
Associate Planner

#### **Safe Routes to School Program**

**Jennie Mayer**  
Senior/SRTS Planner

**Katie Livernash**  
SRTS Planner

**Kim Dieck**  
SRTS Planner

#### **Environmental Mgt. & SSA Planning Program**

**Wilhelmina Paustian**  
Principal Planner

**Scott Konkle\*\***  
Planning Specialist II /  
NR-135 Mine  
Reclamation

#### **Economic Development Program**

**Colin Kafka**  
Associate Planner

*\* Secondary role in Economic  
Development Program*

*\*\* Indicates GIS skills and need for  
coordination/compliance with GIS  
Coordinator's data and mapping  
policies and procedures*

## **Certificate of Indirect Costs For Indirect (F&A) Cost Rate**

This is to certify that to the best of my knowledge and belief:

- (1) I have reviewed the indirect (F&A) cost proposal submitted herewith;
- (2) All costs included in this proposal June 14, 2023 to establish over/under of indirect (F&A) cost rates for 2022 carried forward to 2024 are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E-Cost Principles of Part 200.
- (3) This proposal does not include any costs which are unallowable under Subpart E-Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and
- (4) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements.

I declare that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

Name of Official: Jeff Nooyen

Title: Commission Chair

Signature:

Email Address: jeff.nooyen@outagamie.org

Date of Execution: June 14, 2023

This certification:

- Is a requirement per 2 CFR Part 200 Subpart E Subsection 200.415 and Appendix IV Section D;
- Must be submitted as part of the annual indirect cost rate proposal; and
- Must be signed on behalf of the non-Federal entity by an individual at a level no lower than vice president or chief financial officer of the organization.

## **LOBBYING COST CERTIFICATE**

I hereby certify that the East Central WI Regional Planning Commission has complied with the requirements and standards pertaining to lobbying costs in accordance with 2 CFR Part 200 for the following period: 2024

Governmental Unit: East Central Wisconsin Regional Planning Commission

Name of Official: Jeff Nooyen

Title: Commission Chair

Signature:

Email Address: jeff.nooyen@outagamie.org

Date of Execution: June 14, 2023



---

# East Central Wisconsin Regional Planning Commission

---

Cost Allocation Plan

---

2024

---

## Purpose

The purpose of this Cost Allocation Plan is to summarize the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements.

Title 2 *U. S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. East Central's Cost Allocation Plan treats all allowable costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint purpose benefitting more than one cost objective, and not readily assignable to a particular final cost objective, without effort disproportionate to the results achieved.

Only costs that are necessary and reasonable for the performance of the federal award and allowable, in accordance with the Cost Principles, will be allocated to benefiting programs by East Central.

## Methodology

This proposal is based on East Central's actual costs reconcilable to the audited financial statements for its calendar year ending December 31, 2022. The general approach of East Central in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to programs, grants, contracts, etc.
- B. Allowable fringe benefits including compensated absence time, FICA, Unemployment Insurance, Worker's Compensation, health insurance, retirement system contribution, life & disability insurance, and other fringe benefits are pooled and allocated to programs, grants, etc. using direct labor as the base. We removed the GASB expense as it fluctuates every year and there is no logical way to budget for the changes that we can't control.
- C. All other allowable general and administrative costs are pooled and allocated to programs, grants, etc. using direct labor as the base.

Note--On April 12, 2021 an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation was received from DOI. This rate will be used for 2020 and 2021. The audit for 2020 will be used to calculate an adjustment to the rate that will be effective for 2022; the audit for 2021 will be used to calculate an additional adjustment for the rate to be applied in 2023. This process will be ongoing.

## Allocation of Costs

The following information summarizes the procedures that have been used by East Central:

- A. Compensation for Personal Services - Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. NOTE-Paid intern's labor dollars are burdened with only relevant fringe benefits (FICA/Medicare and Unemployment Insurance) and allowable general and administrative expenses (overhead).
- B. Insurance - Insurance needed for a particular program is charged directly to the program requiring the coverage. Other insurance coverage that benefits all programs is allocated to the overhead category.
- C. Professional Services Costs (such as consultants) -Costs that benefit all programs are charged directly to the program requiring the service.
- D. Audit Costs –A portion of the annual audit fees relative to the performance of the single audit procedures will be charged directly to the programs requiring the service; the remaining charge will be allocated to the overhead category.
- E. Postage - Allocated based on usage. Postage expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- F. Printing – Allocated based on usage. Copier expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- G. Program Supplies - Expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- H. Equipment/Depreciation – East Central depreciates equipment when the initial acquisition cost exceeds \$5000 or the estimated useful life is in excess of two years. Items below \$5000 are reflected in the supplies category and expensed in the current year. Costs that benefit all programs will be allocated to the overhead category.
- I. Training/Conferences/Seminars –Costs that benefit one program will be charged directly to the program. Costs that benefit all programs will be allocated to the overhead category.
- J. Travel Costs - All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs that benefit all programs will be allocated to the overhead category.

- K. Vehicle Costs (Vehicle lease payments, vehicle maintenance costs associated with leased and owned vehicles, gas, repairs, insurance) - Allocated to the program benefiting from the vehicle costs, using the federal mileage reimbursement rate. Vehicle costs that benefit all programs will be allocated to the overhead category.
- L. Facilities Expenses (includes Rent, Utilities, Maintenance) - Facilities costs related to general and administrative activities are allocated to the overhead category.
- M. Other costs (including software subscriptions, membership dues, licenses, fees, etc.) – Expenses are charged directly to programs that benefit from the expense/service. Expenses that benefit all programs will be allocated to the overhead category.
- N. Unallowable Costs – Costs that are unallowable in accordance with Title 2 of the *U. S. Code of Federal Regulations* Part 200, *Subpart E-Cost Principles*, including alcoholic beverages, bad debts, contributions, entertainment, fines & penalties, interest, promotional material, etc. are not included in the calculation of the indirect rate.

## Indirect Salary Narrative

Executive Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Deputy Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Controller charges for time spent on financial management, procurement, employee benefit administration, and contract administration.

GIS Manager charges for time spent on coordination of regional GIS projects, data collection/manipulation, and archive administration.

IT Manager charges for time spent on support of the network and staff, procurement, and web maintenance.

Administrative Staff charges for time spent on support of staff, preparation of materials for the Commissioners, and report preparation and production.

## East Central Wisconsin Regional Planning Commission 2023 Table of Organization (Staff)

### Executive Division

**Melissa Kraemer-Badtke**  
Executive Director & MPO Director

**Craig Moser**  
Deputy Director

### Administrative Services Division

**Leann Buboltz**  
Administrative Coordinator

**Sara Otting**  
Controller

### Technical Services Division

#### **GIS Program**

**Mike Zuege**  
GIS Manager

**Rachel Roth**  
GIS Analyst 1

**Casey Peters**  
GIS Analyst 1

#### **IT Program**

**Tim Badtke**  
IT Manager

### Planning Services Division

#### **Transportation MPO Planning Program**

**Kim Biedermann**  
Principal Planner -  
Transportation

**Brenna Root**  
Associate Planner

**Tanner Russell**  
Associate Planner

**Adam Bellcorelli**  
Associate Planner

#### **Safe Routes to School Program**

**Jennie Mayer**  
Senior Planner – Safe  
Routes to School

**Katie Livernash**  
Associate Planner – Safe  
Routes to School

**Kim Dieck**  
Associate Planner – Safe  
Routes to School

#### **Environmental Mgt. & SSA Planning Program**

**Wilhelmina Paustian**  
Senior Planner

**Scott Konkle\*\***  
Senior Planner  
NR-135 Mine  
Reclamation

#### **Economic Development Program**

**Colin Kafka**  
Associate Planner

*\* Secondary role in Economic  
Development Program*

*\*\* Indicates GIS skills and need for  
coordination/compliance with GIS  
Coordinator's data and mapping  
policies and procedures*

### **CERTIFICATE OF INDIRECT COST RATE**

This is to certify that I have reviewed the indirect cost rate proposal prepared and submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal, dated June 14, 2023, to establish indirect cost billing rates for calendar year 2024 are allowable in accordance with the requirements of the Federal award(s) to which they apply and Title 2 *U. S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

(3) **The indirect cost rate calculated within the proposal is 113.52%** which is calculated using a direct cost base type of direct salaries and wages. The calculations were based on actual costs from fiscal year 2022 and budgeted costs for fiscal year 2024, to obtain a federal indirect cost billing rate for fiscal year 2024.

(4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729), and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

Signature: \_\_\_\_\_

Name of Official: Jeff Nooyen

Title: Commission Chair

Email: jeff.nooyen@outagamie.org

Date of Execution: June 14, 2023

### **LOBBYING CERTIFICATE**

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

*As the official having the authority to negotiate indirect cost rates on behalf of East Central Wisconsin Regional Planning Commission, I hereby certify that the Organization has complied with the federal requirements and standards on lobbying costs as set forth in Title 2 U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in the development of the indirect cost billing rate for the fiscal year ending December 31, 2024, based on actual costs from fiscal year 2022.*

I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

Signature: \_\_\_\_\_

Name of Official: Jeff Nooyen

Title: Commission Chair

Email: jeff.nooyen@outagamie.org

Date of Execution: June 14, 2023



## REAFFIRMATION RESOLUTION NO. 29-23

### APPROVING THE DRAFT 2024 INDIRECT COST RATE AND DRAFT 2024 COST ALLOCATION PLAN AND CERTIFICATE OF LOBBYING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO BEGIN THE PROCESS OF NEGOTIATING THE 2024 INDIRECT COST RATE WITH THE U.S. DEPARTMENT OF INTERIOR

**WHEREAS**, the East Central Wisconsin Regional Planning Commission receives federal and state funding for various programs, including transportation and economic development, and;

**WHEREAS**, pursuant to Title 2 *U. S. Code of Federal Regulations* Part 200, Appendix VII, the federal U.S. Department of Commerce – Economic Development Administration (EDA) is deemed to be the cognizant agency for overseeing financial reporting at the federal level for the East Central Wisconsin Regional Planning Commission and;

**WHEREAS**, the federal U.S. Department of Commerce – Economic Development Administration (EDA) contracts with the Department of Interior to review and approve indirect cost proposals and;

**WHEREAS**, in accordance with Title 2 *U. S. Code of Federal Regulations* Part 200, on an annual basis, an Indirect Cost Proposal and a Certificate of Lobbying must be developed and the U.S. Department of Interior on behalf of the Economic Development Administration requests a submittal of the proposal for approval/negotiation, and;

**WHEREAS**, in 2021, the Commission received a Negotiated Indirect Cost Rate Agreement from the U.S. Department of Interior and any indirect cost rates thereafter will be a fixed carry forward indirect cost rate, and;

**NOW, THEREFORE, BE IT RESOLVED** that the East Central Wisconsin Regional Planning Commission approves the materials to begin negotiating with Department of Interior the 2024 Indirect Cost Rate that is used in the 2024 Cost Allocation Plan and Certificate of Lobbying, which are considered to be part of this Resolution.

**BE IT FURTHER RESOLVED** that the East Central Wisconsin Regional Planning Commission authorizes the Executive Director to submit the 2024 Cost Allocation Plan, the Indirect Cost Rate and a Certificate of Lobbying to the Department of Interior and the Economic Development Administration.

Effective Date: July 28, 2023  
Submitted By: Executive Committee  
Prepared By: Sara Otting, Controller

---

Jeff Nooyen, Chair – Outagamie Co.

---

Melissa Kraemer-Badtke – ECWRPC Executive Director

---

Date Approved

**DATE:** July 28, 2023

**TO:** ECWRPC Executive Committee

**FROM:** Melissa Kraemer Badtke, Executive Director and Sara Otting, Controller

**RE:** Proposed Resolution 31-23: Adoption of the Preliminary Year 2024 Budget, Final Tax Levy, and Staffing Plan for the East Central Wisconsin Regional Planning Commission

Attached you will find the 2024 preliminary budget and levy options for the Commission. Based on the reorganization plan, the budget focused on the core program areas with significant funding increases in the transportation program.

In addition, there were a few assumptions that were made by the East Central staff in developing the Preliminary Budget and Levy Options.

- **Health Insurance Rates**– Health Insurance Premiums will not be available until September. For the purposes of the 2024 preliminary budget, health insurance remained the same as 2023.
- **Lease** – The lease for the Commission expires in July 2024. The preliminary budget included moving expenses, along with a lease payment that would be similar to the current lease.
- **Merit and Salary Adjustments** – The preliminary budget also accounted for salary adjustments and merit increases for the upcoming year.

**Regional Comprehensive Plan and Implementation:** The Regional Comprehensive Plan will be completed in 2024 and included in the budget is funding to implement regional planning studies that will be identified in the Regional Comprehensive Plan.

**Assumptions for Transportation Program funding:**

**Appleton (Fox Cities)/Oshkosh MPO Program:** The transportation funding amounts for the Appleton (Fox Cities)/Oshkosh Metropolitan Planning Organizations will increase slightly for 2024.

Appleton (Fox Cities)/Oshkosh MPO Programs				
	Federal Funding	State Funding	Local Funding	Total Funding
<b>2024 UPWP Funding Levels</b>	\$789,969	\$36,266	\$161,226	\$987,461
<b>2023 UPWP Funding Levels</b>	\$725,476	\$34,025	\$147,344	\$906,845
<b>Amount Increased</b>	\$64,493	\$2,241	\$13,882	\$80,616

**Fond du Lac MPO Program:** The Fond du Lac MPO funding will not increase for 2024.

**Regional Transportation Program:** The Regional Transportation Program amount will likely remain the same as this year. Commission staff will receive funding approval letters from the Wisconsin Department of Transportation in August. At this time, Commission staff has assumed that the amount of funding will remain the same for next year.

In addition, the new Bipartisan Infrastructure Law (BIL)/Infrastructure Investment and Jobs Act (IIJA) is a 5-year bill and it is anticipated that MPO budgets will increase by 2% annually. There are also new federal requirements and program deliverables that will need to be included in the work program and budget. This includes housing coordination and 2.5% of the budget will need to be used to plan

for safe and accessible streets. Additional guidance from Federal Highway Administration, Federal Transit Administration, and the Wisconsin Department of Transportation will be forthcoming.

In 2024, the budget includes an additional Associate Transportation Planner position.

**Regional Safe Routes to School Program funding:** Funding levels for the Regional Safe Routes to School Program will also increase in 2024. Two SRTS project awards need to be completed and closed out by June 30, 2024. During the pandemic, the Safe Routes to School team was unable to travel to schools and work with SRTS Coalitions on this program. However, the team continues to develop SRTS action plans and work with communities and schools on educating students on bicycling and walking.

**Economic Development Program:**

**3-Year Planning Partnership Grant (70% federal funding, 30% local match):** In the fall of 2023, East Central staff will be applying for the 3-year planning partnership grant. Staff has reached out to the Economic Development Administration (EDA) staff and they anticipate that East Central would receive 70% federal funding with a 30% local match. For the previous 3-year planning partnership grant, the Commission was awarded funds from EDA with 60% federal funding with a 40% local match. The Commission will be in the first year of the three-year planning partnership grant.

**Sewer Service Area/Water Quality Management Program:** In 2023, East Central received increased funding from the Wisconsin Department of Natural Resources. For the 2024 preliminary budget, East Central staff assumed that the same amount provided by the Wisconsin Department of Natural Resources would be provided for the program in 2024. The Commission match for the program would be approximately \$75,000.

**Local Contracts:** East Central staff was recently notified that the Wisconsin Department of Administration is sending out letters to communities who have not updated their comprehensive plan within the last 10 years. In addition, a few communities have reached out to the Commission to assist with their Outdoor Recreation Plans. The Wisconsin Department of Natural Resources will be opening the program application cycle for Stewardship funds in 2024.

Each budget and levy option rely on the following information:

- Table 1- Equalized Property Values 2018 through 2022
- Table 2 – Levy Amounts 2020-2023 and Proposed 2024 Levy Options
- Table 3 – Preliminary 2024 Budget Summary with Levy Options Comparison
- Table 4 - Programs & Grants – These amounts remain the same for all levy options.
- Table 5 Overhead Budget – These amounts remain the same for all levy options.

Staff have developed options to discuss with the Executive Committee including options with seven Counties as members.

Option 1: 2024 Preliminary Budget and Proposed Levy Amount - \$575,000

Option 2: 2024 Preliminary Budget and Proposed Levy Amount - \$600,000

Option 3: 2024 Preliminary Budget and Proposed Levy Amount - \$625,000

Option 4: 2024 Preliminary Budget and Proposed Levy Amount - \$702,443

**Staff Recommendation:** Based on feedback from the Executive Committee at the June 14th meeting, staff is recommending approval of Option 3: 2024 Preliminary Budget and Proposed Levy Amount - \$625,000 as reflected in Proposed Resolution 31-23.

Table 1: ECWRPC Equalized Property Valuation 2012-2022 (member units only)

PARTICIPATING JURISDICTION	2018 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2019 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2020 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2021 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2022 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	% CHANGE FROM PREVIOUS YEAR
CALUMET CO.	\$ 3,900,630,100	\$ 4,137,820,401	\$ 4,365,853,302	\$ 4,713,654,802	\$ 5,467,633,402	16.00%
FOND DU LAC CO. (County rejoined in full, 2015)	\$ 7,493,164,400	\$ 7,817,497,000	\$ 8,195,955,700	\$ 8,640,813,500	\$ 9,769,155,400	13.06%
GREEN LAKE CO.	n/a	n/a	n/a	n/a	n/a	n/a
MARQUETTE CO. (withdrew effective 2002)	n/a	n/a	n/a	n/a	n/a	n/a
MENOMINEE CO.	\$ 296,932,000	\$ 327,199,900	\$ 354,680,100	\$ 395,192,300	\$ 517,430,000	30.93%
OUTAGAMIE CO.	\$ 15,176,940,000	\$ 16,076,806,500	\$ 17,126,712,400	\$ 18,233,974,500	\$ 20,402,550,900	11.89%
SHAWANO CO.	\$ 3,115,496,200	\$ 3,248,758,700	\$ 3,363,105,400	\$ 3,569,420,900	\$ 4,092,668,800	14.66%
WAUPACA CO.	\$ 4,114,949,500	\$ 4,235,726,000	\$ 4,344,409,900	\$ 4,692,105,500	\$ 5,139,999,600	9.55%
WAUSHARA CO.	\$ 2,525,939,100	\$ 2,652,330,200	\$ 2,798,461,200	n/a	n/a	n/a
WINNEBAGO CO.	\$ 12,969,909,200	\$ 13,655,711,100	\$ 14,197,530,100	\$ 15,082,216,100	\$ 16,793,519,300	11.35%
<b>TOTALS (MEMBERS)</b>	<b>\$ 49,593,960,500</b>	<b>\$ 52,151,849,801</b>	<b>\$ 54,746,708,102</b>	<b>\$ 55,327,377,602</b>	<b>\$ 62,182,957,402</b>	<b>12.39%</b>

Source: Wisconsin Department of Revenue, Report Used for Apportionment of Court

↑ 2021 levy based on this amt    ↑ 2022 levy based on this amt    ↑ 2023 levy based on this amt    ↑ 2024 levy based on this amt

Table 2: ECWRPC 2014-2023 Levies &amp; Proposed 2024 Levy Options

PARTICIPATING JURISDICTION	2020 TAX LEVY (RATE = 0.000015873)	2021 TAX LEVY (RATE = 0.000011259)	2022 TAX LEVY (RATE = 0.000008896)	2023 TAX LEVY (RATE = 0.000011296)	Option 1		Option 2		Option 3		Option 4	
					2024 TAX LEVY (RATE = 0.000009247)	\$ INCREASE / DECREASE 2023-2024	2024 TAX LEVY (RATE = 0.000009649)	\$ INCREASE / DECREASE 2023-2024	2024 TAX LEVY (RATE = 0.000010051)	\$ INCREASE / DECREASE 2023-2024	2024 TAX LEVY (RATE = 0.000011296)	\$ INCREASE / DECREASE 2023-2024
CALUMET CO.	\$ 61,914.70	\$ 46,587.72	\$ 38,840.19	\$ 53,247.32	\$ 50,558.70	\$ (2,688.62)	\$ 52,756.90	\$ (490.42)	\$ 54,955.10	\$ 1,707.78	\$ 61,764.56	\$ 8,517.24
FOND DU LAC CO. (rejoined 2015)	\$ 118,939.00	\$ 88,017.20	\$ 72,914.14	\$ 97,610.06	\$ 90,334.47	\$ (7,275.59)	\$ 94,262.05	\$ (3,348.01)	\$ 98,189.64	\$ 579.58	\$ 110,356.26	\$ 12,746.20
GREEN LAKE CO.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
MARQUETTE CO.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
MENOMINEE CO.	\$ 4,713.20	\$ 3,683.94	\$ 3,155.36	\$ 4,464.25	\$ 4,784.63	\$ 320.38	\$ 4,992.65	\$ 528.40	\$ 5,200.68	\$ 736.43	\$ 5,845.09	\$ 1,380.84
OUTAGAMIE CO.	\$ 240,903.57	\$ 181,008.76	\$ 152,365.33	\$ 205,978.21	\$ 188,660.49	\$ (17,317.72)	\$ 196,863.12	\$ (9,115.09)	\$ 205,065.75	\$ (912.46)	\$ 230,475.31	\$ 24,497.10
SHAWANO CO.	\$ 49,452.27	\$ 36,577.77	\$ 29,919.38	\$ 40,321.60	\$ 37,844.53	\$ (2,477.07)	\$ 39,489.94	\$ (831.66)	\$ 41,135.36	\$ 813.76	\$ 46,232.41	\$ 5,910.81
WAUPACA CO.	\$ 65,316.59	\$ 47,690.04	\$ 38,649.42	\$ 53,003.86	\$ 47,529.10	\$ (5,474.76)	\$ 49,595.58	\$ (3,408.28)	\$ 51,662.06	\$ (1,341.80)	\$ 58,063.48	\$ 5,059.62
WAUSHARA CO.	\$ 40,094.23	\$ 29,862.59	\$ 24,896.11	\$ -	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WINNEBAGO CO.	\$ 205,871.37	\$ 153,749.65	\$ 126,306.28	\$ 170,374.70	\$ 155,288.11	\$ (15,086.59)	\$ 162,039.76	\$ (8,334.94)	\$ 168,791.42	\$ (1,583.28)	\$ 189,706.26	\$ 19,331.56
<b>TOTALS (MEMBERS)</b>	<b>\$ 787,204.93</b>	<b>\$ 587,177.67</b>	<b>\$ 487,046.20</b>	<b>\$ 625,000.00</b>	<b>\$ 575,000.00</b>	<b>\$ (50,000.00)</b>	<b>\$ 600,000.00</b>	<b>\$ (25,000.00)</b>	<b>\$ 625,000.00</b>	<b>\$ 0.00</b>	<b>\$ 702,443.37</b>	<b>\$ 77,443.37</b>

Table 3: East Central Wisconsin RPC Draft 2024 Budget Summary

Table 3: East Central Wisconsin RPC Draft 2024 Budget Summary			\$575,000 levy	\$600,000 levy	\$625,000 levy	\$702,443 levy	
Projected Operating Revenues			OPTION 1 2024 PROPOSED BUDGET	OPTION 2 2024 PROPOSED BUDGET	OPTION 3 2024 PROPOSED BUDGET	OPTION 4 2024 PROPOSED BUDGET	2023 APPROVED & AMENDED BUDGET
	Intergovernmental Grants		\$ 1,861,924	\$ 1,861,924	\$ 1,861,924	\$ 1,861,924	\$ 1,900,025
		Federal Grants	\$ 1,766,765	\$ 1,766,765	\$ 1,766,765	\$ 1,766,765	\$ 1,801,490
		State Grants	\$ 95,159	\$ 95,159	\$ 95,159	\$ 95,159	\$ 98,535
		Other Grants	\$ -	\$ -	\$ -	\$ -	\$ -
	Intergovernmental Charges for Services		\$ 731,255	\$ 756,255	\$ 781,255	\$ 858,698	\$ 809,817
		Local districts membership levy	\$ 575,000	\$ 600,000	\$ 625,000	\$ 702,443	\$ 625,000
		Local district contracts (secured & estimated)	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 40,792
		NR-135 program (Operator fees)	\$ 131,680	\$ 131,680	\$ 131,680	\$ 131,680	\$ 123,450
		NR-135 program (WDNR fees)	\$ 20,575	\$ 20,575	\$ 20,575	\$ 20,575	\$ 20,575
	Public Charges for Services		\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
	Total Operating Revenues		\$ 2,607,179	\$ 2,632,179	\$ 2,657,179	\$ 2,734,622	\$ 2,723,842
Projected Operating Expenses							
	Salaries and wages		\$ 1,393,708	\$ 1,393,708	\$ 1,393,708	\$ 1,393,708	\$ 1,285,494
		Staff	\$ 1,376,708	\$ 1,376,708	\$ 1,376,708	\$ 1,376,708	\$ 1,271,494
		Commissioners (meeting payments)	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 14,000
	Employee fringe benefits		\$ 490,100	\$ 490,100	\$ 490,100	\$ 490,100	\$ 413,496
		Health Insurance	\$ 278,865	\$ 278,865	\$ 278,865	\$ 278,865	\$ 219,308
		FICA, Wkmn's Comp, Life, WRS, etc.	\$ 211,235	\$ 211,235	\$ 211,235	\$ 211,235	\$ 194,188
	Direct grant expenses		\$ 400,800	\$ 400,800	\$ 400,800	\$ 400,800	\$ 682,758
	Overhead Expenses		\$ 322,125	\$ 322,125	\$ 322,125	\$ 322,125	\$ 290,009
	6100	Meeting Expenses & Staff Development	\$ 14,440	\$ 14,440	\$ 14,440	\$ 14,440	\$ 17,440
	6200	Supplies	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 5,600
	6300	Office Space & Equipment	\$ 73,531	\$ 73,531	\$ 73,531	\$ 73,531	\$ 62,529
	6400	Reference materials, subscriptions and dues	\$ 3,154	\$ 3,154	\$ 3,154	\$ 3,154	\$ 1,600
	6500	Printing and Publishing	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,500
	6600	Postage	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
	6700	Staff expenses	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 9,000
	6800	Insurance, legal, audit	\$ 87,200	\$ 87,200	\$ 87,200	\$ 87,200	\$ 42,840
		Interest	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 7,500
		Depreciation	\$ 112,800	\$ 112,800	\$ 112,800	\$ 112,800	\$ 130,500
Total Operating Expenses			\$ 2,606,731	\$ 2,606,731	\$ 2,606,731	\$ 2,606,731	\$ 2,671,757
Projected Surplus / (Deficit)			\$ 447	\$ 25,447	\$ 50,447	\$ 127,891	\$ 52,085

**Table 4: ECWRPC - 2024 Federal and State Program Revenues & Matches**

Funding Source	Funding Entity/Program	2024 Total Estimated Award Amount		Required Local Share %	Local Share Amount (ECWRPC Levy)	Total Program Cost
		Federal Amount	State/Local Amount			
PL Funding	FHWA and State- PL (FC&Osh MPOs)	\$ 789,969	\$ 36,266	16.3%	\$ 161,226	\$ 987,461
PL Funding	Appleton/Oshkosh MPO Carryover	\$ 180,000	\$ 9,000	16.0%	\$ 36,000	\$ 225,000
PL Funding	FHWA - PL (Fond du Lac MPO)	\$ 180,000	\$ 6,427	17.1%	\$ 38,573	\$ 225,000
SPR Funding	FHWA - Regional Program (SPR)	\$ 71,729	\$ 8,966	10.0%	\$ 8,966	\$ 89,661
TAP Funding	Regional Safe Routes to School Program (SRTS)	\$ 390,400		20.0%	\$ 97,600	\$ 488,000
Fed/Local	GO Transit Development Plan	\$ 35,000	\$ 8,500	20.0%		\$ 43,500
Federal	EDA - Economic Development Program Planning Grant	\$ 81,667		30.0%	\$ 35,000	\$ 116,667
EPA & DNR funding	#1230 - WDNR - NR-121 Sewer Service Area Planning Grant	\$ 38,000	\$ 26,000	50.0%	\$ 75,000	\$ 139,000
Local Levy	Regional Comprehensive Plan				\$ 50,000	\$ 50,000
	<b>Totals</b>	<b>\$ 1,766,765</b>	<b>\$ 95,159</b>		<b>\$ 502,365</b>	<b>\$ 2,314,289</b>

Federal Grant Total \$ 1,766,765

State Grant Total \$ 95,159

Other Grant Total

**Total \$ 1,861,924**

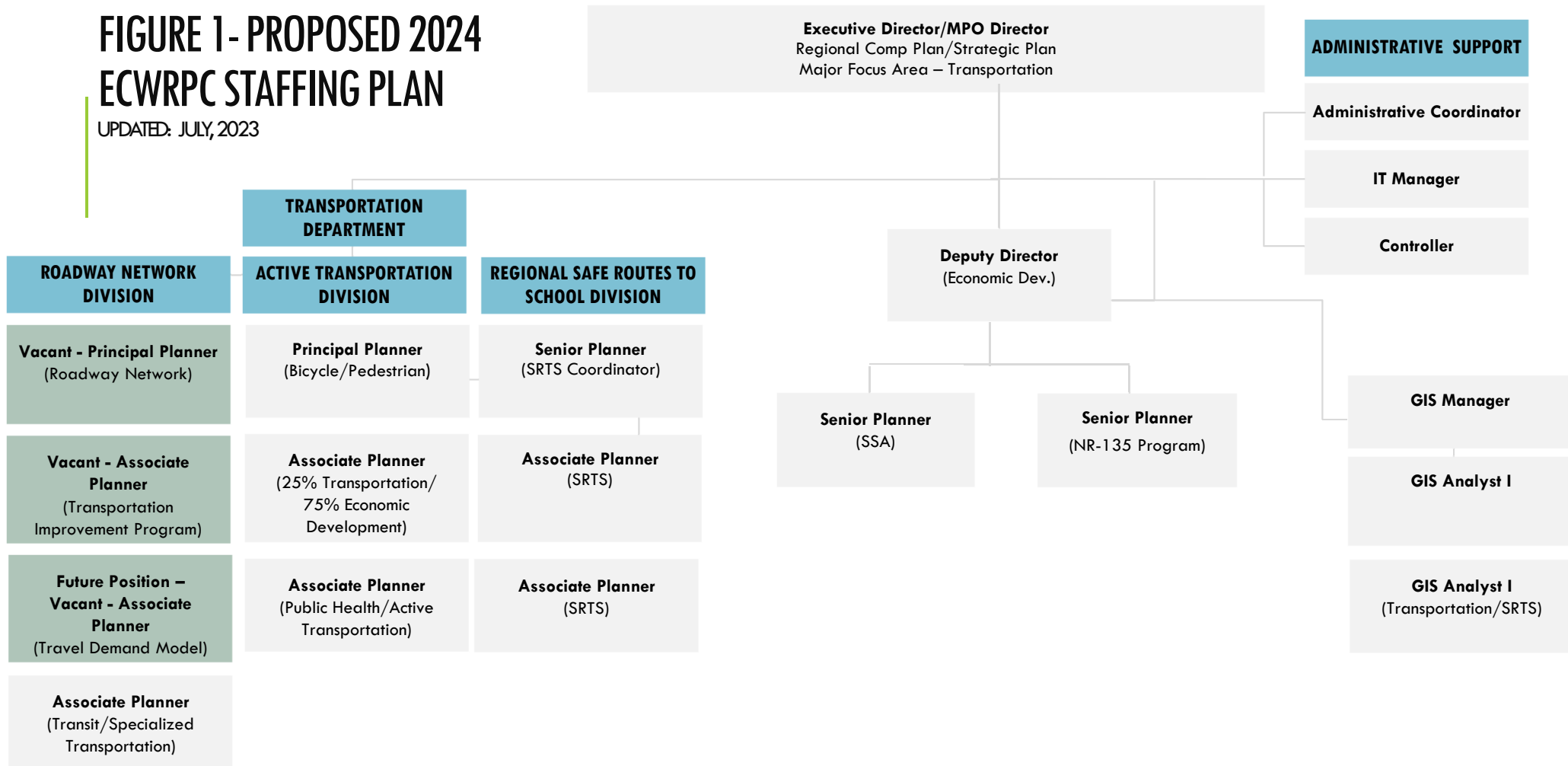
**\$3.71  
Leveraged for  
every \$1 matched by EC**

**Table 5: ECWRPC 6000 Work Program Element -2024 Overhead Budget**

<b>Work Program Element/Item</b>	<b>Overhead Item</b>	<b>PROPOSED 2024 BUDGET</b>	<b>ADOPTED 2023 BUDGET</b>	<b>Difference (2023-2024)</b>
<b>6100</b>	<b>Meeting Expenses &amp; Staff Development</b>	<b>\$ 14,440</b>	<b>\$ 17,440</b>	<b>\$ (3,000)</b>
6101	Staff Development*	\$ 6,940	\$ 12,940	\$ (6,000)
6102	Commissioner's Meeting Exp. (mileage only)**	\$ 7,500	\$ 4,500	\$ 3,000
<b>6200</b>	<b>Supplies</b>	<b>\$ 7,000</b>	<b>\$ 5,600</b>	<b>\$ 1,400</b>
6201	General Office & Copier Supplies	\$ 5,000	\$ 4,000	\$ 1,000
6203	GIS Printing/Plotting/Graphics Supplies		\$ 100	\$ (100)
6205	Miscellaneous Supplies	\$ 2,000	\$ 1,500	\$ 500
<b>6300</b>	<b>Office Space and Equipment</b>	<b>\$ 73,531</b>	<b>\$ 62,529</b>	<b>\$ 11,002</b>
6302	Utilities & Security Monitoring	\$ 15,000	\$ 12,500	\$ 2,500
6310	Telephone/Internet	\$ 6,000	\$ 6,000	\$ -
6320	General Office Furniture/Equipment	\$ 8,000	\$ 8,000	\$ -
6340	Computer & Software Expense	\$ 7,000	\$ 6,250	\$ 750
6350	Copier/Postage Meter Rental	\$ 1,000	\$ 1,000	\$ -
6391	Computer Software Maintenance	\$ 36,531	\$ 28,779	\$ 7,752
<b>6400</b>	<b>Reference Materials, Subscriptions &amp; Dues</b>	<b>\$ 3,154</b>	<b>\$ 1,600</b>	<b>\$ 1,554</b>
6401	Reference Materials & Books	\$ 100	\$ 100	\$ -
6410	Subscriptions	\$ 2,000	\$ 500	\$ 1,500
6450	Professional Org. Memberships & Dues	\$ 1,054	\$ 1,000	\$ 54
<b>6500</b>	<b>Printing and Publishing</b>	<b>\$ 1,000</b>	<b>\$ 12,500</b>	<b>\$ (11,500)</b>
6503	Marketing	\$ 1,000	\$ 12,500	\$ (11,500)
<b>6600</b>	<b>Postage</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>
<b>6700</b>	<b>Staff Expenses*</b>	<b>\$ 11,500</b>	<b>\$ 9,000</b>	<b>\$ 2,500</b>
6701	Agency Car Maintenance & Expenses	\$ 4,500	\$ 3,000	\$ 1,500
6702	EE Vehicle Mileage (not job related)	\$ 2,000	\$ 2,000	\$ -
6703	Other EE Expenses (not job related)	\$ 5,000	\$ 4,000	\$ 1,000
<b>6800</b>	<b>Insurance, Legal and Audit</b>	<b>\$ 87,200</b>	<b>\$ 42,840</b>	<b>\$ 44,360</b>
6803	Insurance	\$ 12,000	\$ 6,850	\$ 5,150
6820	Legal Counsel / HR Services / Prof fees	\$ 20,000	\$ 20,000	\$ -
6830	Annual Audit	\$ 12,700	\$ 13,990	\$ (1,290)
6840	Banking Fees	\$ 2,500	\$ 2,000	\$ 500
	Other Professional Services - Moving costs	\$ 40,000		\$ 40,000
<b>6900</b>	<b>Capital Purchases</b>	<b>\$ 25,000</b>	<b>\$ 15,000</b>	<b>\$ 10,000</b>
6870/assets	Capital Purchases, Computers & Equipment	\$ 25,000	\$ 15,000	\$ 10,000
<b>GRAND TOTAL</b>		<b>\$ 223,325</b>	<b>\$ 167,009</b>	<b>\$ 56,316</b>

# FIGURE 1- PROPOSED 2024 ECWRPC STAFFING PLAN

UPDATED: JULY, 2023





## RESOLUTION NO. 31-23

### ADOPTION OF THE PRELIMINARY BUDGET FOR CALENDAR YEAR 2024, FINAL TAX LEVY, AND STAFFING PLAN FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

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

**WHEREAS**, the 2024 preliminary budget, staffing, and tax levy considerations have been duly reviewed and recommended by the Executive Committee on June 14, 2023 and July 28, 2023 and based on the proposed levy is the minimum with which to carry out the agency's work program, and;

**WHEREAS**, East Central Wisconsin Regional Planning Commission approved a re-organization plan on April 24, 2020, which identified a reduction in the levy for 2021 in the amount of \$200,000, a reduction in the levy for 2022 in the amount of \$100,000; and a reduction in the levy for 2023 in the amount of \$50,000, and;

**WHEREAS**, East Central Wisconsin Regional Planning Commission is receiving a significant increase in the federal funding for the Appleton (Fox Cities), Oshkosh, and Fond du Lac Metropolitan Planning Organization transportation programs and will require an increase in the local match in order to leverage in the additional federal funds, and;

**WHEREAS**, Outagamie County and East Central Wisconsin Regional Planning Commission have amended the Intergovernmental Agreement in 2022 to allow the Commission to increase the levy to leverage in the additional federal funding for the transportation program, and;

**WHEREAS**, East Central Wisconsin Regional Planning Commission staff has worked with the Economic Development Administration, the Wisconsin Department of Natural Resources and the Wisconsin Department of Transportation to estimate the anticipated local match for the core program areas of Economic Development, Transportation, and Water Quality Management, and;

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

**Section 1:** That the Commission adopts the 2024 Preliminary Budget and authorizes the officers of the Commission to enter into contracts and agreements as necessary to fund and carry out the intended work program as it relates to the budget.

**Section 2:** That the levy rate of **0.000010051** of equalized real property valuation is set with the actual levy amount to be determined based on the 2022 equalization of the real property, minus TID increments, as determined by the Supervisor of Assessments. This amount is calculated to be **\$625,000** for 2024.

Effective Date: July 28, 2023

Submitted By: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

---

Jeff Nooyen, Chair – Outagamie Co.

---

Attest: Melissa Kraemer-Badtke–ECWRPC Executive Director

---

Date Approved

**DATE:** July 28, 2023

**TO:** ECWRPC Executive Committee

**FROM:** Melissa Kraemer Badtke, Executive Director and Sara Otting, Controller

**RE:** Proposed Resolution 33-23: Amending the 2023 Work Program, Budget, and Staffing Plan for East Central Wisconsin Regional Planning Commission

---

East Central staff is requesting an amendment to the 2023 Work Program, Budget, and Staffing Plan.

**Economic Development Program:**

With recent staff transitions in the Economic Development Program, East Central staff reviewed the 2023 budget for the three year Planning Partnership Grant with the Economic Development Administration, as 2023 is the last year of the grant. It is anticipated that there would be additional funding remaining at the end of the grant period. East Central staff evaluated the situation and determined that the Small Community Technical Assistance Project has provided a lot of value to the small urban communities (communities under 12,000 in population) and would be a great project to add to the work program for 2023. East Central staff worked with the Economic Development Administration and they have approved the addition of a third round of the Small Community Technical Assistance Grant Program. In the 2023 budget, funding would be reallocated within the EDA Partnership Planning Grant as follows:

1512 CEDS Implementation	\$	(15,500)
1516 Data & Analysis Services	\$	(12,000)
1517 Program Outreach & Collaboration	\$	(3,000)
1520 General Technical Assistance – Partnership Planning	\$	30,500

**New North, Inc. Service Agreement:**

In March, 2023, the Public Service Commission of Wisconsin announced that 77 entities had opted into the Broadband Equity, Access and Deployment (BEAD) Local Planning Grant Program. The BEAD Local Planning Grant Program supports locally informed analysis of broadband needs that will providing information for Wisconsin's Five-Year Action Plan. New North, Inc. as the Regional Economic Development Organization (REDO) has been working with counties within East Central Wisconsin to begin the process to develop each of the County plans.

During the initial conversations with the New North Broadband Alliance, it was communicated that there was a need to have GIS data analysis and visualization services provided as part of the plan development. Staff from New North, Inc. and the participating counties requested the GIS and data analysis services from East Central Wisconsin Regional Planning Commission and Bay Lake Wisconsin Regional Planning Commission. New North, Inc. has currently agreements with the Public Service Commission of Wisconsin and the participating counties within their service area to develop this plan.

East Central would receive \$40,000 to develop GIS datasets and conduct data analysis for this project for the following counties: Calumet, Fond du Lac, Outagamie, Menominee, Shawano, Winnebago, Waushara, and Marquette Counties. Green Lake and Waupaca counties have opted to complete the plan on their own. The funding is 100% state funding with no local match, which will allow East Central staff to assist with this project for non-member counties. Any GIS datasets that are developed along with additional visualization or mapping materials will be provided back to the counties to use moving forward. The project is anticipated to begin in August, 2023 and be completed by December 31, 2023. The Table 3: 2023 Budget Summary, Table 4: ECWRPC – 2023 Federal and State Program Revenues and Matches, and the work program section has been updated to reflect this new project.

**Amending the 2023 Staffing Plan:** Staffing for the transportation program continues to be a challenge. The Principal Transportation Planner remains vacant and recently Tanner Russell, an Associate Planner, accepted a position at the Town of Grand Chute. In the preliminary 2024 Budget, you'll note that there will be less contract work in the transportation program along with a slight increase in funding for the Appleton (Fox Cities)/Oshkosh Metropolitan Planning Organization, which allows the Commission to hire an additional Associate Transportation Planner for the Transportation Program for 2024. Contingent on the approval of the Preliminary 2024 Budget, Final Tax Levy, and the staffing Plan, East Central staff is proposing hiring the additional Associate Transportation Planner in August, 2023 to assist with transportation program deliverables through 2023.

**Staff Recommendation:** Staff is recommending approval of Proposed Resolution 33-23: Amending the 2023 Work Program, Budget, and Staffing Plan for East Central Wisconsin Regional Planning Commission.

Updated:  
7/14/2023

Table 3: East Central Wisconsin RPC Draft 2023 Budget Summary

	2023 AMENDED BUDGET	2022 APPROVED & AMENDED BUDGET	Difference (\$)	Difference (%)
<b>Projected Operating Revenues</b>				
<b>Intergovernmental Grants</b>	<b>\$ 1,928,616</b>	<b>\$ 8,794,279</b>	<b>\$ (6,865,663)</b>	<b>-78.1%</b>
Federal Grants	\$ 1,792,363	\$ 8,661,792	\$ (6,869,429)	-79.3%
State Grants	\$ 136,253	\$ 132,487	\$ 3,766	2.8%
Other Grants	\$ -	\$ -	\$ -	0.0%
<b>Intergovernmental Charges for Services</b>	<b>\$ 809,817</b>	<b>\$ 734,491</b>	<b>\$ 75,326</b>	<b>10.3%</b>
Local districts membership levy	\$ 625,000	\$ 487,046	\$ 137,954	28.3%
Local district contracts (secured & estimated)	\$ 40,792	\$ 120,070	\$ (79,278)	-66.0%
NR-135 program (Operator fees)	\$ 123,450	\$ 109,380	\$ 14,070	12.9%
NR-135 program (WDNR fees)	\$ 20,575	\$ 17,995	\$ 2,580	14.3%
<b>Public Charges for Services</b>	<b>\$ 14,000</b>	<b>\$ 7,245</b>	<b>\$ (450)</b>	<b>93.2%</b>
<b>Total Operating Revenues</b>	<b>\$ 2,752,433</b>	<b>\$ 9,536,015</b>	<b>\$ (6,783,582)</b>	<b>-71.1%</b>
<b>Projected Operating Expenses</b>				
<b>Salaries and wages</b>	<b>\$ 1,285,494</b>	<b>\$ 1,201,444</b>	<b>\$ 84,050</b>	<b>7.0%</b>
Staff	\$ 1,271,494	\$ 1,187,444	\$ 84,050	7.1%
Commissioners (meeting payments)	\$ 14,000	\$ 14,000	\$ -	0.0%
<b>Employee fringe benefits</b>	<b>\$ 413,496</b>	<b>\$ 413,532</b>	<b>\$ (36)</b>	<b>0.0%</b>
Health Insurance	\$ 219,308	\$ 231,840	\$ (12,532)	-5.4%
FICA, Wkmn's Comp, Life, WRS, etc.	\$ 194,188	\$ 181,692	\$ 12,496	6.9%
<b>Direct grant expenses</b>	<b>\$ 682,758</b>	<b>\$ 7,413,248</b>	<b>\$ (6,730,490)</b>	<b>-90.8%</b>
<b>Overhead Expenses</b>	<b>\$ 290,009</b>	<b>\$ 269,281</b>	<b>\$ 20,728</b>	<b>7.7%</b>
6100 Meeting Expenses & Staff Development	\$ 17,440	\$ 16,660	\$ 780	4.7%
6200 Supplies	\$ 5,600	\$ 7,000	\$ (1,400)	-20.0%
6300 Office Space & Equipment	\$ 62,529	\$ 146,806	\$ (84,277)	-57.4%
6400 Reference materials, subscriptions and dues	\$ 1,600	\$ 975	\$ 625	64.1%
6500 Printing and Publishing	\$ 12,500	\$ 12,500	\$ -	0.0%
6600 Postage	\$ 500	\$ 500	\$ -	0.0%
6700 Staff expenses	\$ 9,000	\$ 7,500	\$ 1,500	20.0%
6800 Insurance, legal, audit	\$ 42,840	\$ 55,700	\$ (12,860)	-23.1%
Interest	\$ 7,500	\$ 140	\$ 7,360	5257.1%
Depreciation	\$ 130,500	\$ 21,500	\$ 109,000	507.0%
<b>Total Operating Expenses</b>	<b>\$ 2,671,757</b>	<b>\$ 9,297,505</b>	<b>\$ (6,625,748)</b>	<b>-71.3%</b>
<b>Projected Surplus / (Deficit)</b>	<b>\$ 80,677</b>	<b>\$ 238,510</b>	<b>\$ (157,833)</b>	<b>-66.2%</b>

**Table 4: ECWRPC - 2023 Federal and State Program Revenues & Matches**

Funding Source	Funding Entity/Program	2023 Total Estimated Award Amount		Required Local Share %	Local Share Amount (ECWRPC Levy)	Total Program Cost
		Federal Amount	State/Local Amount			
PL Funding	FHWA and State- PL (FC&Osh MPOs)	\$ 725,476	\$ 34,025	16.2%	\$ 147,344	\$ 906,845
PL Funding	Appleton/Oshkosh MPO Carryover	\$ 107,868	\$ 6,742		\$ 20,225	\$ 134,835
PL Funding	FHWA - PL (Fond du Lac MPO)	\$ 180,000	\$ 6,427	17.3%	\$ 39,130	\$ 225,557
SPR Funding	FHWA - Regional Program (SPR)	\$ 71,729	\$ 8,966	10.0%	\$ 8,966	\$ 89,661
TAP Funding	Regional Safe Routes to School Program (SRTS)	\$ 381,600		20.0%	\$ 95,400	\$ 477,000
Fed/Local	GO Transit Development Plan	\$ 104,374	\$ 26,094			\$ 130,468
Federal	EDA - CARES Act	\$ 75,488		0.0%	\$ -	\$ 75,488
Federal	EDA - Economic Development Program Planning Grant	\$ 103,679		40.0%	\$ 69,119	\$ 172,799
Federal	Main Street Bounce Back Program	\$ 21,150				\$ 21,150
EPA & DNR funding	#1230 - WDNR - NR-121 Sewer Service Area Planning Grant	\$ 21,000	\$ 14,000	50.0%	\$ 103,245	\$ 138,245
State	New North - Regional BEAD Mapping Project		\$ 40,000			\$ 40,000
Local Levy	Regional Comprehensive Plan				\$ 61,000	\$ 61,000
	<b>Totals</b>	<b>\$ 1,792,363</b>	<b>\$ 136,253</b>		<b>\$ 544,430</b>	<b>\$ 2,473,046</b>

Federal Grant Total \$ 1,792,363  
State Grant Total \$ 136,253  
Other Grant Total

**Total \$ 1,928,616**

**\$3.54**  
**Leveraged for**  
**every \$1 matched by EC**



**1500 ECONOMIC DEVELOPMENT**

Table 8: ECWRPC Economic Development Program Budget

1500 Work Program Elements		EDA			Other Funding		Commission	
		Budget	Dollars	%	Dollars	%	Dollars	%
1510	<b>EDA Partnership Planning Grant</b>	<b>\$ 172,798.57</b>	<b>\$ 103,679.14</b>	<b>60.0%</b>			<b>\$ 69,119.43</b>	<b>40.0%</b>
1511	EDA Planning Partnership Grant Administration	\$ 15,798.57	\$ 9,479.14	60.0%			\$ 6,319.43	40.0%
1512	<b>CEDS Implementation</b>	<b>\$ 36,000.00</b>	<b>\$ 21,600.00</b>	<b>60.0%</b>			<b>\$ 14,400.00</b>	<b>40.0%</b>
1513	CEDS Annual Update	\$ 50,000.00	\$ 30,000.00	60.0%			\$ 20,000.00	40.0%
1516	<b>Data and Analysis Services</b>	<b>\$ 8,000.00</b>	<b>\$ 4,800.00</b>	<b>60.0%</b>			<b>\$ 3,200.00</b>	<b>40.0%</b>
1517	<b>Program Outreach and Collaboration</b>	<b>\$ 18,000.00</b>	<b>\$ 10,800.00</b>	<b>60.0%</b>			<b>\$ 7,200.00</b>	<b>40.0%</b>
1520	<b>General Technical Assistance - Partnership Planning</b>	<b>\$ 45,000.00</b>	<b>\$ 27,000.00</b>	<b>60.0%</b>			<b>\$ 18,000.00</b>	<b>40.0%</b>
	<b>Total EDA Partnership Planning Grant</b>	<b>\$ 172,798.57</b>	<b>\$ 103,679.14</b>	<b>60.0%</b>			<b>\$ 69,119.43</b>	<b>40.0%</b>
			EDA		Other Funding			
1530	<b>Main Street Bounceback Grants Program</b>	<b>\$ 21,150.00</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 21,150.00</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>
1530	Main Street Bounceback Grants Program	\$ 21,150.00	\$ -	0.0%	\$ 21,150.00	100.0%	\$ -	0.0%
	<b>Total Main Street Bounceback Grants Program</b>	<b>\$ 21,150.00</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 21,150.00</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>
			EDA					
1560	<b>CARES Act - Institutional Grant</b>	<b>\$ 75,487.54</b>	<b>\$ 75,487.54</b>	<b>100.0%</b>			<b>\$ -</b>	<b>0.0%</b>
1561	CARES Act: Grant Administration	\$ 9,487.54	\$ 9,487.54	100.0%			\$ -	0.0%
1562	CARES Act : Disaster Recovery and Economic Resiliency Plan	\$ 53,000.00	\$ 53,000.00	100.0%			\$ -	0.0%
1563	CARES Act: ECWRPC Continuity Plan	\$ 7,000.00	\$ 7,000.00	100.0%			\$ -	0.0%
1564	CARES Act: Organization Capacity Support	\$ -	\$ -	100.0%			\$ -	0.0%
1565	CARES Act: Covid-19 Response Technical Assistance	\$ 6,000.00	\$ 6,000.00	100.0%			\$ -	0.0%
	<b>Total CARES Act: Institutional Grant</b>	<b>\$ 75,487.54</b>	<b>\$ 75,487.54</b>	<b>100.0%</b>			<b>\$ -</b>	<b>0.0%</b>
1570	<b>NEWREP Administrative Work</b>	<b>\$ 707.48</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 707.48</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>
1570	NEWREP Administrative Work	\$ 707.48	\$ -	0.0%	\$ 707.48	100.0%	\$ -	0.0%
	<b>Total NEWREP Administrative Work</b>	<b>\$ 707.48</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 707.48</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>
	<b>Total Economic Development Work Program (1500)</b>	<b>\$ 270,143.59</b>	<b>\$ 179,166.68</b>	<b>66.3%</b>	<b>\$ 21,857.48</b>	<b>8.1%</b>	<b>\$ 69,119.43</b>	<b>25.6%</b>

## 1512 WORK ITEM: CEDS IMPLEMENTATION

**Objective:** Staff will facilitate implementation of the adopted 2018 Comprehensive Economic Development Strategy (CEDS) for the East Central region. East Central staff will work with communities, counties, and other public and private economic development entities to evaluate or support state and federal funding opportunities.

1512 Work Program Cost Summary			
EDA	Other Funding	ECWRPC	ELEMENT TOTAL
<b>\$21,600.00</b>	<b>\$0.00</b>	<b>\$14,400.00</b>	<b>\$36,000.00</b>
<b>60.0%</b>	<b>0.0%</b>	<b>40.0%</b>	<b>100.0%</b>

1512 - Staff Allocations in Hours				
Executive Director/ Deputy Director	Planning Staff	GIS Staff	Administrative Staff	Total Hours
263	165	0	0	428

### FY 2022 Major Accomplishments

- Participated in the Fox Cities Housing Strategy development and planned the Fox Cities Housing Forum. Participated in the Fox Cities Destination Master Planning process.
- Assisted Outagamie County/Appleton International Airport and MITW/MTE with successful EDA grant applications and administration.
- Attended the Governor's Conference on Economic Development, the New North Summit, the WEDA Basic Economic Development Course, and the Wisconsin Economic Summit. Presented at the APA-Wisconsin Conference.
- Helped with MITW's application for the USDA Rural Partners Network.
- Compiled Revolving Loan Fund information for our region including Shawano County, Waupaca County, Outagamie County, Winnebago County, and Fond du Lac County.
- Hosted Menominee stakeholders for a familiarization discussion at the Commission in December 2022.

1512 Work Program – FY 2023 Schedule of Activities & Work Products	
Description	Timeline
1.1 Implement the goals, strategies, and objectives of the 2018 CEDS.	Ongoing
1.2 Assist communities with applications for economic development funding from federal, state, and private entities.	Ongoing
1.3 Assist with economic diversification activities with MITW and MTE including EDA grant administration.	Ongoing
1.4 Help Appleton International Airport administer their EDA Economic Adjustment Assistance Grant.	Ongoing
1.5 Attend conferences and trainings to increase institutional knowledge of economic development best practices.	Ongoing



## 1516 WORK ITEM: DATA AND ANALYSIS SERVICES

**Objective:** To utilize EMSI Developer, ESRI Business Analyst, IMPLAN, and other economic development data and tools to provide economic analysis to requesting economic development entities or communities in the East Central Region. Provide U.S. Census and American Community Survey data to stakeholders.

1516 Work Program Cost Summary			
EDA	Other Funding	ECWRPC	ELEMENT TOTAL
<b>\$4,800.00</b>	<b>\$0.00</b>	<b>\$3,200.00</b>	<b>\$8,000.00</b>
<b>60.0%</b>	<b>0.0%</b>	<b>40.0%</b>	<b>100.0%</b>

1516- Staff Allocations in Hours				
Executive Director/ Deputy Director	Planning Staff	GIS Staff	Administrative Staff	Total Hours
82	82	63	0	227

### FY 2022 Major Accomplishments

- Compiled data reports for the following entities: Calumet County, Waushara County, City of Waupun, Ripon College, City of Waupaca, City of Chilton, MITW, GOEDC, FVWDB, FVTC, Goodwill, and Rawhide.
- Explored IMPLAN capabilities and procured IMPLAN. Began completing IMPLAN training modules.

1516 Work Program—FY 2023 Schedule of Activities & Work Products	
Description	Timeline
1.1 Use EMSI software to provide reports to economic development organizations and communities throughout the region.	Ongoing
1.2 Analyze ESRI Business Analyst capabilities and apply them for our region.	Ongoing
1.3 Learn IMPLAN software, complete training modules, and run reports for our region.	Ongoing
1.4 Apply knowledge to fulfill local requests for data and information which will help better understand the local economy and consider collaborative strategies to address issues or opportunities.	Ongoing

## 1517 WORK ITEM: PROGRAM OUTREACH AND COLLABORATION

**Objective:** To participate in, coordinate, and continue active membership in local, regional and state economic development activities and organizations. Build and develop relationships with economic development stakeholders throughout the region. Share information regarding various local and regional efforts so as to provide a presence for the Economic Development Administration.

1517 Work Program Cost Summary			
EDA	Other Funding	ECWRPC	ELEMENT TOTAL
<b>\$10,800.00</b>	<b>\$0.00</b>	<b>\$7,200.00</b>	<b>\$18,000.00</b>
<b>60.0%</b>	<b>0.0%</b>	<b>40.0%</b>	<b>100.0%</b>

1517 - Staff Allocations in Hours				
Executive Director/ Deputy Director	Planning Staff	GIS Staff	Administrative Staff	Total Hours
181	49	0	0	230

### FY 2022 Major Accomplishments

- Attended Fox Cities Economic Development Professionals (FCEDP) monthly meetings, Greater Oshkosh Partners meetings, and NEWREP. Participated in New North Local Partner Meetings for economic development planning coordination.
- Served as Chair for the Fox Cities Economic Development Professionals.
- Attended Menominee Indian Tribe of Wisconsin's Strategic Planning Working Group meetings.
- Met with County and Municipal staff throughout the region to determine economic development needs.

1517 Work Program – FY 2023 Schedule of Activities & Work Products	
Description	Timeline
1.1 Serve as a liaison with EDA's Regional Economic Development Representative and serve as active members of other regional, county, local and state economic development groups/committees and associated working groups and task forces.	Ongoing
1.2 Improve internal and external communication across these organizations and with the public through interactions and other communication activities.	Ongoing
1.3 Provide support services to these organizations where needed.	Ongoing
1.4 Build and develop relationships with economic development stakeholders throughout the region and state.	Ongoing

## 1520 WORK ITEM: GENERAL TECHNICAL ASSISTANCE

**Objective:** To assist regional, county, and local economic development efforts and activities. To promote the use of applicable EDA programs and funding sources, as necessary. To provide expertise and support on economic development projects to stakeholders.

1520 Work Program Cost Summary			
EDA	Other Funding	ECWRPC	ELEMENT TOTAL
<b>\$27,000.00</b>	<b>\$0.00</b>	<b>\$18,000.00</b>	<b>\$45,000.00</b>
<b>60.0%</b>	<b>0.0%</b>	<b>40.0%</b>	<b>100.0%</b>

1520- Staff Allocations in Hours				
Executive Director/ Deputy Director	Planning Staff	GIS Staff	Administrative Staff	Total Hours
115	33	0	0	148

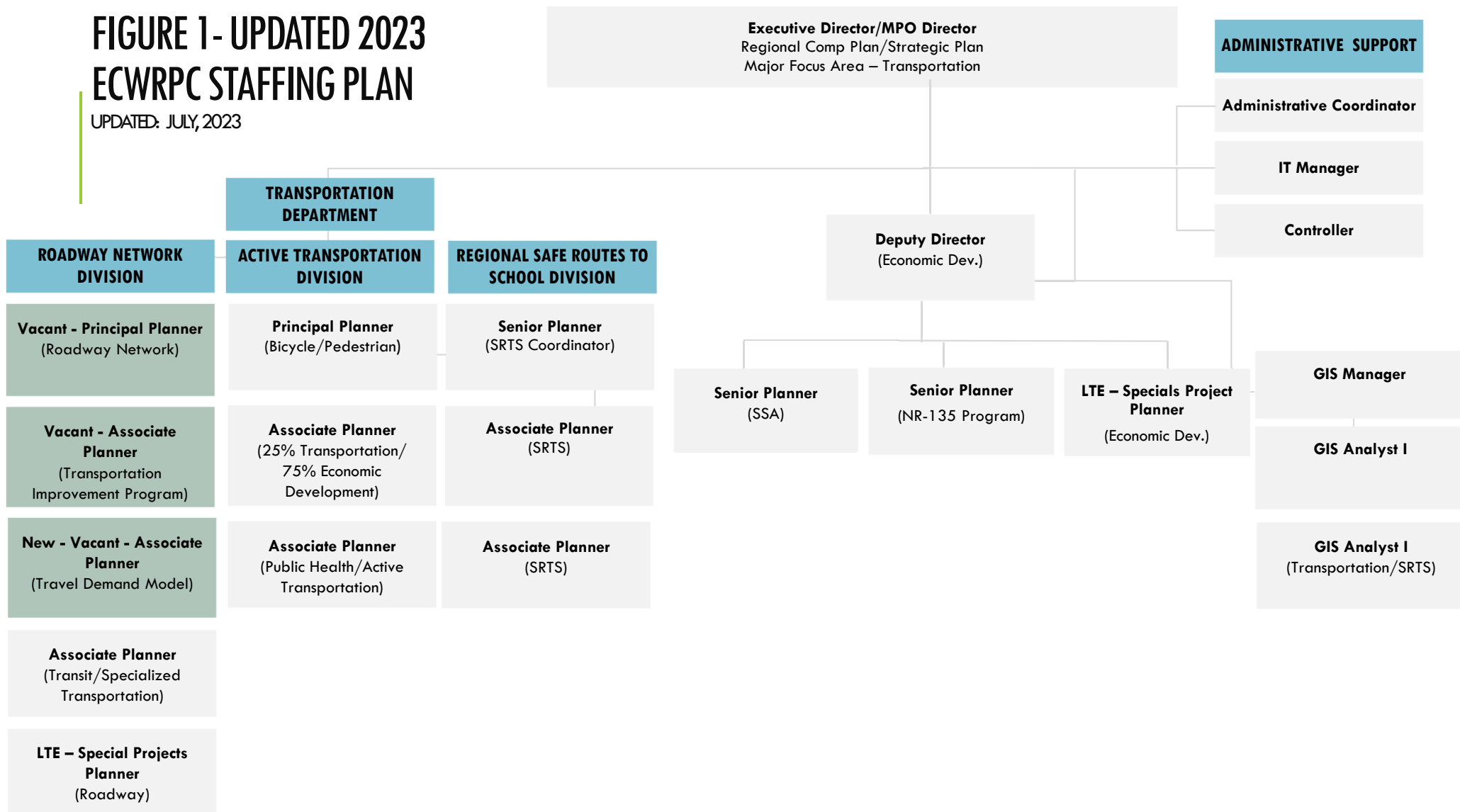
### FY 2022 Major Accomplishments

- Partnered with MITW on their community kitchen planning efforts and reviewed their application for an ICDBG grant to fund the kitchen project.
- Lead planning efforts for the Fox Cities Housing Forum.
- Assisted the City of Waupun with their EDA ARPA EAA application.
- Provided workforce housing data to the City of Clintonville.
- Participated in the Fox Cities Destination Master Planning efforts.

1520 Work Program – FY 2023 Schedule of Activities & Work Products	
Description	Timeline
1.1 Prepare Economic Impact Study for Appleton International Airport.	December 2023
1.2 Develop pilot economic development program for drone flights.	June 2023
1.3 Identify funding mechanism to continue economic development technical assistance program previously funded through the CARES Act grant. Implement technical assistance program for 2023 with consultant.	August - December 2023
1.4 Provide technical assistance activities as needed.	Ongoing

# FIGURE 1- UPDATED 2023 ECWRPC STAFFING PLAN

UPDATED: JULY, 2023



## **RESOLUTION NO. 32-23**

### **AMENDING THE 2023 WORK PROGRAM, BUDGET AND STAFFING PLAN FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

**WHEREAS**, Article II, Section 2 of the By-laws of the East Central Wisconsin Regional Planning Commission (ECWRPC) requires the adoption of an annual budget, and;

**WHEREAS**, the 2023 Work Program and Budget was adopted by the Commission on January 27, 2023, and;

**WHEREAS**, the 2023 Work Program and Budget was amended by the Commission on April 28, 2023, and;

**WHEREAS**, East Central Wisconsin Regional Planning Commission received funding from the Economic Development Administration for the three-year planning partnership grant, and;

**WHEREAS**, due to staffing transitions, ECWRPC will have funding available through the three-year planning partnership grant to complete a third round Small Community Technical Assistance program through a consultant contract, and;

**WHEREAS**, New North, Inc. has received funding from the Public Service Commission of Wisconsin for the Public Service Commission (PSC) of Wisconsin Broadband, Equity, Access, and Deployment (BEAD) Local Planning Grant Visualization Effort, and;

**WHEREAS**, New North, Inc. and the participating counties have requested the GIS mapping and data analysis services of East Central Wisconsin Regional Planning Commission staff and the funds will be used to meet the deliverables of this project, and;

**WHEREAS**, in anticipation of additional funding for the 2024 Transportation Program East Central Wisconsin Regional Planning will amend the 2023 staffing plan hire an additional staff member to assist in the completion of program deliverables in 2023; and,

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

**Section 1:** That the Commission hereby amends the 2023 Work Program, Budget, and Staffing Plan to reflect the funding for the Small Communities Technical Assistance Program.

**Section 2:** That the Commission hereby amends the 2023 Work Program, Budget, and Staffing Plan to reflect the additional funding for the GIS Mapping and data analysis for the Public Service Commission (PSC) of Wisconsin Broadband, Equity, Access, and Deployment (BEAD) Local Planning Grant Visualization Effort.

**Section 3:** That the Commission hereby amends the 2023 Work Program, Budget, and Staffing Plan to add an additional staff member to the Transportation Program.

Effective Date: July 28, 2023

Submitted By: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

\_\_\_\_\_  
Jeff Nooyen, Chair – Outagamie Co.

\_\_\_\_\_  
Attest: Melissa Kraemer-Badtke—ECWRPC Executive Director

\_\_\_\_\_  
Date Approved

**TO:** Executive Committee

**FROM:** Colin Kafka, Associate Planner | Economic Development Program Lead

**DATE:** July 28, 2023

**RE:** Authorizing the Executive Director of the Commission to Enter into a Contract for Professional Services with Ayres Associates Inc.

---

ECWRPC worked with Ayres Associates during Q2-Q4 in both 2021 and 2022 to successfully conduct the Small Community Technical Assistance Program. Utilizing CARES Act funding, the program provided day-long economic development technical assistance workshops for a total of 12 communities in the region with populations under 12,000 residents. Over two dozen communities applied for technical assistance with economic development projects that fit the scope of the program. ECWRPC staff, a Core Team of regional stakeholders, and Ayres Associates staff selected eight applicants in 2021 and four in 2022 to receive technical assistance. These workshops were a valuable exercise that aided the selected communities on a range of projects and began or continued conversations on economic development in the community. In addition, the program fostered relationships between ECWRPC and communities across the region while also advancing the goals of the ECWRPC economic development program. Final reports of these two rounds of technical assistance:

[Technical Assistance Program Summary 2021](#)  
[Technical Assistance Program Summary 2022](#)

To continue this valuable program, we successfully amended our Planning Partnership Grant budget with the U.S. Economic Development Administration (EDA) in April 2023 to secure \$35,000 for a third round of the Small Community Technical Assistance program. Following the approval of EDA, a Request for Qualifications was posted between April 25 and May 19 and a Core Team of local stakeholders representing public and private Economic Development Organizations (EDOs) in the region was assembled. Three (3) proposals were submitted and, following a comprehensive review by staff and the Core Team, Ayres Associates Inc. was selected given the competitiveness and thoroughness of their proposal and budget.

Under the proposed contract for the Small Community Technical Assistance contract, Ayres will perform the following services in our region for a contract amount not to exceed \$35,000:

- Create and distribute an application for technical assistance to communities in the region with populations under 12,000.
- Coordinate with the Core Team and ECWRPC to select four communities to receive technical assistance.
- Provide day-long economic development workshops with the four selected communities.
- Develop a final report for the program.

**Staff Recommendation:** Staff recommends that the Executive Committee approve Proposed Resolution 32-22: Authorizing the Executive Director of the Commission to Enter into a Contract for Professional Services with Ayres Associates Inc, in an amount not to exceed \$35,000.

# **East Central Regional Planning Commission Contract for Consultant Services from: Ayres Associates Inc**

EC Project ID Number: 1520-023

Contract Number: 1520-023-01

Catalog of Federal Domestic Assistance (CFDA) Number: 11.302



July, 12, 2023

Amanda Arnold, Urban Planner/Project Manager  
Ayres Associates Inc  
5201 E. Terrace Drive; Suite 200  
Madison, WI 53718  
608-441-3564  
[ArnoldA@AyresAssociates.com](mailto:ArnoldA@AyresAssociates.com)

**SUBJECT: AUTHORIZATION TO BEGIN WORK ON THE CONSULTANT CONTRACT  
between East Central Wisconsin Regional Planning Commission (COMMISSION) and  
Ayres Associates Inc (CONSULTANT)**

The consultant is hereby authorized to begin work on the following subject contract.

**EC Project Number: 1520-023-01      Authorized Amount: Up to \$35,000**

The total cost of this authorization will not exceed the amounts listed for the project unless the COMMISSION issues a revised authorization letter to the CONSULTANT. The CONSULTANT must include the EC Project Number on invoices submitted to the COMMISSION for payment.

A copy of the executed CONTRACT is enclosed.

If you have any questions concerning the CONTRACT, please contact Colin Kafka at (920) 886-6829 or via email at [ckafka@ecwrpc.org](mailto:ckafka@ecwrpc.org).

Sincerely,

Melissa Kraemer Badtke  
Executive Director

Cc: Craig Moser, Deputy Director  
Colin Kafka, Associate Planner  
Sara Otting, Controller

Enclosure



**I. Table of Contents**

Contract Agreement ..... 4

Appendix A: Scope of Services and Budget ..... 7

Appendix B: East Central Wisconsin Regional Planning Commission – Shortform  
for Federally Funded Contracts ..... 11

Appendix C: US Economic Development Administration (EDA) and Other General  
Terms and Conditions ..... 20

## CONTRACT BETWEEN

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION (COMMISSION)  
AND AYERS ASSOCIATES INC (CONSULTANT)

**FOR PROJECT NUMBER: 1520-023-01**

CFDA Number: 11.302

This CONTRACT, made and entered into by and between East Central Wisconsin Regional Planning Commission (COMMISSION) and Ayres Associates Inc (CONSULTANT), provides for those services described in detail herein and is for the purpose of the following:

The Small Community Technical Assistance Program (program) is intended to provide small communities with resources to help them enhance the economic vitality of commercial corridors or specific sites. The Consultant will work with the Core Team to:

- Identify and obtain relevant data to support program implementation.
- Market and promote application to the small community technical assistance program across the East Central region.
- Review and analyze applications for technical assistance.
- Implement the technical assistance program.
- Develop a final program report.

The COMMISSION deems it advisable to engage the CONSULTANT to provide certain services and has authority to contract for these services under Article 7, Section 1 (of East Central's bylaws or competitive bid policy).

The CONSULTANT will be compensated by the COMMISSION for services provided under this CONTRACT on the following actual cost basis:

- a) An ACTUAL COST up to **\$35,000.00** paid in monthly installments for work completed between August 1, 2023 – December 15, 2023 **until the \$35,000.00 is expended.**
- b) *The **final invoice** can be submitted once the **final services and materials have been submitted to the COMMISSION** and **both parties are in agreement** that the report is the final product and the **project has been completed.***
- c) The CONSULTANT services will be completed by December 15, 2023, with various phases completed within the timeframes identified in the Scope of Services (Appendix A). Compensation for all services provided by the CONSULTANT under the terms of this contract is on an ACTUAL COST basis and **shall not exceed \$35,000.00** in total.

The CONSULTANT represents it is in compliance with the laws and regulations relating to its profession and signifies its willingness to provide the desired services.

The CONSULTANT Representative and billing contact person is Amanda Arnold, Ayres Associates Inc, whose work address/e-mail and telephone number are as follows:

Amanda Arnold, Urban Planner/Project Manager  
Ayres Associates Inc  
5201 East Terrace Drive; Suite 200  
Madison, WI 53718  
608-441-3564  
[ArnoldA@AyresAssociates.com](mailto:ArnoldA@AyresAssociates.com)

The COMMISSION Representative is Colin Kafka, whose work address/e-mail address and telephone number are as follows:

Colin Kafka, Associate Planner  
East Central Wisconsin Regional Planning Commission  
920-886-6829  
[ckafka@ecwrpc.org](mailto:ckafka@ecwrpc.org)

The parties agree to all of the provisions which are annexed and made a part of the CONTRACT consisting of twenty-six pages, including all appendices.

**For the CONSULTANT**

**For the East Central Wisconsin Regional  
Planning Commission**

By:

By:

---

Keely Campbell, PG  
Manager - Development Services -  
Midwestern  
Ayres Associates Inc

---

Melissa Kraemer Badtke  
Executive Director  
East Central Wisconsin Regional Planning  
Commission

Date:

Date:

---

---

**Section 1: Additional Terms of Sub-contractor Services**

☐ CONSULTANT is enlisting the services of another firm/consultant to complete the outlined deliverables as listed on/in page/appendix. (Please complete the sections below if applicable)

Name of firm/consultant \_\_\_\_\_

Services of SUB-CONSULTANT provided for the purpose of this contract (please list services as they relate to project deliverables)

☐ I, **Keely Campbell**, as the designated and authorized signatory of CONTRACT acknowledge that CONSULTANT has entered into a signed contract with SUB-CONSULTANT.

Date of signed contract \_\_\_\_\_

☐ A copy of the signed contract has been provided in these CONTRACT materials.

☐ CONSULTANT is not enlisting the services of another/firm consultant to complete the outlined deliverables as listed on/in page/appendix. CONSULTANT acknowledges that if this condition changes and CONSULTANT enlists the services of another firm/consultant to complete the outlined deliverables, CONSULTANT shall notify the COMMISSION in writing and enter into a contract amendment with the COMMISSION.

**Approved**

By:

\_\_\_\_\_  
Melissa Kraemer Badtke  
Executive Director  
East Central Wisconsin Regional Planning  
Commission

Date:

\_\_\_\_\_

## **APPENDIX A: SCOPE OF SERVICES AND BUDGET FOR**

**PROJECT NUMBER: 1520-023-01**

## East Central Wisconsin Regional Planning Commission

### Ayres Associates, Inc.

Proposal to Provide:  
Professional Services for Small Community Technical Assistance Program

Ayres Associates Inc  
5201 E. Terrace Drive, Suite 200  
Madison, WI 53718

#### **Purpose:**

The Small Community Technical Assistance Program (program) is intended to provide small communities with resources to help them enhance the economic vitality of commercial corridors or specific sites. The Consultant will work with the Core Team to:

- Identify and obtain relevant data to support program implementation.
- Market and promote application to the small community technical assistance program across the East Central region.
- Review and analyze applications for technical assistance.
- Implement the technical assistance program.
- Develop a final program report.

Tasks and Deliverables	Estimated Dollar Amount
<b>Element 1: Program Initiation</b> <b>Events:</b> <ul style="list-style-type: none"><li>• Virtual kick-off meeting with the Core Team (<b>Core Team Meeting #1</b>) to review technical assistance products and make any necessary refinements.</li><li>• <b>Core Team Meeting #2</b> to review marketing efforts and criteria for communities to receive the technical assistance.</li></ul> <b>Tasks:</b> <ul style="list-style-type: none"><li>• Data review to identify priority locations.</li><li>• Develop list of economic development organizations, key municipal leaders, downtown organizations, chambers of commerce, and other stakeholder groups to partner with in the marketing of the assistance program.</li><li>• Create criteria for receiving technical assistance.</li><li>• Development of an application packet to guide communities on how to apply and make the best case for their needs.</li></ul> <b>Timeframe:</b> <ul style="list-style-type: none"><li>• July-August 2023</li></ul>	Professional Fees: \$3,560 Admin, Travel & Miscellaneous Expenses: \$300  <b>Estimated Total Cost: \$3,860</b>

<b>Element 2: Marketing and Outreach</b> <b>Tasks:</b> <ul style="list-style-type: none"><li>• Produce appealing and engaging marketing materials for the technical assistance program and distribute them extensively.</li><li>• Summarize the marketing and outreach process and quantify the results (number of emails, social media post, articles, and other products generated) and share those results with the Core Team.</li></ul> <b>Timeframe:</b> <ul style="list-style-type: none"><li>• August 2023</li></ul>	Professional Fees: \$3,960 Admin, Travel & Miscellaneous Expenses: \$300  <b>Estimated Total Cost: \$4,260</b>
<b>Element 3: Program Implementation</b> <b>Events:</b> <ul style="list-style-type: none"><li>• <b>Core Team Meeting #3</b> to review the results of the outreach and share applications for review and selection.</li><li>• Site visits in which the Ayres team participates in workshops with selected communities.</li></ul> <b>Tasks:</b> <ul style="list-style-type: none"><li>• Outline suggested recipients of the technical assistance and share with the Core Team for feedback and consensus including details regarding the anticipated technical assistance select communities will receive.</li></ul> <b>Timeframe:</b> <ul style="list-style-type: none"><li>• Candidates for technical assistance chosen in September with workshops to take place in October.</li></ul>	Professional Fees: \$20,960 Admin, Travel & Miscellaneous Expenses: \$2,200  <b>Estimated Total Cost: \$ 23,160</b>

<p><b>Element 4: Development of Final Program Report</b></p> <p><b>Events:</b></p> <ul style="list-style-type: none"><li>• <b>Core Team Meeting #4</b> – The Ayres team will hold a fourth virtual meeting with the Core Team to review the results of the events and share the final report.</li></ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"><li>• Produce a final report that documents the process with photographs, drawings, and meeting summaries. The report will focus on the tangible results of the assistance and outline potential next steps for the communities, the Commission/Core Team.</li><li>• <b>Produce summaries that can be posted and shared by ECWRPC.</b></li></ul> <p><b>Timeframe:</b></p> <ul style="list-style-type: none"><li>• Ayres will produce the final report in November 2023 and present it to the Core Team. Any needed amendments could be made after review.</li><li>• Final product must be delivered by December 15, 2023 in order for processing to EDA by year end.</li></ul>	<p>Professional Fees: \$3,420 Admin, Travel &amp; Miscellaneous Expenses: \$300</p> <p><b>Estimated Total Cost: \$3,720</b></p>
---	---



**APPENDIX B:**  
**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**  
**SHORTFORM FOR FEDERALLY FUNDED CONTRACTS**

## **I. Scope of Services**

1. The services under this CONTRACT shall consist of performing all work necessary or incidental to accomplish this PROJECT.
2. The CONSULTANT shall furnish all services and labor necessary to conduct and complete the services, and shall furnish all materials, equipment, supplies, and incidentals other than those designated to be furnished by the COMMISSION.
3. The services shall comply with applicable state and federal laws and regulations consistent with the funding for this PROJECT.
4. The CONSULTANT shall from time to time during the progress of the services confer with the COMMISSION and shall prepare and present such information, studies, and reports as may be necessary or as may be requested by the COMMISSION to enable it to reasonably pass judgment on the features of the services. The CONSULTANT shall make such changes, amendments, or revisions in the detail of the services as may be required by the COMMISSION. The CONSULTANT is not relieved from the responsibility for continuing adherence to generally accepted standards of the profession by COMMISSION required changes in the detail of the services.
5. Meetings may be scheduled at the request of the CONSULTANT or the COMMISSION for the purpose of discussing and reviewing the services under this CONTRACT. Meeting schedules are to be coordinated with COMMISSION Representative.

## **II. Subletting or Assignment of Contract**

1. The CONSULTANT shall not sublet or assign any part of this CONTRACT without prior written approval of the COMMISSION.
2. When the CONSULTANT is authorized to sublet or assign a portion of the services, the CONSULTANT shall perform services amounting to at least one-half of the original CONTRACT amount.
3. Consent to assign, sublet, or otherwise dispose of any portion of the CONTRACT shall not be construed to relieve the CONSULTANT of any responsibility for the fulfillment of the CONTRACT.
4. When the CONSULTANT subcontracts a portion of the services, the subcontract shall provide for the performance of the services to the full scope as contemplated in this CONTRACT and to the same standards and concept as if performed by the CONSULTANT.
5. No subcontracting and assignment of any services under this CONTRACT shall state, imply, intend, or be construed to limit the legal liability of the CONSULTANT or the sub-consultant.
6. Should a sub-consultant be hired to fulfill the terms of this CONTRACT, CONSULTANT must fill out Section 1: *Additional Terms of Sub-contractor Services*

### III. Prosecution and Progress

#### A. *General*

1. Services under this CONTRACT shall commence upon written order from the COMMISSION to the CONSULTANT, which order will constitute authorization to proceed.
2. The CONSULTANT shall complete the services under this CONTRACT within the time for completion specified. Services by the CONSULTANT shall proceed continuously and expeditiously. The time for completion shall not be extended because of any delay attributable to the CONSULTANT but may be extended by the COMMISSION in the event of a delay attributable to the COMMISSION or because of unavoidable delays caused by an act of God, war, governmental actions or other conditions beyond the control of the CONSULTANT.
3. The CONSULTANT shall notify the COMMISSION in writing when the services have been completed. Upon the COMMISSION's subsequent determination that the services have satisfactorily been completed, the COMMISSION will provide written notification to the CONSULTANT acknowledging the formal acceptance of the completed services.

#### B. *Delays and Extensions*

1. Delays in completing the services within the time provided for completion for reasons not attributable to the CONSULTANT may constitute justification for additional compensation to the extent of documentable increases in costs as a result thereof. Failure of the CONSULTANT to submit a formal written request for a time extension and additional compensation prior to the expiration of the CONTRACT time shall constitute a basis for denying any cost adjustments for reasons of delay.
2. Delays grossly affecting the completion of the services attributable or caused by one of the parties hereto shall be considered as cause for the termination of the CONTRACT by the other party.
3. Time is of the essence with regard to the delivery of all services under this CONTRACT.

#### C. *Termination*

1. The COMMISSION reserves the right to terminate all or part of this CONTRACT at any time upon not less than ten days' written notice to the CONSULTANT.
2. In the event the CONTRACT is terminated by the COMMISSION without fault on the part of the CONSULTANT, or by the CONSULTANT under II.B(2) above, the CONSULTANT shall be paid for the services rendered, an amount bearing the same ratio to the total CONTRACT prices as the amount of services completed or partially completed and delivered to the COMMISSION bears the total amount of services provided for herein, as determined by mutual agreement

between the COMMISSION and the CONSULTANT as the CONTRACT amendment.

3. In the event the services of the CONSULTANT are terminated by the COMMISSION for fault on the part of the CONSULTANT, the CONSULTANT shall be paid a reasonable value of the services rendered and delivered to the COMMISSION up to the time of termination. The value of the services will be determined by the COMMISSION.
4. In the event of the death of any member or partner of the CONSULTANT's firm, the surviving members shall complete the services, unless otherwise mutually agreed upon by the COMMISSION and the survivors, in which case the CONSULTANT will be paid as set for in II.C(2) above.

#### **IV. Basis of Payment**

1. The CONSULTANT will be paid by the COMMISSION for the completed and approved services rendered under this CONTRACT on the basis and at the CONTRACT price set forth elsewhere in this CONTRACT. Such payment shall be full compensation for services rendered and for all labor, materials and supplies, equipment, and incidentals necessary to complete the services. Compensation in excess of the total CONTRACT amount will not be allowed unless justified and authorized by an approved written CONTRACT amendment. Compensation for improper performance by the CONSULTANT will not be allowed. No payment shall be construed as COMMISSION acceptance of unsatisfactory or defective services or improper materials.
2. Reimbursement for costs will be limited to those which are allowable under 2 CFR 200, Uniform Guidance; by COMMISSION policy; and any other applicable federal law.
3. The CONSULTANT shall submit invoices along with a progress report detailing the deliverables that have been completed monthly. The final invoice shall be submitted to the COMMISSION within 30 days of completion of the services. Final payment of any balance due the CONSULTANT will be made promptly upon its verification by the COMMISSION, upon completion of the required services, and upon receipt of documents or materials required to be returned or furnished to the COMMISSION. Should this CONTRACT include more than one PROJECT, separate invoices shall be submitted for each individual PROJECT.
4. The COMMISSION has the equitable right to set off against any sum due and payable to the CONSULTANT under this CONTRACT, any amount the COMMISSION determines the CONSULTANT owes the COMMISSION, whether arising under this CONTRACT or under any other CONTACT or otherwise.
5. The CONSULTANT and any sub-consultants shall maintain all documents and evidence pertaining to costs incurred under this CONTRACT for inspection by the COMMISSION, the COMMISSION's audit team, and the U.S. Economic Development Administration during normal business hours in respective offices for a period of three years following the final CONTRACT payment.
6. If, in the CONSULTANT's opinion, orders or instructions given by the COMMISSION would require the discarding or redoing of services which were

- based upon earlier direction or approvals, or instruction given by the COMMISSION would involve services not within the scope of services, the CONSULTANT must notify the COMMISSION in writing if it desired extra compensation or a time extension. The COMMISSION will review the CONSULTANT's submittal and if acceptable, approve a CONTRACT amendment.
7. The CONSULTANT shall pay subcontracts within ten (10) business days of receipt of a payment from the COMMISSION for services performed within the scope of this CONTRACT.
  8. Schedule for payment will be monthly.
  9. The CONSULTANT and sub-consultants shall submit the following items within 5-10 days of the month ending:
    - a. Letterhead expressing the balance due;
    - b. Invoice;
    - c. Progress Report: Summary of services provided and progress through the projected timeline.
  10. All invoices are to be paid by the COMMISSION within thirty (30) days, unless otherwise negotiated.
  12. All invoices for payment shall be submitted to:  
**Colin Kafka, Associate Planner**  
**East Central WI Regional Planning Commission**  
**400 Ahnaip Street, Suite 100**  
**Menasha, WI 54952**  
[ckafka@ecwrpc.org](mailto:ckafka@ecwrpc.org)

## V. Miscellaneous Provisions

### A. *Ownership of Documents*

1. All materials, guides, written instructions, plans, documents, correspondence, forms, computer files, databases, electronic mail messages, work product, or other information of any type created by the CONSULTANT under this CONTRACT are works created for hire and shall become the property of the COMMISSION upon final payment to CONSULTANT within 30 days of CONSULTANT'S receipt of payment. All project documents provided to the CONSULTANT by the COMMISSION or by any third party which pertains to this CONTRACT are property of the COMMISSION.
2. Upon demand by the COMMISSION, all project documents shall be delivered to the COMMISSION. Project documents may be used without restriction by the COMMISSION for any purpose. Any such use shall be without compensation or liability to the CONSULTANT. The COMMISSION has all rights to copyright or otherwise protect the project documents which are the property of the COMMISSION. CONSULTANT reserves the right to use work product created during the term of this Agreement for advertising and marketing purposes.
3. All files (including electronic files) developed by the CONSULTANT must be provided back to the COMMISSION prior to the final invoice being sent to the COMMISSION.

## **VI. Contingent Fees**

1. The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this CONTRACT, and that the CONSULTANT has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this CONTRACT. For breach or violation of this warranty the COMMISSION shall have the right to terminate this CONTRACT without liability, or in its discretion to deduct from the agreement price or consideration, otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

## **VII. Legal Relations**

1. The CONSULTANT shall become familiar with, and shall at all times observe and comply with all applicable federal, state, and local laws, ordinances, and regulations.
2. In carrying out the provisions of this CONTRACT, or in exercising any power or authority granted to the COMMISSION or U.S. ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) thereby, there shall be no personal liability upon the authorized representatives of the COMMISSION or EDA, it being understood that in such matters they act as agents and representatives of these agencies.
3. The CONSULTANT shall be responsible for any and all damages to property or persons arising out of negligent act, error and/or omission in the CONSULTANT's performance of the services under this CONTRACT.
4. The CONSULTANT shall indemnify and hold harmless the COMMISSION and EDA and all of their officers, agendas, and employees on account of any damages to persons or property resulting from sole negligence, errors and/or omissions, and willful misconduct of the CONSULTANT or for noncompliance with any applicable federal, state, or local laws.

## **VIII. Nondiscrimination in Employment**

1. In connection with the performance of services under this CONTRACT, the CONSULTANT agrees not to discriminate against any employee or applicant for employment because of age, race, handicap, sex, physical condition, development disability as defined in sec. 51.01(5) Wis. Stats., sexual orientation as defined in sec. 111.32(13m) Wis. Stats., or national origin. This provision includes, but is not limited to, employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, other forms of compensation, selection for training including apprenticeship.
2. CONSULTANT agrees to take affirmative action to ensure equal employment opportunities. The CONSULTANT agrees to post in conspicuous places, available for employees and applicants, notices setting forth the provisions of

the nondiscrimination clause.

## **IX. Equal Employment Opportunity**

1. The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
2. The COMMISSION is a Recipient of EDA federal aid funds, hereinafter referred to as the "Recipient." The recipient assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contracts/consultants, whether such programs and activities are federal assisted or not (Public Law 100259 [S.557] March 22, 1988.).

In the event that Recipient (COMMISSION) distributes federal aids funds to an additional Sub-Recipient, the Recipient will include Title VI language in all written agreements and will monitor the additional Sub-Recipient for compliance. The Recipient has an authorized Title VI Coordinator with the authority and responsibility for initiating and monitoring Recipient Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21.

3. The CONSULTANT will comply with all provisions of Executive Order 11246, "Equal Opportunity" as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR Part 60).
4. The CONSULTANT will furnish all information and reports required by Executive Order 11246 and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the COMMISSION and EDA for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
5. The CONSULTANT will include the provisions of this section, "Equal Employment Opportunity" in every subcontract.

## **X. Errors and Omissions**

1. The CONSULTANT shall be responsible for the accuracy of the services performed under this CONTRACT, and shall promptly make necessary revisions or corrections to its services resulting from its negligent acts, its errors or its omissions without additional compensation. The CONSULTANT shall give

immediate attention to these revisions or corrections to prevent or minimize delay to the PROJECT. The CONSULTANT shall be responsible to the COMMISSION for any losses to or costs to repair or remedy as a result of the CONSULTANT's negligent acts, errors, or omissions.

2. CONSULTANT warrants that the services to be provided under this CONTRACT will be executed in a workmanlike manner, consistent with professional standards of comparable work in this field.

## **XI. Conflict of Interest**

1. The CONSULTANT warrants that neither it nor any of its affiliates has any financial or personal interest that would conflict in any manner with the performance of the Services under this CONTRACT, and that neither it nor any of its affiliates will acquire directly or indirectly any such interest.
2. The CONSULTANT warrants that it will not employ for any services included under the provisions of this CONTRACT any person who is employed by the COMMISSION at the time of execution or during the life of this contract without prior written approval from the COMMISSION.
3. The CONSULTANT warrants that it will immediately notify the COMMISSION if an actual or potential conflict of interest arises or becomes known to the CONSULTANT. Upon receipt of such notification, the COMMISSION will review and written approval is required for the CONSULTANT to continue to perform work under this CONTRACT.

## **XII. Certification Regarding Debarment**

1. The CONSULTANT certifies (by entering into this CONTRACT) that it and its principals (1) are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not been convicted of or had a civil judgment rendered against them within the previous three years; (3) are not indicted or otherwise criminally or civilly charged by a government entity; and (4) have not had one or more public transactions terminated for cause or default within the previous three years.
2. The CONSULTANT agrees that it will not knowingly enter into any transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction unless authorized by the COMMISSION.

## **XIII. Insurance Requirements**

1. The CONSULTANT shall procure and maintain for the life of the CONTRACT the following types and amounts of insurance from an insurance company(ies) authorized to do business in the State of Wisconsin.
  1. Comprehensive General Liability - \$1,000,000 combined single limits per occurrence.
  2. Auto Liability - \$300,000 combined single limits per occurrence.



3. Worker's Compensation – coverage satisfying statutory provisions of Chapter 102, Wis. Stats.; not less than \$100,000 employer's liability.

#### **XIV. Certification regarding Lobbying**

1. The CONSULTANT certifies (by entering into this CONTRACT) that no federal appropriated funds have been paid or will be paid, by or on behalf of the CONSULTANT, to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, officer or employee of Congress, or employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

## **Appendix C:**

### **US ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) AND OTHER GENERAL TERMS AND CONDITIONS**

## **I. Scope of Work**

1. The scope of work contained in any solicitation and/or request for qualifications will be reviewed by EDA prior to issuance.

## **II. Personnel**

1. The COMMISSION must approve or disapprove the selection of key personnel as identified in the application and/or this Agreement. Any new hires or changes in key personnel require prior written approval from the COMMISSION. Resumes, in sufficient detail to reveal the experience, education, and other general and specific qualifications for the position, must be submitted to the COMMISSION for its consent prior to approval of a candidate.
2. The CONSULTANT agrees to comply with the requirements regarding support of salaries and wages in 2 CFR Part 200.430, "Compensation-personal services."

## **III. Prior Written Approval**

The Small Community Technical Assistance Program (program) is intended to provide small communities with resources to help them enhance the economic vitality of commercial corridors or specific sites. Any changes in the project/program described in the application to include those identified below require prior written approval from the COMMISSION in the form of an amendment request:

1. Changes in the specific activities described in the application.
2. Changes in key personnel as specified in the application and/or this agreement.
3. Changes in the scope of work contained in any solicitation and/or request for proposals.
4. Need for additional Federal funds
5. Budget reallocations that exceed 10 percent of the total budget among approved direct cost categories or are transferred to new budget line items.
6. Changes in indirect cost rates or recertification of expired indirect cost rates during the project period unless otherwise specified in this Program agreement.
7. Requests to purchase equipment (including software) with an estimated acquisition cost of more than \$2,000.

8. Requests to use Federal and/or non-Federal match funds for food and/or beverages in conjunction with meeting costs.

#### **IV. Program Payments**

9. CONSULTANT's payments to contractors/consultants shall be contingent upon the CONSULTANT's acceptance of deliverables.
10. Requests for Federal funds for final payment from the consultant/contractor deliverables should be submitted to the COMMISSION.

#### **V. CONSULTANT Contributions**

1. Contributions to this project by non-COMMISSION sources are expected to be paid out at the same general rate as Program funds.

#### **VI. Separate Bank/Fund Accounts**

1. The CONSULTANT is not required to establish a separate bank account but may do so. The CONSULTANT, however, must maintain accounting records to adequately identify the source and application of Program funds. Other considerations, such as Federal Deposit Insurance Corporation coverage, shall be in accordance with the provisions of 2 CFR Part 200.

#### **VII. Reimbursement for Travel**

1. Reimbursement for travel (transportation, food, and lodging) in the performance of Program activities shall be consistent with those normally allowed in like circumstances in the non-Federally sponsored activities of the CONSULTANT. CONSULTANTS may follow their own established rate but any travel allowance policies in excess of Federal limits must receive prior approval from the COMMISSION.

#### **VIII. Use of Consultants/Contractors**

1. Procurement of consultant or contractor services shall be in accordance with all standards and procedures set forth in 2 CFR Part 200. The following terms are intended merely to highlight some of these standards and are, therefore, not inclusive.
2. All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner that

provides maximum open and free competition.

3. Formal advertising, with adequate purchase description, sealed bids, and public openings, shall not be required for small purchase procurements that are less than the simplified acquisition threshold, currently set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 in accordance with 41 U.S.C. 1908 as \$250,000 unless otherwise required by State or local law or regulation. If small purchase procedures are used, price or rate quotations shall be obtained. Micro-purchases of supplies or services, the aggregate amount of which does not exceed the micro-purchase threshold currently set by the Federal Acquisition Regulation at \$9,000 may be used in order to expedite the completion of lowest-dollar small purchase transactions.
4. The CONSULTANT shall maintain a code or standards of conduct which shall govern the performance of its officers, employees, or agents in contracting with and expending Federal Program funds. CONSULTANT's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from a contractor or potential contractors. To the extent permissible by State or local law, rules, or regulations, such standards shall provide for penalties, sanctions, or other disciplinary actions to be applied for violations of such standards by the CONSULTANT's officers, employees, or agents, or by contractors.
5. The CONSULTANT shall ensure that every consultant and every contractor it employs under the Program complies with the terms of this Agreement as though the consultant or contractor were a party to this Agreement.
6. The CONSULTANT is the responsible authority, without recourse to the COMMISSION, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of the Program.

## **IX. Contractor Deliverables**

1. The final program report shall be submitted electronically. The document will be dated the month and year that it is submitted to the COMMISSION.

## **X. Post-Award Monitoring**

1. CONSULTANT Reporting

The CONSULTANT shall provide interim performance reports and a final performance report. The performance reports will contain information on the following:

- a. A comparison of actual accomplishments to the objectives established

for the period.

- b. The reasons for slippage if established objectives were not met.
- c. Additional pertinent information when appropriate.
- d. An accounting, by the budget line items approved for this project, of expenses incurred during the reporting period, including the amount of Program funds on hand at the beginning and end, and non-COMMISSION share of contributions over the term.
- e. The final performance report must contain a summary of activities for the entire Program period. All required deliverables should be submitted with the final performance report.
- f. The COMMISSION reserves the right to conduct on-site reviews and/or off-site desk reviews to confirm compliance with programmatic and administrative terms and conditions.

## **XI. Activities Prohibited**

- 1. **Duplication of Work:** The purpose and scope of work for which this Agreement is made shall not duplicate programs for which moneys have been received, are committed, or are applied for from other sources, public or private. Upon request of the COMMISSION, the CONSULTANT shall submit full information about related programs that will be initiated within the Program period.
- 2. **Other Funding Sources:** COMMISSION's funds budgeted or Programed for this program shall not be used to replace any financial support previously provided or assured from any other source.
- 3. **Funds for Attorney/Consultant Fees:** The CONSULTANT hereby agrees that no funds made available from this Program shall be used, directly or indirectly, for paying attorneys' or consultants' fees in connection with securing Programs or other services provided by the COMMISSION, for example, preparing the application for this assistance. However, attorneys' and consultants' fees incurred for meeting this Agreement's requirements may be eligible project costs and may be paid out of funds made available from this Agreement provided such costs are otherwise eligible.
- 4. The CONSULTANT is prohibited from using funds provided from this Program or personnel employed in the administration of this program for political activities, sectarian or religious activities, lobbying, political patronage, or nepotism activities.
- 5. Program funds may not be used for marketing or entertainment expenses.

6. Program funds may not be used for capital assets, such as the purchase of vehicles, improvements and renovation of space, and repair and maintenance of privately-owned vehicles.

## **XII. Audits**

1. The CONSULTANT agrees to comply with audit requirements as specified in 2 CFR Part 200.
2. The CONSULTANT shall ensure audits are properly performed, and furnish the required data collection forms and audit reporting packages to the Federal Audit Clearinghouse (FAC). The CONSULTANT shall upload audit reports into the FAC through the Internet Data Entry System (IDES) at <https://harvester.census.gov/fac/collect/ddeindex.html#>.
3. The CONSULTANT shall provide any audit with findings related to this award, with copies of the reporting package (including corrective action plans), management letters issued by an auditor, and audit working papers, to the COMMISSION.
4. The COMMISSION will seek to issue a management decision to the CONSULTANT within six months of receipt of an audit report with findings, and the CONSULTANT shall take timely and corrective action to comply with the management decision.
5. The COMMISSION reserves the right to conduct an independent follow-up audit.

## **XIII. National Policy Requirements**

1. Debarment and Suspension

The CONSULTANT agrees to comply with 2 CFR Parts 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” and 1125, “Department of Defense Nonprocurement Debarment and Suspension.” The CONSULTANT also agrees to communicate the requirement to comply with Parts 180 and 1125 to entities and persons at the next lower tier with whom the recipient enters into transactions that are “covered transactions” under Parts 180 and 1125.

2. Drug-Free Workplace

The CONSULTANT agrees to comply with Subpart B, “Requirements for Recipients Other Than Individuals,” of 32 CFR Part 26, “Governmentwide Requirements for Drug- Free Workplace (Financial Assistance).”

3. Hatch Act

The CONSULTANT is advised that its employees may be subject to the Hatch Act (5 U.S.C. § 1501-1508). If doubt exists in particular cases, the CONSULTANT should seek legal counsel.

4. Universal Identifier Requirements and Central Contractor Registration

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 25, as amended, "Universal Identifier and Central Contractor Registration." The System for Award Management (SAM) has replaced the CCR system.

5. Trafficking Victims Protection Act of 2000

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 175, "Award Term for Trafficking in Persons."

6. Reporting Sub-award and Executive Compensation Information

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 170, "Reporting Sub-award and Executive Compensation Information."

7. Restrictions on Lobbying

The CONSULTANT agrees to comply with the requirements of 31 U.S.C. § 1352, "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions." Appropriated funds cannot be used to pay any person to influence or attempt to influence employees of any agency or Congress. Links to the requirements referenced above as well as the full listing of all National Policy Requirements are provided on the FHWA/DOT website at [www.FHWA/DOT.gov](http://www.FHWA/DOT.gov).



## **RESOLUTION NO. 33-23**

### **AUTHORIZING THE EXECUTIVE DIRECTOR OF THE COMMISSION TO ENTER INTO A CONTRACT FOR PROFESSIONAL SERVICES WITH AYRES ASSOCIATES INC.**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, hereafter referred to as the Commission, receives funding from the EDA Planning Partnership grant to undertake numerous economic development activities, one of these being the provision of technical assistance to communities throughout the region, and;

**WHEREAS**, the Commission has committed to implementing a Small Community Technical Assistance Program with a portion of the grant funds, and;

**WHEREAS**, the Commission issued a Request for Qualifications on April 25, 2023 and received three qualified proposals, and;

**WHEREAS**, the Commission and the Selection Committee selected Ayres Associates Inc. to award the contract, and;

**WHEREAS**, the contract is a five-month contract beginning August 1, 2023 to December 15, 2023, and;

**WHEREAS**, the contract is a financial commitment by the Commission of up to \$35,000, and;

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

**Section 1:** That the Commission approves the terms and contract, which is attached to, and made part of, this Resolution.

**Section 2.** That the Executive Director is authorized to enter into a contract with Ayres Associates Inc. for the purposes of implementing the Small Community Technical Assistance program.

Effective Date: July 28, 2023

Submitted By: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director and Colin Kafka, Associate Planner

---

Jeff Nooyen, Chair – Outagamie Co.

---

Melissa Kraemer-Badtke–ECWRPC Executive Director

---

Date Approved

**TO:** ECWRPC Executive Committee

**FROM:** Kim Biedermann, Principal Transportation Planner

**DATE:** July 28, 2023

**RE:** Authorizing the Executive Director of the Commission to Enter into a Contract with SRF Consulting Group to develop the Electric Vehicle Readiness Plan for the Oshkosh Metropolitan Planning (MPO)

---

## Background

The purchase of electric vehicles (EV) is on the rise, and the current infrastructure that supports hybrid and gas-powered vehicles is not sufficient for the emerging market. To prepare communities in accommodating electric vehicles, and through conversations with local units of government, the Appleton (Fox Cities) TMA and Oshkosh MPO 2023 Work Program and Budget lists “work with MPOs, WisDOT, and local communities to hire a consultant to develop a plan for considerations and locations of EV charging stations” in its schedule of activities and work products.

The purpose of this project is complete an Electric Vehicle (EV) Readiness Plan in the Oshkosh MPO. The goal of this project is to make the Oshkosh MPO Plug-In Electric Vehicle (PEV) ready by developing a plan that provides a vision for EV readiness, identifies key partnerships, and actionable strategies needed to achieve the vision, and facilitates community support for electric vehicles.

On May 8, 2023, the Commission issued a Request for Proposals; six firms responded to the request. A selection committee reviewed the proposals, which resulted in the selection of one firm. Ultimately, SRF Consulting Group, Inc. was selected. Staff is seeking approval from the commission to enter into contract with SRF Consulting Group for \$111,962.88.

**Staff Recommendation:** Staff recommends that the Steering Committee approves Resolution 34-23, which would authorize the Executive Director to enter into contract with SRF Consulting Group, Inc.



# **East Central Regional Planning Commission Contract for Consultant Services from: SRF Consulting Group, Inc.**

EC Project ID Number: 1321-023-01  
Catalog of Federal Domestic Assistance (CFDA) Number: 20.205

July 28, 2023

William Troe  
2550 University Avenue West  
Suite 345N  
Saint Paul, MN 5514

**SUBJECT: AUTHORIZATION TO BEGIN WORK ON THE CONSULTANT CONTRACT between East Central WI Regional Planning Commission (COMMISSION) and SRF Consulting Group, Inc., Inc. (CONSULTANT)**

The consultant is hereby authorized to begin work on the following subject contract.

**EC Project Number: 1321-023-01      Authorized Amount: \$ 111,962.88**

The total cost of this authorization will not exceed the amounts listed for each project unless the COMMISSION issues a revised authorization letter to the CONSULTANT. This and subsequent authorizations may not exceed the contract upper limit. The CONSULTANT must include the EC Project Number on invoices submitted to the COMMISSION for payment.

A copy of the executed CONTRACT is enclosed.

If you have any questions concerning the CONTRACT, please contact Kim Biedermann, Principal Transportation Planner, at (920) 751-4770 or [kbiedermann@ecwrpc.org](mailto:kbiedermann@ecwrpc.org).

Sincerely,

Melissa Kraemer Badtke  
Executive Director

Cc: Sara Otting, CPA  
Kim Biedermann, Principal Transportation Planner

Enclosure

**Table of Contents**

**Contract Agreement..... 4-5**

**Appendix A: Scope of Services and Budget ..... 6-8**

**Appendix B: East Central Wisconsin Regional Planning Commission – Federally Funded  
Contracts ..... 9-25**

**Appendix C: East Central Wisconsin Regional Planning Commission –Proposed  
Timeline ..... 26-28**

## CONTRACT BETWEEN

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION (COMMISSION)  
AND SRF CONSULTING GROUP, INC. (CONSULTANT)

**FOR PROJECT NUMBER: 1321-023-01**

This CONTRACT, made and entered into by and between East Central Wisconsin Regional Planning Commission (COMMISSION) and SRF Consulting Group, Inc. (CONSULTANT), provides for those services described in detail herein and is for the purpose of the following:

The COMMISSION deems it advisable to engage the CONSULTANT to provide certain services and has authority to contract for these services under Article 7, Section 1 of East Central's bylaws and under East Central's competitive bid policy.

The CONSULTANT will be compensated by the COMMISSION for services provided under this CONTRACT on the following actual cost basis:

- a) An ACTUAL COST up to **\$111,962.88** paid in monthly installments for work completed between August 1, 2023 and November 30, 2024 **(see Appendix B, Section 9, Item 9 for a complete payment schedule).**
- b) *The **final invoice** can be submitted once the **final services and materials have been submitted to the COMMISSION** and **both parties are in agreement** that the report is the final product and the **project has been completed.***
- c) The CONSULTANT services will be completed by November 30, 2024, with various phases completed within the timeframes identified in the Scope of Services (Appendix A). Compensation for all services provided by the CONSULTANT under the terms of this contract is on an ACTUAL COST basis and **shall not exceed \$111.962.88** in total.

The CONSULTANT represents it is in compliance with the laws and regulations relating to its profession and signifies its willingness to provide the desired services.

The CONSULTANT Representative and billing contact person is William Troe, whose work address/e-mail and telephone number are as follows:

William Troe  
2550 University Avenue West, Suite 345N  
Saint Paul, MN 55114  
Jkapper@srfconsulting.com  
651-333-4100

The COMMISSION Representative is Kim Biedermann, whose work address/e-mail address and telephone number are as follows:

Kim Biedermann  
400 Ahnaip Street  
Suite 100  
Menasha, WI 54952  
[kbiedermann@ecwrpc.org](mailto:kbiedermann@ecwrpc.org)  
920.751.4770

The parties agree to all of the provisions which are annexed and made a part of the CONTRACT consisting of twenty-five (25) pages, including all appendices.

**For the CONSULTANT**

**For the East Central Wisconsin Regional  
Planning Commission**

By:

By:

---

William Troe  
SRF Consulting Group, Inc.

---

Melissa A. Kraemer Badtke  
Executive Director  
East Central WI Regional Planning  
Commission

Date:

Date:

---

---

## **APPENDIX A: SCOPE OF SERVICES AND BUDGET FOR PROJECT NUMBER: 1321-023-01**



## East Central Wisconsin Regional Planning Commission

### **SRF Consulting Group, Inc. Proposal to Provide: Oshkosh MPO Electric Vehicle (EV) Readiness Plan**

SRF Consulting Group, Inc.  
2550 University Avenue West, Suite 345N  
Saint Paul, MN 55114

#### **Purpose:**

The purpose of this project is complete an Electric Vehicle (EV) Readiness Plan in the Oshkosh area. The goal of this project is to make the Oshkosh MPO Plug-In Electric Vehicle (PEV) ready by developing a plan that provides a vision for EV readiness, identifies key partnerships and actionable strategies needed to achieve the vision, and facilitates community support for electric vehicles.

#### **Scope of Work and Deliverables**

The following outlines the scope of work and key deliverables pertaining to the project. The accepted proposal is included as Appendix C.

#### **Task 1: Plan Development**

This task is to integrate key elements of the project into a draft and final report.

#### **Task 2: Public Involvement and Stakeholder Coordination**

This task involves collaboration with the community and a multifaceted engagement program with key stakeholders and the public to develop a plan that is implementable and supported by the community. Deliverables include the following:

- Public meeting material
- Outreach material, such as newsletters and social media postings
- Draft and final stakeholder and public engagement plans

#### **Task 3: Assessment and Analysis**

This task involves examining current conditions, understanding of trends and forecasts, and estimating future EV adoption. Deliverables include the following:

- Existing and future conditions report
- Map of recommended future sites
- Zero emission fleet assessment for each jurisdiction

#### **Task 4: Equity Analysis/Access**

This task is to understand and address how Justice40 can be addressed through the NEVI program. The deliverable includes a racial equity and environmental justice analysis.

#### **Tasks 5 and 6: Identification of Infrastructure and Service Needs**

These tasks will identify and describe infrastructure gaps, barriers to adoption, and identify the needs of the community. The deliverables include the following:

- A technical memo outlining the range of infrastructure and EV services support concepts and Oshkosh MPO/ECWRPC applicable concepts.

#### **Task 7: Identification of Needed Programs and Policies**

The purpose of this task is to research best practices, including code and permitting practices, aesthetic and safety guidelines, cost models, charging location selection, etc. The deliverable will include a technical memorandum outlining best practices for infrastructure, policies and programs.

#### **Task 8: Strategy and Recommendations**

This task will synthesize the information collected throughout the project into a coherent EV readiness strategy and actionable set of recommendations. Deliverables include the following:

- Presentation on deployment strategies to the City of Oshkosh Commissions/Councils and the City Managers/Mayors
- Deployment strategy report

#### **Task 9: Funding and Guidance**

The purpose of this task is to explore funding opportunities to implement the infrastructure. Deliverables include the following:

- Technical memorandum outlining funding opportunities, a review of applicability at the local level, and program funding recommendations
- Outreach material to be used in discussion with potential funding partners

#### **Task 10: Implementation Plan**

The purpose of this task is to develop a plan to guide implementation of the overall EV Readiness Plan. Deliverables include the following:

- Annual project/policy/document update/implementation schedule for advancing the EV infrastructure development and EV adoption program

#### **Tasks 11 and 12: Complete Draft of EV Readiness Plan and Final EV Readiness Plan**

- This task will involve the final compilation of all findings in the study, including an executive summary and appendices. The deliverables will include the following:
- Final report that includes and Executive Summary and deliverables from Tasks 1-8
- Presentation on final report findings

**Total Project Cost**

**\$111,962.88**

**APPENDIX B:**  
**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**  
**SHORTFORM FOR FEDERALLY FUNDED CONTRACTS**

## Table of Contents

1.	Federal Policies.....	112
2.	Scope of Services .....	13
3.	Personnel.....	13-14
4.	Reimbursement of Travel Expenses .....	14
5.	Prior Written Approval .....	14-15
6.	Prohibited Activities .....	15
7.	Use of Consultants/Contractors.....	15-16
8.	Prosecution and Progress.....	16-18
A.	<i>General</i> .....	16-17
B.	<i>Delays and Extensions</i> .....	17
C.	<i>Termination</i> .....	17
D.	<i>Subletting or Assignment of Contract</i> .....	17-18
9.	Basis of Payment .....	18-19
10.	Separate Bank/Fund Accounts .....	19
11.	Audits.....	19-20
12.	Miscellaneous Provisions .....	20
A.	<i>Ownership of Documents</i> .....	20
13.	Contingent Fees.....	20-21
14.	Legal Relations.....	21
15.	Nondiscrimination in Employment .....	21
16.	Equal Employment Opportunity.....	21-22
17.	Errors and Omissions.....	22
18.	Conflict of Interest.....	23
19.	Certification Regarding Debarment .....	23
20.	Insurance Requirements .....	23

21. Certification regarding Lobbying.....23-24

22. Disadvantaged Business Utilization..... 24

23. National Policy Requirements .....24-25

## 1. Federal Policies

The CONSULTANT agrees to meet all federal requirements including 2 CFR 200 and 23 CFR 450 related to the PL funding for this project.

### **23 CFR 450.308 Funding for transportation planning and unified planning work programs.**

(a) Funds provided under 23 U.S.C. 104(d), 49 U.S.C. 5305(d), and 49 U.S.C. 5307, are available to MPOs to accomplish activities described in this subpart

### **23 CFR 450.336 Self-certifications and Federal certifications.**

(a) For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and the FTA as part of the STIP approval, the State and the MPO shall certify at least every 4 years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303 and 5304 and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 11101(e) of the Infrastructure Investment and Jobs Act (Bipartisan Infrastructure Law) (Pub. L. 117-58) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 23 U.S.C. 324, regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

## 2. Scope of Services

1. The services under this CONTRACT shall consist of performing all work necessary or incidental to accomplish this PROJECT.
2. The CONSULTANT shall furnish all services and labor necessary to conduct and complete the services, and shall furnish all materials, equipment, supplies, and incidentals other than those designated to be furnished by the COMMISSION.
3. The services shall comply with applicable state and federal laws and regulations consistent with the funding for this PROJECT.
4. The CONSULTANT shall from time to time during the progress of the services confer with the COMMISSION and shall prepare and present such information, studies, and reports as may be necessary or as may be requested by the COMMISSION to enable it to reasonably pass judgment on the features of the services. The CONSULTANT shall make such changes, amendments, or revisions in the detail of the services as may be required by the COMMISSION. The CONSULTANT is not relieved from the responsibility for continuing adherence to generally accepted standards of the profession by COMMISSION required changes in the detail of the services.
5. Meetings may be scheduled at the request of the CONSULTANT or the COMMISSION for the purpose of discussing and reviewing the services under this CONTRACT. Meeting schedules are to be coordinated with COMMISSION Representative.

## 3. Personnel

1. The COMMISSION must approve or disapprove the selection of key personnel as identified in the application and/or this Agreement. Any new hires or changes in key personnel require prior written approval from the COMMISSION. Resumes, in sufficient detail to reveal the experience, education, and other general and specific qualifications for the position, must be submitted to the COMMISSION for its consent prior to approval of a candidate.
2. The CONSULTANT agrees to comply with the requirements regarding support of salaries and wages in 2 CFR Part 200.430, "Compensation-personal services."

It is intended that a single contractor will have total responsibility for all services identified in this RFP. Therefore, any Proposer desiring to use a sub-contractor(s) must identify each on a document supplied as an attachment to the Proposal and titled attachment "Sub-contractors" and should include:

- o their company's name,
- o the company's principal owner(s),
- o description of their involvement in the project, and
- o qualifications for each aspect of this project they may work with.

The subcontractor(s) cannot be changed after submission of the Proposal without the written approval of ECWRPC. The Consultant is responsible for all actions, workmanship, performance, and payment for their subcontractor(s). A contract between the Consultant and the subcontractor must be signed within 14 business days of Consultant's signed contract with ECWRPC. ECWRPC reserves the rights to a copy of the signed contract between the Consultant and the sub-contractors. ECWRPC reserves the right to terminate the terms of its contract in the event of Consultant's failure to establish a signed contract between the Consultant and sub-contractor within 14 business days. A copy of the final contract between the Consultant and the sub-contractor must be sent to ECWRPC within 21 business days of the Contract execution between ECWRPC and the Consultant.

#### **4. Reimbursement of Travel Expenses**

1. Reimbursement for travel (transportation, food, and lodging) in the performance of Program activities shall be consistent with those normally allowed in like circumstances in the non-Federally sponsored activities of the CONSULTANT. CONSULTANTS may follow their own established rate but any travel allowance policies in excess of Federal limits must receive prior approval from the COMMISSION.

#### **5. Prior Written Approval**

1. The purpose of this project is to work with ECWRPC and municipalities and stakeholders in the Oshkosh MPO to develop an electric vehicle readiness plan. Any changes in the project/program described in the application to include those identified below require prior written approval from the COMMISSION in the form of an amendment request:
  1. Changes in the specific activities described in the application.
  2. Changes in key personnel as specified in the application and/or this agreement.
  3. Changes in the scope of work contained in any solicitation and/or request for proposals.
  4. Need for additional Federal funds.
  5. Budget reallocations that exceed 10 percent of the total budget among approved direct cost categories or are transferred to new budget line items.
  6. Changes in indirect cost rates or recertification of expired indirect cost rates during the project period unless otherwise specified in this Program agreement.
  7. Requests to purchase equipment (including software) with an estimated acquisition cost of more than \$5,000.
  8. Requests to use Federal and/or non-Federal match funds for food



and/or beverages in conjunction with meeting costs.

## **6. Prohibited Activities**

1. **Duplication of Work:** The purpose and scope of work for which this Agreement is made shall not duplicate programs for which moneys have been received, are committed, or are applied for from other sources, public or private. Upon request of the COMMISSION, the CONSULTANT shall submit full information about related programs that will be initiated within the Program period.
2. **Other Funding Sources:** COMMISSION's funds budgeted or Programed for this program shall not be used to replace any financial support previously provided or assured from any other source.
3. **Funds for Attorney/Consultant Fees:** The CONSULTANT hereby agrees that no funds made available from this Program shall be used, directly or indirectly, for paying attorneys' or consultants' fees in connection with securing Programs or other services provided by the COMMISSION, for example, preparing the application for this assistance. However, attorneys' and consultants' fees incurred for meeting this Agreement's requirements may be eligible project costs and may be paid out of funds made available from this Agreement provided such costs are otherwise eligible.
4. The CONSULTANT is prohibited from using funds provided from this Program or personnel employed in the administration of this program for political activities, sectarian or religious activities, lobbying, political patronage, or nepotism activities.
5. Program funds may not be used for marketing or entertainment expenses.
6. Program funds may not be used for capital assets, such as the purchase of vehicles, improvements and renovation of space, and repair and maintenance of privately-owned vehicles.

## **7. Use of Consultants/Contractors**

1. Procurement of consultant or contractor services shall be in accordance with all standards and procedures set forth in 2 CFR Part 200. The following terms are intended merely to highlight some of these standards and are, therefore, not inclusive.
2. All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition.
3. Formal advertising, with adequate purchase description, sealed bids, and

public openings, shall not be required for small purchase procurements that are less than the simplified acquisition threshold, currently set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 in accordance with 41 U.S.C. 1908 as \$250,000 unless otherwise required by State or local law or regulation. If small purchase procedures are used, price or rate quotations shall be obtained. Micro-purchases of supplies or services, the aggregate amount of which does not exceed the micro-purchase threshold currently set by the Federal Acquisition Regulation at \$9,000 may be used in order to expedite the completion of lowest-dollar small purchase transactions.

4. The CONSULTANT shall maintain a code or standards of conduct which shall govern the performance of its officers, employees, or agents in contracting with and expending Federal Program funds. CONSULTANT's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from a contractor or potential contractors. To the extent permissible by State or local law, rules, or regulations, such standards shall provide for penalties, sanctions, or other disciplinary actions to be applied for violations of such standards by the CONSULTANT's officers, employees, or agents, or by contractors.
5. The CONSULTANT shall ensure that every consultant and every contractor it employs under the Program complies with the terms of this Agreement as though the consultant or contractor were a party to this Agreement.
6. The CONSULTANT is the responsible authority, without recourse to the COMMISSION, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of the Program.

## **8. Prosecution and Progress**

### **A. General**

1. Services under this CONTRACT shall commence upon written order from the COMMISSION to the CONSULTANT, which order will constitute authorization to proceed.
2. The CONSULTANT shall complete the services under this CONTRACT within the time for completion specified. Services by the CONSULTANT shall proceed continuously and expeditiously. The time for completion shall not be extended because of any delay attributable to the CONSULTANT but may be extended by the COMMISSION in the event of a delay attributable to the COMMISSION or because of unavoidable delays caused by an act of God, war, governmental actions or other conditions beyond the control of the CONSULTANT.
3. The CONSULTANT shall notify the COMMISSION in writing when the services have been completed. Upon the COMMISSION's subsequent determination that the services have satisfactorily been completed, the COMMISSION will provide

written notification to the CONSULTANT acknowledging the formal acceptance of the completed services.

***B. Delays and Extensions***

1. Delays in completing the services within the time provided for completion for reasons not attributable to the CONSULTANT may constitute justification for additional compensation to the extent of documentable increases in costs as a result thereof. Failure of the CONSULTANT to submit a formal written request for a time extension and additional compensation prior to the expiration of the CONTRACT time shall constitute a basis for denying any cost adjustments for reasons of delay.
2. Delays grossly affecting the completion of the services attributable or caused by one of the parties hereto shall be considered as cause for the termination of the CONTRACT by the other party.
3. Time is of the essence with regard to the delivery of all services under this CONTRACT.

***C. Termination***

1. The COMMISSION reserves the right to terminate all or part of this CONTRACT at any time upon not less than ten days' written notice to the CONSULTANT.
2. In the event the CONTRACT is terminated by the COMMISSION without fault on the part of the CONSULTANT, or by the CONSULTANT under 8.B.2, above, the CONSULTANT shall be paid for the services rendered, an amount bearing the same ratio to the total CONTRACT prices as the amount of services completed or partially completed and delivered to the COMMISSION bears the total amount of services provided for herein, as determined by mutual agreement between the COMMISSION and the CONSULTANT as the CONTRACT amendment.
3. In the event the services of the CONSULTANT are terminated by the COMMISSION for fault on the part of the CONSULTANT, the CONSULTANT shall be paid a reasonable value of the services rendered and delivered to the COMMISSION up to the time of termination. The value of the services will be determined by the COMMISSION.
4. In the event of the death of any member or partner of the CONSULTANT's firm, the surviving members shall complete the services, unless otherwise mutually agreed upon by the COMMISSION and the survivors, in which case the CONSULTANT will be paid as set for in Section 9, below.

***D. Subletting or Assignment of Contract***

1. The CONSULTANT shall not sublet or assign any part of this CONTRACT without prior written approval of the COMMISSION.

2. When the CONSULTANT is authorized to sublet or assign a portion of the services, the CONSULTANT shall perform services amounting to at least one-half of the original CONTRACT amount.
3. Consent to assign, sublet, or otherwise dispose of any portion of the CONTRACT shall not be construed to relieve the CONSULTANT of any responsibility for the fulfillment of the CONTRACT.
4. When the CONSULTANT subcontracts a portion of the services, the subcontract shall provide for the performance of the services to the full scope as contemplated in this CONTRACT and to the same standards and concept as if performed by the CONSULTANT.
5. No subcontracting and assignment of any services under this CONTRACT shall state, imply, intend, or be construed to limit the legal liability of the CONSULTANT or the sub-consultant.

## 9. Basis of Payment

1. The CONSULTANT will be paid by the COMMISSION for the completed and approved services rendered under this CONTRACT on the basis and at the CONTRACT price set forth elsewhere in this CONTRACT. Such payment shall be full compensation for services rendered and for all labor, materials and supplies, equipment, and incidentals necessary to complete the services. Compensation in excess of the total CONTRACT amount will not be allowed unless justified and authorized by an approved written CONTRACT amendment. Compensation for improper performance by the CONSULTANT will not be allowed. No payment shall be construed as COMMISSION acceptance of unsatisfactory or defective services or improper materials.
2. Reimbursement for costs will be limited to those which are allowable under 2 CFR 200, Uniform Guidance; by COMMISSION policy; and any other applicable federal law.
3. The CONSULTANT shall submit invoices in the format specified in the CONTRACT AGREEMENT (pages 18-19), not more than once per month, for partial payment for the authorized services completed to date. The final invoice shall be submitted to the COMMISSION within 5-10 days of completion of the services. Final payment of any balance due the CONSULTANT will be made promptly upon its verification by the COMMISSION, upon completion of the required services, and upon receipt of documents or materials required to be returned or furnished to the COMMISSION. Should this CONTRACT include more than one PROJECT, separate invoices shall be submitted for each individual PROJECT.
4. The COMMISSION has the equitable right to set off against any sum due and payable to the CONSULTANT under this CONTRACT, any amount the COMMISSION determines the CONSULTANT owes the COMMISSION, arising under this CONTRACT.
5. The CONSULTANT and any sub-consultants shall maintain all documents and evidence pertaining to costs incurred under this CONTRACT for inspection by the COMMISSION and the COMMISSION's audit team, Wisconsin Department of Transportation, and the Federal Highway Administration during normal

business hours in respective offices for a period of three years following the final CONTRACT payment.

6. If, in the CONSULTANT's opinion, orders or instructions given by the COMMISSION would require the discarding or redoing of services which were based upon earlier direction or approvals or instruction given by the COMMISSION would involve services not within the scope of services, the CONSULTANT must notify the COMMISSION in writing if it desires extra compensation or a time extension. The COMMISSION will review the CONSULTANT's submittal and, if acceptable, approve a CONTRACT amendment.
7. The CONSULTANT shall pay subcontracts within ten (10) business days of receipt of a payment from the COMMISSION for services performed within the scope of this CONTRACT.
8. All invoices are to be paid by the COMMISSION within thirty (30) days, unless otherwise negotiated.
9. The CONSULTANT shall submit the following documents to the COMMISSION including documentation of project activities completed by a subconsultant within 5-10 days of the month's end:
  - a. Letterhead expressing the balance due,
  - b. Invoice, including details of hours worked by staff member per task
  - c. Progress Report: Summary of services provided and progress through the projected timeline, and
  - d. Itemized detailed receipts for travel, meals, etc.
10. All invoices for payment shall be submitted to:  
Kim Biedermann  
[kbiedermann@ecwrpc.org](mailto:kbiedermann@ecwrpc.org) , and to  
Sara Otting, CPA  
[sotting@ecwrpc.org](mailto:sotting@ecwrpc.org)

## 10. Separate Bank/Fund Accounts

1. The CONSULTANT is not required to establish a separate bank account but may do so. The CONSULTANT, however, must maintain accounting records to adequately identify the source and application of Program funds. Other considerations, such as Federal Deposit Insurance Corporation coverage, shall be in accordance with the provisions of 2 CFR Part 200.

## 11. Audits

1. The CONSULTANT agrees to comply with audit requirements as specified in 2 CFR Part 200.
2. The CONSULTANT shall ensure audits are properly performed, and furnish the required data collection forms and audit reporting packages to the Federal Audit Clearinghouse (FAC). The CONSULTANT shall upload audit reports into the FAC through the Internet Data Entry System (IDES) at

<https://harvester.census.gov/fac/collect/ddeindex.html#>.

3. The CONSULTANT shall provide any audit with findings related to this award, with copies of the reporting package (including corrective action plans), management letters issued by an auditor, and audit working papers, to the COMMISSION.
4. The COMMISSION will seek to issue a management decision to the CONSULTANT within six months of receipt of an audit report with findings, and the CONSULTANT shall take timely and corrective action to comply with the management decision.
5. The COMMISSION reserves the right to conduct an independent follow-up audit.

## 12. Miscellaneous Provisions

### A. *Ownership of Documents*

All materials, guides, written instructions, plans, documents, correspondence, forms, computer files, databases, electronic mail messages, work product, or other information of any type created by the CONSULTANT under this CONTRACT are works created for hire and shall become the property of the COMMISSION upon final payment to CONSULTANT within 30 days of CONSULTANT'S receipt of payment. Ownership shall not extend to Consultant's underlying means and methods used to create work product. Additionally, any images, graphics, photographs, etc. contained within Consultant's work product thereto belonging to Consultant shall remain the property of Consultant unless otherwise indicated in the Scope of Work. All project documents provided to the CONSULTANT by the COMMISSION or by any third party which pertains to this CONTRACT are property of the COMMISSION.

1. Upon demand by the COMMISSION, all project documents shall be delivered to the COMMISSION. Project documents may be used without restriction by the COMMISSION for any purpose. Any such use shall be without compensation or liability to the CONSULTANT. The COMMISSION has all rights to copyright or otherwise protect the project documents which are the property of the COMMISSION. CONSULTANT reserves the right to use work product created during the term of this Agreement for advertising and marketing purposes.
2. All files (including electronic files) developed by the CONSULTANT must be provided back to the COMMISSION prior to the final invoice being sent to the COMMISSION.

## 13. Contingent Fees

1. The CONSULTANT represents that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this CONTRACT, and that the CONSULTANT has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this CONTRACT. For breach or violation

of this representation the COMMISSION shall have the right to terminate this CONTRACT without liability, or in its discretion to deduct from the agreement price or consideration, otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

#### **14. Legal Relations**

1. The CONSULTANT shall become familiar with, and shall at all times observe and comply with all applicable federal, state, and local laws, ordinances, and regulations.
2. In carrying out the provisions of this CONTRACT, or in exercising any power or authority granted to the COMMISSION, Wisconsin DEPARTMENT OF TRANSPORTATION or FEDERAL HIGHWAY ADMINISTRATION (FHWA) thereby, there shall be no personal liability upon the authorized representatives of the COMMISSION, Wisconsin DEPARTMENT OF TRANSPORTATION or FHWA, it being understood that in such matters they act as agents and representatives of these agencies.
3. The CONSULTANT shall be responsible for any and all damages to property or persons to the extent arising out of negligent act, error and/or omission in the CONSULTANT's performance of the services under this CONTRACT.
4. The CONSULTANT shall indemnify and hold harmless the COMMISSION, Wisconsin DEPARTMENT OF TRANSPORTATION, and FHWA and all of their officers, agendas, and employees on account of any damages to persons or property to the extent resulting from negligence of the CONSULTANT or for noncompliance with any applicable federal, state, or local laws.

#### **15. Nondiscrimination in Employment**

1. In connection with the performance of services under this CONTRACT, the CONSULTANT agrees not to discriminate against any employee or applicant for employment because of age, race, handicap, sex, physical condition, development disability as defined in sec. 51.01(5) Wis. Stats., sexual orientation as defined in sec. 111.32(13m) Wis. Stats., or national origin. This provision includes, but is not limited to, employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, other forms of compensation, selection for training including apprenticeship.
2. CONSULTANT agrees to take affirmative action to ensure equal employment opportunities. The CONSULTANT agrees to post in conspicuous places, available for employees and applicants, notices setting forth the provisions of the nondiscrimination clause

#### **16. Equal Employment Opportunity**

1. The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
2. The COMMISSION is a Sub-Recipient of WisDOT federal aid funds, hereinafter



referred to as the “Sub-Recipient.” The sub-recipient assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), and subsequent acts be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Sub-Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contracts/consultants, whether such programs and activities are federal assisted or not (Public Law 100259 [S.557] March 22, 1988.).

In the event that Sub-Recipient (the COMMISSION) distributes federal aids funds to an additional sub-recipient, the Sub-Recipient will include Title VI language in all written agreements and will monitor the additional sub-recipient for compliance. The Sub-Recipient has an authorized Title VI Coordinator with the authority and responsibility for initiating and monitoring Sub-Recipient Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21.

3. The CONSULTANT will comply with all provisions of Executive Order 11246, “Equal Opportunity” as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR Part 60).
4. The CONSULTANT will furnish all information and reports required by Executive Order 11246 and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the COMMISSION, WISDOT, FHWA, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
5. The CONSULTANT will include the provisions of this section, “Equal Employment Opportunity” in every subcontract.

## 17. Errors and Omissions

1. The CONSULTANT shall be responsible for the accuracy of the services performed under this CONTRACT, and shall promptly make necessary revisions or corrections to its services resulting from its negligent acts, its errors or its omissions without additional compensation. The CONSULTANT shall give immediate attention to these revisions or corrections to prevent or minimize delay to the PROJECT. The CONSULTANT shall be responsible to the COMMISSION for any losses to or costs to repair or remedy as a result of the CONSULTANT’s negligent acts, errors, or omissions.
2. CONSULTANT represents that the services to be provided under this CONTRACT will be executed in a workmanlike manner, consistent with professional standards of comparable work in this field.



## **18. Conflict of Interest**

1. The CONSULTANT represents that neither it nor any of its affiliates has any financial or personal interest that would conflict in any manner with the performance of the Services under this CONTRACT, and that neither it nor any of its affiliates will acquire directly or indirectly any such interest.
2. The CONSULTANT represents that it will not employ for any services included under the provisions of this CONTRACT any person who is employed by the COMMISSION at the time of execution or during the life of this contract without prior written approval from the COMMISSION.
3. The CONSULTANT represents that it will immediately notify the COMMISSION if an actual or potential conflict of interest arises or becomes known to the CONSULTANT. Upon receipt of such notification, the COMMISSION will review and written approval is required for the CONSULTANT to continue to perform work under this CONTRACT.

## **19. Certification Regarding Debarment**

1. The CONSULTANT certifies (by entering into this CONTRACT) that it and its principals (1) are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not been convicted of or had a civil judgment rendered against them within the previous three years; (3) are not indicted or otherwise criminally or civilly charged by a government entity; and (4) have not had one or more public transactions terminated for cause or default within the previous three years.
2. The CONSULTANT agrees that it will not knowingly enter into any transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction unless authorized by the COMMISSION.

## **20. Insurance Requirements**

1. The CONSULTANT shall procure and maintain for the life of the CONTRACT the following types and amounts of insurance from an insurance company(ies) authorized to do business in the State of Wisconsin.
  1. Comprehensive General Liability - \$1,000,000 combined single limits per occurrence.
  2. Auto Liability - \$300,000 combined single limits per occurrence.
  3. Worker's Compensation – coverage satisfying statutory provisions of Chapter 102, Wis. Stats.; not less than \$100,000 employer's liability.

## **21. Certification Regarding Lobbying**

1. The CONSULTANT certifies (by entering into this CONTRACT) that no federal appropriated funds have been paid or will be paid, by or on behalf of the CONSULTANT, to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, officer or employee

of Congress, or employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

2. The CONSULTANT agrees to comply with the requirements of 31 U.S.C. § 1352, "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions." Appropriated funds cannot be used to pay any person to influence or attempt to influence employees of any agency or Congress. Links to the requirements referenced above as well as the full listing of all National Policy Requirements are provided on the FHWA/DOT website at [www.FHWA/DOT.gov](http://www.FHWA/DOT.gov).

## **22. Disadvantaged Business Utilization**

1. The CONSULTANT agrees to ensure that Disadvantaged Business as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of any subcontracts financed in whole or in part with federal funds provided under this agreement. In this regard, CONSULTANT shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that Disadvantaged Businesses have the maximum opportunity to compete for and perform subcontracts. The CONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of contracts. Failure to carry out the requirements of this provision shall constitute a breach of contract and may result in termination of the CONTRACT by the COMMISSION or other such remedy as the COMMISSION deems appropriate.
2. The CONSULTANT shall identify by name, the disadvantaged business whose utilization is intended to satisfy this provision, the items of services involved, and the dollar amounts of such items of service.
3. The CONSULTANT shall maintain records and document its performance under this item.

## **23. National Policy Requirements**

1. Debarment and Suspension  
The CONSULTANT agrees to comply with 2 CFR Parts 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement)," and 1125, "Department of Defense Non-procurement Debarment and Suspension." The CONSULTANT also agrees to communicate the requirement to comply with Parts 180 and 1125 to entities and persons at the next lower tier with whom the recipient enters into transactions that are "covered transactions" under Parts 180 and 1125.
2. Drug-Free Workplace  
The CONSULTANT agrees to comply with Subpart B, "Requirements for

Recipients Other Than Individuals,” of 32 CFR Part 26, “Governmentwide Requirements for Drug- Free Workplace (Financial Assistance).”

3. Hatch Act

The CONSULTANT is advised that its employees may be subject to the Hatch Act (5 U.S.C. § 1501-1508). If doubt exists in particular cases, the CONSULTANT should seek legal counsel.

4. Universal Identifier Requirements and Central Contractor Registration

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 25, as amended, “Universal Identifier and Central Contractor Registration.” The System for Award Management (SAM) has replaced the CCR system.

5. Trafficking Victims Protection Act of 2000

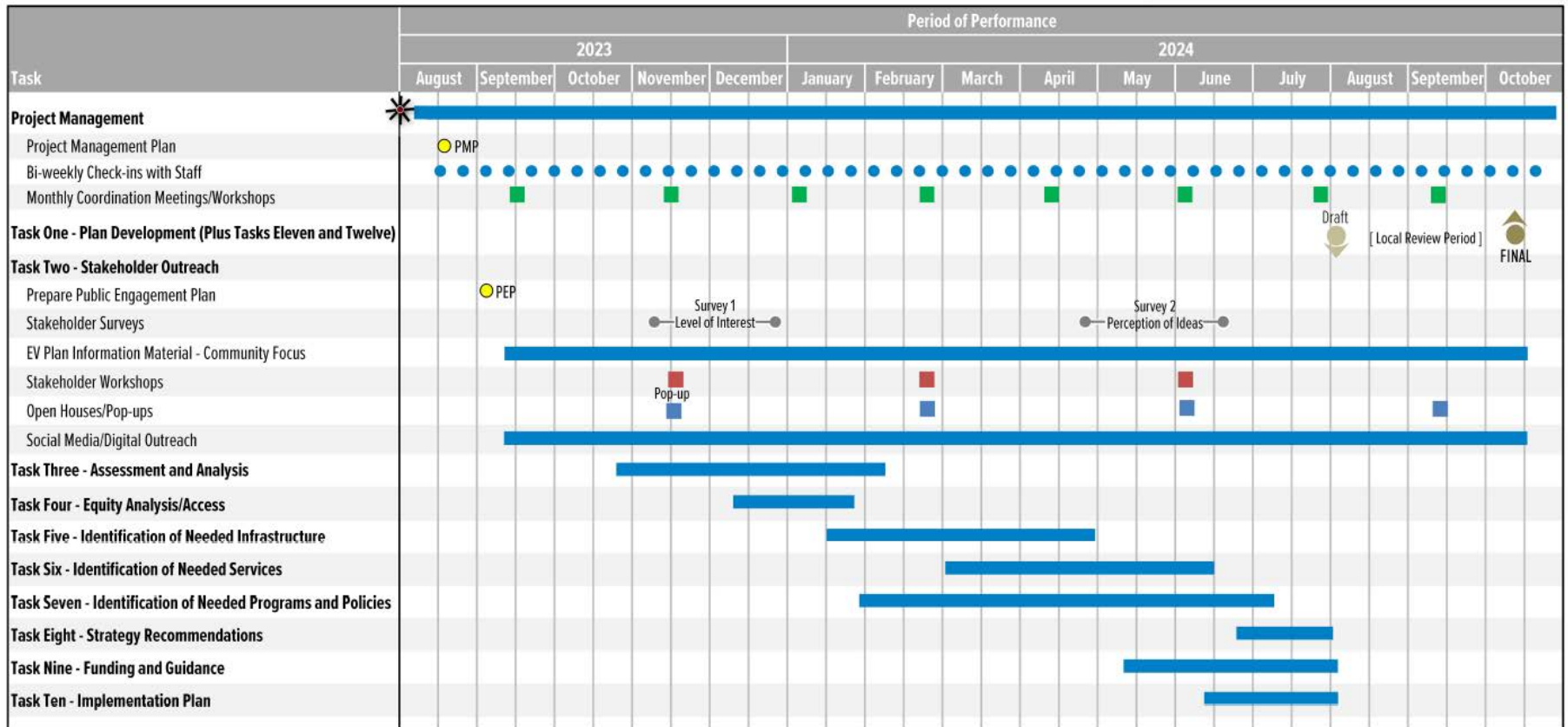
The CONSULTANT agrees to comply with the requirements of 2 CFR Part 175, “Award Term for Trafficking in Persons.”

6. Reporting Sub-award and Executive Compensation Information

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 170, “Reporting Sub-award and Executive Compensation Information.”

## **APPENDIX C:**

### **PROPOSED PROJECT TIMELINE**



**RESOLUTION NO. 34-23**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT FOR  
PROFESSIONAL SERVICES WITH SRF CONSULTING GROUP**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, hereafter referred to as the Commission, has approved in its budget and work program to work with MPOs, WisDOT, and local communities to hire a consultant to develop a plan for considerations and locations of electric vehicle (EV) charging stations, and;

**WHEREAS**, the Commission has approved the 2023 Transportation Work Program and Budget on October 28, 2022, and;

**WHEREAS**, the Wisconsin Department of Transportation and Federal Highway Administration has approved the 2023 Transportation Work Program and Budget and the subsequent amendments to the work program and budget, and;

**WHEREAS**, the Commission issued a Request for Proposals to create an Oshkosh MPO Electric Vehicle Readiness Plan on May 8, 2023 and received six proposal, and;

**WHEREAS**, the Commission and its selection committee selected SRF Consulting Group, Inc. to be awarded the contract, and;

**WHEREAS**, the contract extends over two years, beginning August 1, 2023 and all tasks being completed on or before November 30, 2024; and,

**WHEREAS**, the contract is a financial commitment by the Commission of up to \$111,962.88;

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

**Section 1:** That the Executive Director is authorized to enter into a contract for professional services with SRF Consulting Group, Inc.

Effective Date: July 28, 2023

Submitted By: Executive Committee

Prepared By: Kim Biedermann, Principal Transportation Planner

\_\_\_\_\_  
Jeff Nooyen, Chair – Outagamie Co.

\_\_\_\_\_  
Attest: Melissa Kraemer-Badtke–ECWRPC Executive  
Director

\_\_\_\_\_  
Date Approved

**TO:** Executive Committee  
**FROM:** Colin Kafka, Associate Planner | Economic Development Program Lead  
**DATE:** July 28, 2023  
**RE:** Proposed Resolution 35-33: Approving the East Central Wisconsin Disaster Recovery and Economic Resiliency Plan

---

The East Central Wisconsin Regional Planning Commission was awarded a CARES Act Grant by the U.S. Economic Development Administration (EDA) in 2020 to implement several programs and initiatives to examine or address the economic impacts of COVID-19 across the East Central region. One important initiative identified by the Commission was to review, compile, and analyze the economic impacts to key sectors of the regional economy caused by the pandemic, resulting in the Disaster Recovery and Economic Resiliency Report (DRERP).

An inventory of economic data between 2015 and 2021 for the East Central region, its ten counties, and all NAICS 2-code sectors was conducted to best understand the condition of the regional economy prior to the pandemic and evaluate the subsequent impacts. In tandem with collecting and analyzing this data, an outreach effort to interview private, public, and non-profit stakeholders throughout the region was conducted. This culminated in 46 interviews conducted throughout 2021 with stakeholders regarding their experiences during the pandemic and their efforts towards remaining resilient in the face of numerous challenges.

The DRERP combines these quantitative and qualitative datasets to infer the resiliency and recovery of the East Central regional economy. Each chapter utilizes this data to examine the impacts to, and the recovery and resiliency of, a specific NAICS 2-code sector that is key to the regional economy. The report concludes with a summation of the challenges and impacts faced by the public and private sectors throughout the region as well as the recovery and resiliency of the regional economy. Overall, the document provides further insight on the relationship between challenges either caused or exasperated by the pandemic and the contemporary economic challenges that exist in the regional economy and its sectors today.

Findings suggest that significant challenges presented themselves to the regional economy during the pandemic and, while many sectors have since recovered to some extent, some challenges continue to linger demanding further study or action by both private sector stakeholders and public organizations.

The plan in its entirety can be found – [here](#).

Link available to review: <https://www.ecwrpc.org/wp-content/uploads/2023/07/ECWRPC-Disaster-Recovery-and-Economic-Resiliency-Plan.pdf>

**Staff Recommendation:** Staff recommends that the Executive Committee approve Proposed Resolution 33-23: The East Central Wisconsin Disaster Recovery and Economic Resiliency Plan

## **RESOLUTION NO. 35-23**

### **APPROVAL OF THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION DISASTER RECOVERY AND ECONOMIC RESILIENCY PLAN**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, hereafter referred to as the Commission, received funding from the Economic Development Administration (EDA) CARES Act Grant to undertake several activities to study, react, and respond to the economic impacts of the COVID-19 pandemic, and;

**WHEREAS**, one of these activities included developing a disaster recovery and economic resiliency plan to examine impacts to the regional economy caused by the pandemic, and;

**WHEREAS**, staff collected quantitative economic data and conducted multiple interviews with regional private and public stakeholders to evaluate the economic condition, resiliency, and recovery of the regional economy and key economic sectors prior to, during, and after the pandemic, and;

**WHEREAS**, the plan successfully accomplishes these tasks and provides an examination of the regional economy prior to the pandemic as well as an analysis and discussion regarding the resiliency and recovery of the regional economy throughout the pandemic.

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

**Section 1:** That the Commission approves the East Central Wisconsin Disaster Recovery and Economic Resiliency Plan.

Effective Date: July 28, 2023

Submitted By: Executive Committee

Prepared By: Colin Kafka, Associate Planner

---

Jeff Nooyen, Chair – Outagamie Co.

---

Melissa Kraemer-Badtke—ECWRPC Executive Director

---

Date Approved



**DATE:** July 28, 2023

**TO:** ECWRPC Executive Committee

**FROM:** Melissa Kraemer Badtke, Executive Director and Mike Zuege, GIS Manager

**RE:** Proposed Resolution 36-23: Authorizing the Executive Director of the Commission to Enter into a Service Agreement between New North, Inc. and Bay Lake Wisconsin Regional Planning Commission

---

In March, 2023, the Public Service Commission of Wisconsin announced that 77 entities had opted into the Broadband Equity, Access and Deployment (BEAD) Local Planning Grant Program. The BEAD Local Planning Grant Program supports locally informed analysis of broadband needs that will providing information for Wisconsin's Five-Year Action Plan. New North, Inc. as the Regional Economic Development Organization (REDO) has been working with counties within East Central Wisconsin to begin the process to develop each of the County plans.

During the initial conversations with the New North Broadband Alliance, it was communicated that there was a need to have GIS data analysis and visualization services provided as part of the plan development. Staff from New North, Inc. and the participating counties requested the GIS and data analysis services from East Central Wisconsin Regional Planning Commission and Bay Lake Wisconsin Regional Planning Commission. East Central staff has continued to work with staff from the Wisconsin Public Service Commission and several other Regional Planning Commissions from across the state to develop statewide and regionwide GIS datasets for broadband data.

New North, Inc. currently has agreements with the Public Service Commission of Wisconsin and the participating counties within their service area to develop this plan. Funding for this project is from the Public Service Commission of Wisconsin (100% funding) and a portion of the funding will be provided to East Central staff to complete the regional broadband GIS dataset and data analysis. Green Lake and Waupaca Counties have chosen not to participate and will be completing the plan on their own. With the project being funded at 100% of funding from the Public Service Commission of Wisconsin, East Central staff will develop and conduct GIS data analysis and mapping for Marquette and Waushara Counties.

The Broadband Equity, Access and Deployment (BEAD) Local Planning Grant Project will begin August 1, 2023 and will be completed by December 31, 2023. East Central Wisconsin Regional Planning Commission will be provided \$40,000 to develop the regional broadband dataset along with conducting data analysis. At the completion of the project, the GIS data and information will be provided back to the counties.

**Staff Recommendation:** Staff is recommending approval of Proposed Resolution 36-23: Authorizing the Executive Director of the Commission to Enter into a Service Agreement between New North, Inc. and Bay Lake Wisconsin Regional Planning Commission.

**Service Agreement**  
**Public Service Commission of Wisconsin (PSC)**  
**Broadband, Equity, Access and Deployment (BEAD) Local Planning Grant**  
**For New North, Inc. New North Broadband Alliance in collaboration with Bay-Lake**  
**Regional Planning Commission and East Central Wisconsin Planning Commission**

This Service Agreement (Agreement) is made and entered into by and between Bay-Lake Regional Planning Commission in collaboration with East Central Wisconsin Regional Planning Commission (BL/ECW RPCs) and New North, Inc. (New North) in order to provide support for the PSC BEAD Local Planning Grant Visualization Effort (project) funded through the Investment and Jobs Act (Infrastructure Act), also known as the Bipartisan Infrastructure Law - National Telecommunications and Information Administration (NTIA), U.S. Department of Commerce Broadband Equity, Access, and Deployment Program (NTIA-BEAD-2022) CFDA 11.035.

**1. PURPOSE**

- a. BL/ECW RPCs and New North agree to work together in a collaborative spirit and negotiate in good faith on tasks and deliverables required for the execution of the project for the purposes of providing data collection and visualization of data to aid in decision making and narrative writing for grant opportunities.
- b. To be successful both New North and BL/ECW RPCs agree to invest time and resources to prepare and plan to improve broadband access locally and throughout the region.

**2. TIMEFRAME**

- a. This Agreement shall be effective for the time-period **beginning on the signing of this document and ending on December 31, 2023, which may be continued with the consent of all entities.**
- b. BL/ECW RPCs deliverables for this agreement will be completed by December 31, 2023.
- c. This Agreement may be extended or amended, with the consent in writing of all parties, to cover other grants or joint activities such as USDA Broadband grants.

**3. BL/ECW RPCs ROLES AND RESPONSIBILITIES**

To ensure joint success, BL/ECW RPCs shall make its staff, volunteers and other resources available to provide the services as outlined:

- a. Work with New North and New North Broadband Alliance members to identify data sources that would be helpful overlay mapping to identify areas in the region that are served, planned to be served and unserved by broadband. Potential sources can include (sources will be narrowed and agreed upon by New North and BL/EDW RPCs and once finalized, no additional datasets will be considered without a contract amendment):
  - i. Wisconsin Self-Reporting Survey (WISER)
  - ii. Optimap (formerly GeoPartners) Speed Tests
  - iii. DPI Digital Equity Data
  - iv. FCC RDOF Funding (as it pertains to our region)
  - v. Purdue University 2021 Digital Divide Index

**vi. Microsoft Digital Equity WI**

**vii. UW Madison 2022 Broadband Disparities**

- b.** Lead and collect data from sources agreed upon by New North and BL/ECW RPCs
- c.** Creation of visualization of data into a layered regional map for participating counties (not to exceed 16 counties). Hard copy maps to be provided for final report and web-based maps to be maintained for duration of the term of the agreement. The RPC web host shall be reimbursed for this service at cost.
- d.** Continue GIS mapping provided by Boston Consulting Group and paid for by Public Service Commission's Wisconsin Broadband Office with other data sources each county currently provides
- e.** Submission of an invoice for the full amount of the award to New North as request for reimbursement

#### **4. NEW NORTH ROLES AND RESPONSIBILITIES**

New North shall make its staff resources available to provide the services as outlined:

- a.** Lead regional New North Broadband Alliance meetings
- b.** Coordinate, communicate, share and/or facilitate broadband discussions related to the project between New North Broadband Alliance members and BL/ECW RPCs
- c.** Assist with access to mapping tools through GEO Partners or other entities
- d.** Assist with use of existing broadband information such as the New North regional Broadband study, Microsoft's Equity information and other existing data sources, demographic data.
- e.** Assist with data collection, primarily acting as a broadband library and information access coordination

#### **5. COMPENSATION AND BILLING**

- a.** Total compensation \$5,000 per participating county – up to 16 counties
- b.** Compensation to be divided by BL/ECW RPCs based on the county within their regional planning areas (BL - Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto, Sheboygan; EC - Calumet, Fond du Lac, Marquette, Menominee, Outagamie, Shawano, Waushara, Winnebago)
- c.** BL/ECW RPCs will provide New North with an invoice for the amount based on the number of participating counties within their regional planning areas quarterly (Sept. 29 and Dec. 29, 2023)
- d.** If one Regional Planning Commission is unable to fulfil their roles and responsibilities, it shall engage the other RPC for completion of the project and shall compensate that RPC based on a mutually agreed upon amount.

#### **6. AMENDMENTS, RENEWAL & TERMINATION**

- a.** This Agreement and its provisions may be modified or amended only by written mutual agreement of the parties at any time during the effective time period.
- b.** The termination of this agreement can be initiated by any of the parties with the provision of a 30-day written notice stating the reasons for termination. Parties shall negotiate in good faith prior to termination.

## 7. ACCEPTANCE OF TERMS

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

---

Brandon Robinson, Executive Director, Bay-Lake Regional Planning Commission, Date

---

Melissa Kraemer-Badtke, Executive Director, East Central Wisconsin Regional Planning Commission, Date

---

Barb LaMue, President & CEO, New North, Inc., Date

## RESOLUTION NO. 36-23

### AUTHORIZING THE EXECUTIVE DIRECTOR OF THE COMMISSON TO ENTER INTO A SERVICE AGREEMENT BETWEEN NEW NORTH, INC. AND BAY LAKE WISCONSIN REGIONAL PLANNING COMMISSION

**WHEREAS**, Article II, Section 2 of the By-laws of the East Central Wisconsin Regional Planning Commission (ECWRPC) requires the adoption of an annual budget, and;

**WHEREAS**, the 2023 Work Program and Budget was adopted by the Commission on January 28, 2023, and;

**WHEREAS**, Counties within the East Central Wisconsin Regional Planning Commission have been participating in the New North Broadband Alliance, and;

**WHEREAS**, the New North, Inc. has agreements with the counties in the East Central Region to develop the Public Service Commission of Wisconsin Broadband, Equity Access, and Deployment (BEAD) Plan, and;

**WHEREAS**, New North, Inc. and counties within the New North, Inc. region have requested the services of Bay Lake Wisconsin Regional Planning Commission and East Central Wisconsin Regional Planning Commission to provide GIS data support for the Public Service Commission (PSC) of Wisconsin Broadband, Equity, Access, and Deployment (BEAD) Local Planning Grant Visualization Effort, and;

**WHEREAS**, the East Central Wisconsin Regional Planning Commission will receive up to \$40,000 to complete GIS datasets, visualization tools, and deliverables as outlined in the service agreement for the following counties: Calumet, Fond du Lac, Marquette, Menominee, Outagamie, Shawano, Waushara and Winnebago, and;

**WHEREAS**, the 2023 Work Program and Budget has been amended to include the funding the funding for the Public Service Commission (PSC) of Wisconsin Broadband, Equity, Access, and Deployment (BEAD) Local Planning Grant Visualization Effort, and;

**WHEREAS**, the service agreement will begin on August 1, 2023 to December 31, 2023, and;

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

**Section 1:** That the Commission approves the terms and service agreement, which is attached to, and made part of, this Resolution.

**Section 2.** That the Executive Director is authorized to enter into a contract with New North, Inc. and Bay Lake Wisconsin Regional Planning Commission for the purposes of developing the Public Service Commission (PSC) of Wisconsin Broadband, Equity, Access, and Deployment (BEAD) Local Planning Grant Visualization Effort.

Effective Date: July 28, 2023

Submitted By: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

---

Jeff Nooyen, Chair – Outagamie Co.

---

Attest: Melissa Kraemer-Badtke–ECWRPC Executive  
Director

---

Date Approved

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

COMMITTEE MEMBERS: *Alice Connors (Chair), Jerry Bougie (Alt for Jon Doemel)- (Vice Chair), Sam Kaufman, Kara Homan (Alt for Jake Woodford)*

**Date:** Wednesday, January 4, 2023 - Virtual

### 1. Welcome and Introductions

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

### 2. Roll Call

Introduction of Alternates, Staff, and Guests.

#### Committee Members Present:

Alice Connors, Chair .....	Calumet County
Sam Kaufman .....	Fond du Lac County
Kara Homan (Alt. for Jake Woodford) .....	Outagamie County
Jerry Bougie (Alt. for Jon Doemel), Vice Chair.....	Winnebago County

#### Committee Members Absent:

#### ECWRPC Staff and Guests Present:

Kevin Englebert .....	Deputy Director
Colin Kafka .....	Associate Planner
Leann Buboltz.....	Administrative Coordinator

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

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

5. **Approval of the Minutes of the October 5, 2022 Economic Development Committee Meeting Minutes** A motion was made by Mr. Kaufman and second by Vice Chair Bougie to approve of the minutes as presented. Motion carried unanimously.

### 6. Announcements

- A. **2023 Economic Development Committee Meeting Schedule.** The Committee members acknowledged the meeting schedule, agreeing with the dates listed.

### 7. New Business/Action Items

- A. Approval of the 2023 Work Program & Budget – 1500 Element – Economic Development Program. Mr. Englebert highlighted a portion of the work program that staff will be working on in 2023. He noted that the Economic Development is divided into four categories; the Planning Partnership Grant, the Main Street Bounceback Grants Program (ended 12-31-22), the CARES Act Grant and Northeast Wisconsin Regional Economic Partnership (NEWREP) Administration. The primary deliverable will be the Comprehensive Economic Development Strategy (CEDS). Mr. Englebert stated that a five-year major update of the CEDS is due in 2023. Along with that he also shared the program outreach and technical assistance for communities and member counties will continue. It was noted that an addition to the deliverables is an economic development impact study to be completed for the Appleton International Airport. (Note-list of deliverables is not all inclusive).

A motion was made by Vice Chair Bougie and second was made by Mr. Kaufman to approve of the 2023 Work Program & Budget – 1500 Element - Economic Development Program. Motion carried unanimously.

8. Informational/Discussion items

A. Economic Development Program Update – presented by Mr. Englebert, Deputy Director.

i. EDA Grant Updates

1. Planning Partnership Grant - Mr. Englebert shared that in the month of December, the Commission hosted a visit of representatives from the Menominee Indian Tribe of Wisconsin, Menominee Tribal Enterprises, Wolf River Development Company, and Nijii Capital Partners. He noted that staff presented on the various programs that East Central offers. Mr. Englebert stated that in January, staff will facilitate an economic development workshop in Menominee County which will be hosted by the Menominee Indian Tribe.
2. CARES Act Grant – Technical Assistance Program. Mr. Englebert presented on the Economic Development Technical Assistance program. He stated that with approval of an extension to the CARES Act Grant earlier in 2022, ECWRPC has continued the partnership with Ayres Associates to provide free technical assistance to communities within the region. Mr. Englebert shared that last year's funding allowed four day-long workshops with selected communities. The technical assistance workshops took place the week of October 10th in the following locations; City of Shawano-Huckleberry Harbor Redevelopment Plan, City of New London-Wolf River Alleyway Pedestrian Access Plan, City of Berlin-Berlin Town Square Vision and the Village of Campbellsport-Eisenbahn Trailhead Design/Downtown Gateway. He noted that staff will be working with the communities after this initial visit assisting with applying for grants and implementation. With the success of this program, Mr. Englebert offered that efforts are being looked into on how to find a way to make these technical assistance visits a permanent program for our region.

- ii. Main Street Bounceback Program – Update. WEDC – Mainstreet Bounceback Grants Program. Mr. Englebert reported that staff awarded 900 grants to our region and received a total of at \$9.27 million to date in funding for awards and administration. He expressed that there will be a final report for the region which will contain information that was collected such as; business demographics, planned use of funds data, business product/service data, etc. The report will be finalized and released in April 2023. The GIS staff will be developing a map of the applicants receiving the awards, which will be included in the report. Mr. Englebert expressed his appreciation to the East Central team for the exemplary implementation of this program. Committee members appreciated the finalized reporting and look forward to the overview.

B. County Roundtable Discussion (*as time permits*) – None

9. Upcoming Meetings

- A. **Economic Development Committee Meeting:** *The next Economic Development Committee meeting will take place on Wednesday-April 5, 2023 at 1:00 p.m. Further details will be forthcoming.*
- B. **Commission Meeting:** *The next Commission meeting will be held on Friday, January 27, 2023 at 10:00-Virtual. An agenda and meeting materials will be forthcoming.*

10. **Adjourn** A motion was made by Vice Chair Bougie and second by Mr. Kaufman to adjourn the meeting with the time noted at 1:23 p.m.

Respectfully submitted by  
Leann Buboltz – ECWRPC Administrative Coordinator

**MEETING MINUTES**  
**COMMUNITY FACILITIES COMMITTEE**  
East Central WI Regional Planning Commission

**Date:** Wednesday, March 8, 2023 - Virtual

**1. Welcome and Introductions**

Mr. Nooyen called the meeting to order at 10:00 a.m.

**2. Roll Call**

**Committee Members Present:**

Jeff Nooyen ..... Outagamie County  
Ken Capelle ..... Shawano County  
Aaron Jenson (Perm. Alt. for Brian Smith)..... Waupaca County

**Committee Members Absent (Excused):**

Brenda Schneider-Chair ..... Fond du Lac County  
David Albrecht (Perm. Alt. for Tom Egan) ..... Winnebago County  
Vacant ..... Vacant

**ECWRPC Staff:**

Melissa Kraemer-Badtke ..... Executive Director  
Kevin Englebert ..... Deputy Director  
Wilhelmina Paustian ..... Senior Planner  
Leann Buboltz..... Administrative Coordinator

**Guests:**

Elizabeth Marks ..... Westwood Professional Services

**3. Approval of the Agenda/Motion to Deviate** - A motion was made by Mr. Jenson and second by Mr. Capelle to approve of the agenda. Motion carried unanimously.

**4. Public Comment** – There was no public input

**5. Approval of the Minutes of the January 11, 2023 Community Facilities Committee Meeting** - A motion was made by Mr. Capelle and seconded by Mr. Jenson to approve the minutes as presented. Motion carried unanimously.

**6. Announcements –**

A. Staff Report presented by Ms. Wilhelmina Paustian. Ms. Paustian shared with the Committee members that staff is in the process of updating the Fox Cities Sewer Service Area (SSA) Plan. She noted that informational meetings with the communities in each of the four Sewer Service Areas were held in January 2023 which included a background summary of the sewer service areas and a review of draft chapters and maps. Link available to the draft maps <https://ecwrpc.maps.arcgis.com/apps/instant/basic/index.html?appid=2b751256456c41b9b34093fa08220317>. Ms. Paustian shared a tentative timeline of Plan completion; March & April – Staff finalize chapters and maps; end April/Early May – Post Final Draft Plan for Public Comment; April – Nominating Committee – Assignments; May – Staff presents information to Committee Members regarding the Water Quality Management Planning Program and introduces



Sewer Service Area Planning; June – Public Hearing on Fox Cities SSA Plan at CFC Meeting & Resolution for Adoption; End of July – Resolution brought to Quarterly Commission; End of July/Early August - Final Plan submitted to DNR for approval. It was noted that no Committee action is needed at this time.

**7. New Business/Action Items –**

- A. Track 177 – Fox Cities – Fox West Sewer Service Area Amendment presented by Ms. Paustian – Senior Planner. Ms. Paustian reported that the SSA Amendment request includes two 40-acre parcels, totaling 80 acres, into the Fox Cities – Fox West SSA for a proposed expansion of the Appleton International Airport (ATW)'s Northwest Business Park, in the Village of Greenville, Outagamie County. The parcels are located within the Fox West Planning Area and adjacent to the current SSA boundary. It was noted that a more detailed review of the Environmentally Sensitive Areas (ESA) across the two parcels would be conducted during the Water Quality Management/Section 208 conformance review if the SSA Plan Amendment is approved by the WDNR. Also shared was that the wastewater generated from the proposed development would be treated by the Fox West Sewerage Commission. Ms. Paustian stated at the Fox West Sewerage Commission, indicated via email, that according to the estimated population served and type of wastewater the wastewater treatment plant would be able to treat the additional wastewater flow. Also offered was that the Village of Greenville Planning Commission review found the development plans to be consistent with the Village of Greenville 2040 Comprehensive Plan and approved the request.

Committee discussion took place regarding what the future use of the development is intended to be. Staff indicated that Economic Development Administrative funding is involved and the land development will be primarily commercial.

A motion was made by Mr. Jenson and a second by Mr. Capelle to approve Track 177 – Fox Cities – Fox West Sewer Service Area Amendment. Motion carried unanimously.

**8. Informational/Discussion Items**

- A. County Roundtable – Mr. Nooyen shared with the Committee members that Mr. Kevin Englebert has taken the Outagamie County Land Use & Zoning Director position. He thanked Mr. Englebert for a job well done while serving as the Deputy Director for the Commission.

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

- A. *The next **Community Facilities Meeting**. Further details will be forthcoming.*  
B. *The next **Quarterly Commission Meeting** will take place on Friday, April 28, 2023 at 10:00 a.m. at the Calumet County Courthouse, 206 Court Street, Chilton WI 53014 followed immediately with the Annual meeting.*

- 10. Adjourn** – A motion was made by Mr. Capelle and second by Mr. Jenson to adjourn. Time noted at 10:20 a.m.

Respectfully submitted by  
Leann Buboltz – ECWRPC Administrative Coordinator

**MINUTES**  
**OPEN SPACE AND ENVIRONMENTAL MANAGEMENT COMMITTEE**  
**East Central Wisconsin Regional Planning Commission**

COMMITTEE MEMBERS: *DuWayne Federwitz, Chair (Waupaca Co.), Lee Hammen (Outagamie Co.), Jeremy Johnson (Menominee County) and Bob Schmeichel, Vice Chair (Winnebago County)*

Date: Wednesday, April 12, 2023 - Virtual

1. Welcome and Introductions - The meeting was called to order by Chairperson Federwitz at 1:30 p.m.

2. Roll Call

Committee Members Present:

DuWayne Federwitz, Chair.....	Waupaca County
Lee Hammen.....	Outagamie County
Jeremy Johnson (perm alt. for Elizabeth Moses) .....	Menominee County
Bob Schmeichel, Vice Chair .....	Winnebago County

Committee Members Excused:

ECWRPC Staff and Guests Present:

Melissa Kraemer-Badtke .....	Executive Director
Scott Konkle .....	Senior Planner
Leann Buboltz.....	Administrative Coordinator

3. Approval of Agenda / Motion to Deviate Mr. Hammen motioned to approve the agenda, Mr. Schmeichel seconded the motion. The motion passed unanimously.

4. Public Comment - There was no public comment.

5. Approval of the Minutes of the January 11, 2023 Open Space and Environmental Management Committee Meeting. Mr. Johnson motioned to approve the minute, Mr. Hammen

6. Announcements and Discussion Items - None

7. New Business/Action Items - None

8. Information/Discussion Items

A. NR-135 Non-metallic Mining Reclamation Program Report and Updates. Mr. Scott Konkle, Senior Planner presented to the members the Program Report.

- Mr. Konkle shared that out of 198 end of year reports received, one report from Winnebago County is pending. He will be reaching out to the representatives to find out their reasons for the delay.
- Transfers of permits – He noted that two transfers of ownership occurred in Outagamie County and Calumet County.
- Conditional Use Permit – Mr. Konkle reported that Mr. James Peterson from Shawano county is requesting a conditional use permit which is currently pending.
- Town of Scandinavia – A public hearing will occur tonight to discuss a 26 acre plot of land, located in the Town of Scandinavia. This will be informational for the residents of the area.
- Chairman Federwitz indicated that he thought Mr. Konkle's NR 135 program was going quite well and is pleased at the positive outcomes from the Gravel Pit-Owners within the member Counties.

- Below is the Permit Cost by County

**2022 DNR Annual Fees**

<b>County</b>	<b>Total Permits</b>	<b>Active Acres</b>	<b>Reserve Acres</b>	<b>DNR Fees</b>
<i>Calumet</i>	20	516	742	\$ 2,380.00
<i>Outagamie</i>	45	1343	1692	\$ 4,820.00
<i>Shawano</i>	47	637	864	\$ 4,025.00
<i>Waupaca</i>	44	681	1392	\$ 4,040.00
<i>Winnebago</i>	43	971	1182	\$ 4,620.00
<b>Totals</b>	<b>199</b>	<b>4148</b>	<b>5872</b>	<b>\$ 19,885.00</b>

- B. Committee Consolidation – Proposed. Ms. Melissa Kraemer-Badtke shared with the members of the proposed committee consolidation. She noted that upon the removal of the gubernatorial appointments a few of the standing committees only have a few members on their committee, with Open Space being on of them. Ms. Kraemer-Badtke shared that 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 Planning Committee. She reported 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. The Economic Development and Transportation Standing Committees would remain in place. It is believed that this consolidation will allow for more equal distribution of the Commissioners across the standing committees. Note – For informational purposes only. Member-Mr. Johnson noted that the Nominating Committee was in favor of the consolidation. This item will go to the April Commission for their review.

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

9. Establish Time and Place for Next Commission Meeting

- A. *Open Space and Environmental Management Meeting: The next Open Space and Environmental Management meeting will be Wednesday July 12, 2023 at 1:30 p.m.*
- B. *Commission Meeting: The next Commission Board meeting will take place on Friday, April 28<sup>th</sup>, 2023 at 10:00 a.m. at Calumet County Courthouse (206 Court Street, Chilton). Further details will be forthcoming.*
- C. *Annual Meeting: The Annual Meeting will immediately follow the Commission Board Meeting on Friday, April 28<sup>th</sup>, 2023 at Calumet County Courthouse (206 Court Street, Chilton). Further details will be forthcoming.*

10. Adjourn – A motion was made by Mr. Hammen to adjourn with the time noted at 2:00 p.m.

*Respectfully submitted by*  
*Leann Buboltz – Administrative Coordinator*  
*East Central WI Regional Planning Commission*

**DRAFT  
MINUTES  
ENVIRONMENTAL MANAGEMENT COMMITTEE  
East Central Wisconsin Regional Planning Commission  
Wednesday, June 14, 2023 (In-Person)**

**COMMITTEE MEMBERS:** *David DeTroye (Perm. Alt. for Tom Reinl), Brenda Schneider, Jeremy Johnson (Perm. Alt. for Elizabeth Moses), Jeff Nooyen, Kevin Englebert (Perm. Alt. for Thomas Nelson), Ken Capelle, Aaron Jenson (Perm. Alt. for Brian Smith), David Albrecht (Perm. Alt. for Tom Egan), Bob Schmeichel*

1. Welcome and Introductions - The meeting was called to order by ECWRPC Executive Director-Melissa Kraemer-Badtke with the time noted at 10:12 a.m.

2. Roll Call

Committee Members Present:

David DeTroye (perm alt. for Tom Reinl)	Calumet County
Jeremy Johnson (perm alt. for Elizabeth Moses) Call-In	Menominee County
Kevin Englebert-Chair (perm alt. for Thomas Nelson)	Outagamie County
Jeff Nooyen	Outagamie County
Ken Capelle	Shawano County
Bob Schmeichel	Winnebago County

Committee Members Excused:

Brenda Schneider-Vice Chair	Fond du Lac County
Aaron Jenson (perm alt. for Brian Smith)	Waupaca County
David Albrecht (perm alt. for Tom Egan)	Winnebago County

ECWRPC Staff Present:

Melissa Kraemer-Badtke	Executive Director
Craig Moser	Deputy Director
Wilhelmina Paustian	Senior Planner
Scott Konkle	Senior Planner
Mike Zuege	GIS Manager
Rachel Roth	GIS Analyst I
Leann Buboltz	Administrative Coordinator

Guests Present:

Kelly Wisnepske	Town Administrator – Town of Clayton
Russ Geise	Chairman – Town of Clayton
George Dearborn	Village of Fox Crossing
Jeff Sturgell	Village of Fox Crossing
David Tracey	Utilities – Village of Fox Crossing
Trevor Thompson	Real Estate Investor

3. Approval of Agenda / Motion to Deviate Mr. DeTroye motioned to approve the agenda Mr. Englebert seconded the motion. The motion passed unanimously.

4. Special Order of Business/Action Item
  - A. Presentation and Committee Overview – East Central staff members; Ms. Wilhelmina Paustian and Mr. Scott Konkle presented to the (newly consolidated) Environmental Mgt Committee members an overview regarding the SSA Program as well as the NR135 Mining Reclamation Program.
  - B. Election of Chair and Vice Chair of the Environmental Mgt Committee –
    1. Election of Chair – directed by ECWRPC Commission Chairman Nooyen. Nominations of Chair. Chair Nooyen opened the floor up to nominations for Committee Chair.
      - a. Mr. Schmeichel nominated Mr. Englebert who accepted the nomination.

A motion by Mr. Schmeichel and second by Mr. DeTroy to approve of Mr. Englebert as Chair of the Environment Mgt Committee. Motion carried unanimously.
    2. Election of Vice Chair – Nominations of Vice Chair. Environmental Mgt Chair Englebert opened the floor up to nominations for Committee Vice Chair.
      - a. Mr. Nooyen nominated Brenda Schneider to serve as Committee Vice Chair

A motion by Mr. Nooyen and second by Mr. Schmeichel to approve of Ms. Schneider as Vice Chair. Motion carried unanimously.
5. Public Comment – Chairperson Englebert
  - A. Public Comments – General. These were no general public comments.
  - B. Public Hearing – Draft Fox Cities 2040 Sewer Service Area Plan (individual speakers are limited to five minutes per speaker). Chairperson Englebert ask the guests that were speaking to limit their comments to five minutes per speaker.
    - i. Mr. Jeffrey Sturgell – Fox Crossing Village Manager took the floor and submitted a written statement to the members. (Copy on file). Mr. Sturgell summarized two points on behalf of V. Fox Crossing as it relates to the Fox West SSA boundaries. He voiced his confusion where he felt that the Westridge Golf Course Territory had already been accepted and approved to be included in Fox West SSA or at least the Planning Area and also approved by the WI DNR in April 2020. Second Point – Mr. Sturgell shared that if the Westridge Golf Course territory was not included, he feels it should be in the most recent review of the Fox West SSA based on the merits of the engineering study provided by the Town of Clayton/Village of Fox Crossing. He feels that they best prove they would be able to service the area. For the record it is noted that Chair Geise – Town of Clayton requested that his allotted time to speak be forwarded to Mr. Sturgell.
    - ii. David Tracey – Fox Crossing Utilities. Established that the comments that were sent on behalf of Fox Crossing by Attorney Lawrie Kobza from Boardman & Clark LLP were received and made a part of the record. He noted that this particular documentation explained what Mr. Sturgell summarized above.
    - iii. Russ Geise – Chairman of Town of Clayton. Acknowledged that Lawrie Kobza from Boardman & Clark LLP submitted our comments on June 5 for the record. He stated that it mirrors what Mr. Sturgell shared prior. It is our understanding that the territory was already included within the SSA.
    - iv. Mr. Trever Thompson – Real Estate Investor in SFR, went on record to speak in favor of the proposed SSA territory. He noted that he has an interest in land located in the Village of Greenville.

- v. George Dearborn - Village of Fox Crossing. He shared that this area was understood to be already within the SSA.
  - vi. Chair Englebert – Hearing of no further comments, the public hearing of the Draft Fox Cities 2040 Sewer Service Area Plan was closed with the time noted at 10:40 a.m.
6. Announcements and Discussion Items
- A. Water Quality Management – Wilhelmina Paustian, Senior Planner
    - 1. Program Update: Staff reported that from January through May of 2023 they conducted sanitary sewer reviews for conformance with the approved SSA Plan and Areawide Water Quality Management Program: 17 Sanitary Sewer Extensions, three Sanitary Sewer Mainline Replacements, five Private Laterals, three Wastewater Treatment Plant Facilities Plan Updates (Oshkosh WWTP, Omro WWTP, and Larsen-Winchester WWTF) and one SSA Plan Amendment to the Fox Cities – Fox West SSA. Ms. Paustian also reported that the next scheduled SSA Plan Updates are the Village of Sherwood SSA Plan and the Village of Stockbridge SSA Plan. She stated that staff will tentatively schedule introduction meetings in the 4th quarter.
  - B. NR135 – Scott Konkle, Senior Planner
    - 1. Program Update. Staff reported that typically during the period of April 1<sup>st</sup> through June 30<sup>th</sup> he reviews any associated updates to financial assurance documents and site inspection scheduling. Mr. Konkle noted that no acreage has been certified as reclaimed this year and that there are no non-compliance issues to address at this time.
  - C. Approval of the 2023-2024 Environmental Management Committee Meeting Schedule. A motion was made by Mr. Nooyen and a second by Mr. Schmeichel to approve of the 2023 2024 Environmental Management Committee Meeting Schedule as presented. Motion carried unanimously.
7. Old Business – Past Meeting Minute Approvals
- A. Community Facilities Committee, March 8, 2023. A motion by Mr. Capelle and second by Mr. Nooyen to approve of the minutes as presented. Motion carried unanimously.
  - B. Open Space/Environmental Management Committee, April 12, 2023. A motion by Mr. Schmeichel and second by Mr. Johnson to approve of the minutes as presented. Motion carried unanimously.
8. New Business/Action Items
- A. Water Quality Management – Wilhelmina Paustian, Senior Planner
    - 1. Proposed Resolution 23-23: Approving the Updated Fox Cities 2040 Sewer Service Area Plan: <https://www.ecwrpc.org/wp-content/uploads/2023/06/Fox-Cities-SSA-Plan-2040-FINAL-DRAFT-JUNE-2023.pdf>;

Ms. Paustian shared with the members that the Fox Cities 2040 Sewer Service Area (SSA) Plan Update process began in 2020, noting that this is the fifth update of the Fox Cities SSA Plan (1985, 1991, 1997, 2006, and 2023). Staff summarized that the 2040 SSA Plan is comprised of four separate sewer service areas and planning areas spanning 20 municipalities and three counties. The sewer service areas and planning areas are associated with the four wastewater treatment facilities in the Fox Cities: Neenah-Menasha Sewerage Commission, Fox West Regional Sewerage Commission, Appleton Wastewater Treatment Plant, and the Heart of the Valley Metropolitan Sewerage District.

It was reported that there were several delays in the update process due to the pandemic and staff turnover. At the end of 2022 draft chapters/maps were shared with communities and in the beginning of 2023, the commission hosted informational meetings. It was noted that several communities had small edits and requests following the January informational meetings. Final draft maps and the draft Plan were then completed in the beginning of May. Ms. Paustian noted for the record that a Notice for Public Comment and Public Hearing was published in the Appleton Post Crescent on Sunday, May 7<sup>th</sup>, and was posted on the online version of the paper for the next 30 days. The Public Hearing was held pursuant to Wisconsin Administrative Code NR 121.07(1)(b).

A completed breakdown of the area was presented which totaled approximately 12,852 acres of land that was added to the entire Fox Cities SSA; 3,228 acres in the Neenah-Menasha SSA; 5,433 acres in the Fox West SSA; 1,149 acres in the Appleton SSA; and 3,042 acres in the Heart of the Valley SSA. Ms. Paustian shared that according to the residential and non-residential land use projections, approximately 10,867 acres of land will need to be included in the SSA to accommodate the projected population in the year 2040. Acreage added to the SSA was requested by the communities for a variety of reasons:

- Parcels included that are ready or anticipated for development in the next 5-20 years
- Parcels included along roadway construction projects, i.e. STH 15 in Greenville
- Boundaries may follow a Community's Sanitary Sewer Master Plan
- Parcels included that are in a lift station's service area
- Boundaries shifted to include/exclude existing development based on perceived/anticipated need for connection to sanitary sewer in the future
- Boundaries cleaned up so they do not bisect parcels, parcels with the same owner included

Public Comments/Edits: Ms. Paustian noted the following:

- New Cover Page
- Appendix G outlines the Public Comments, which were incorporated into the Final Plan:
  - o Mapping Correction: Update the Fox West & Appleton SSA boundary to reflect the existing Town of Grand Chute Sanitary District #2 Boundary. Maps and associated existing SSA acreage Table 4 and Table 15 were updated with the corrected parcels.
  - o Mapping Correction: The Greenville Sanitary District was dissolved after the Village of Greenville was incorporated in 2021. The Greenville Sanitary District was removed from Map 10.
  - o Supporting Documents: ECWRPC's Westridge Golf Course Cost-Effectiveness Analyses Evaluation from May 3, 2023 to support the Undefined Planning Area determination.
  - o Comments submitted by Lawrie Kobza from Boardman & Clark LLP on behalf of the Town of Clayton and Clayton Sanitary District No. 1.

Ms. Paustian indicated that staff has reviewed the public comments received and discussed those issues with WDNR staff. She indicated that the confusion is regarding what was approved at the 2020 Community Facilities Committee meeting. The original amendment request from the Town of Clayton was for about 3,000 acres. If you review the map that was handed out at that meeting and review the minutes, which indicate the map was approved as presented, it is the hashed line that is a smaller area than the original request. That smaller area of approximately 2,000 acres was approved by the CFC and sent, per process, to the WDNR, which they approved. Those 2,000 acres that were previously approved are included in the SSA Plan. In terms of the broader area in question, the Commission has expressed the involved communities need to have more conversation to ensure there is consensus moving forward prior to making a broader change.

In terms of the Westridge Golf Course area, in the 2006 plan it is labeled as an undefined planning area. The Commission has proposed, and what is included in the plan, is to keep that area as an undefined planning area until communities can have further conversations regarding the broader area. Discussion with WDNR has occurred regarding this issue and one option is to amend the plan after conversations have taken place and cost effectiveness can be further evaluated.

Ms. Paustian outlined the steps upon approval that are anticipated, Staff will bring the proposed Fox Cities 2040 SSA Plan to the full Commission in July 2023. If the Commission approves the SSA Plan, it will be sent to the Wisconsin Department of Natural Resources for final review and administrative decision to be certified as part of the Wisconsin Areawide Water Quality Management Plan. Staff recommends that the Environmental Management Committee approve Proposed Resolution 23-23: Approving the Updated Fox Cities 2040 Sewer Service Area Plan.

Chair Englebert noted for the record, he would like to acknowledge and thank ECWRPC staff; more specifically SSA Program Lead - Ms. Wilhelmina Paustian, the ECWRPC GIS Manager-Mike Zuege and GIS Analyst I - Rachel Roth, along with the Executive Director – Melissa Kraemer-Badtke for preparing this Plan for this public hearing presentation and getting it to this point.

A motion was made by Mr. Nooyen and a second by Mr. Schmeichel to open this agenda item up for discussion. Ms. Paustian addressed Member-Mr. Schmeichel's question if all communities were informed of this public hearing. She responded that all 20 communities were informed.

Discussion continued with Committee member – Jeff Nooyen who reiterated staff's recommendation for approval of the Final Draft Fox Cities 2040 SSA Plan as presented, noting that the plan does not include the Golf Course at this time. He acknowledged staff's notation, which encouraged the municipalities involved, to engage in conversation(s) regarding said acreage and who could best serve that area. Chair Englebert shared that there remains a question of what was actually approved in the 2020 SSA Amendment (Track 164) and noted that ultimately the determination was made by the Department of Natural Resources. Having no DNR representation at this meeting, ECWRPC staff was directed to reach out to them. Chair Englebert also stated that it is not the intent of this Committee to hold up the Plan approval. He continued by sharing that when clarification, of their determination, is received from the Department of Natural Resources and if it is found that the long-term planning area/Westridge Golf



Course was not included in the approved 2020 SSA Plan Amendment (Track 164), an amendment request can be submitted for review at a future date.

A motion was made reaffirming the action by Mr. Nooyen and a second by Mr. Schmeichel to approve the Resolution 23-23 - Final Draft Fox Cities 2040 SSA Plan as presented, noting that the area a/k/a Westridge Golf Course is not included in the Plan at this time. Motion was carried unanimously.

NOTE: Please find links to Final Draft Fox Cities 2040 SSA Plan (including SSA Maps and Comment Letter)

Neenah-Menasha SSA Map: [https://www.ecwrpc.org/wp-content/uploads/2023/06/Neenah Menasha SSA 22x34.pdf](https://www.ecwrpc.org/wp-content/uploads/2023/06/Neenah_Menasha_SSA_22x34.pdf);

Fox West SSA Map: [https://www.ecwrpc.org/wp-content/uploads/2023/06/Fox West SSA 22x34.pdf](https://www.ecwrpc.org/wp-content/uploads/2023/06/Fox_West_SSA_22x34.pdf);

Appleton SSA Map: [https://www.ecwrpc.org/wp-content/uploads/2023/06/Appleton SSA 22x34.pdf](https://www.ecwrpc.org/wp-content/uploads/2023/06/Appleton_SSA_22x34.pdf);

Heart of the Valley SSA Map: [https://www.ecwrpc.org/wp-content/uploads/2023/06/HOV SSA 22x34.pdf](https://www.ecwrpc.org/wp-content/uploads/2023/06/HOV_SSA_22x34.pdf);

Boardman Clark Comment Letter on behalf of Town of Clayton and Clayton Sanitary District No. 1: [https://www.ecwrpc.org/wp-content/uploads/2023/06/BoardmanClark Clayton Comments 6-5-23 reduced.pdf](https://www.ecwrpc.org/wp-content/uploads/2023/06/BoardmanClark_Clayton_Comments_6-5-23_reduced.pdf)

9. Informational/Discussion Items

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

1. Calumet County lead sponsor to \$1 million EPA Brownfield Assessment Grant.

10. Establish Time and Place for Next Meeting

- A. The next Environmental Management Committee meeting will be at 10:00 a.m. on Wednesday, September 13, 2023 at the Commission Office (400 Ahnaip Street, Suite 100; Menasha).
- B. The next Quarterly Commission Board meeting will be at 10:00 a.m. on Friday, July 28, 2023 –City of New London City Hall, 215 N. Shawano St., New London, WI. Additional meeting details will be forthcoming.

11. Adjourn. A motion was made by Mr. Schmeichel and a second by Mr. Nooyen to adjourn with the time noted at 11:15 a.m.

Respectfully Submitted

Leann S Buboltz – Administrative Coordinator  
East Central WI Regional Planning Commission

**TO:** Environmental Management Committee  
**FROM:** Wilhelmina Paustian, Senior Planner  
**DATE:** July 20, 2023  
**RE:** Proposed Resolution 23-23: Approving the Updated Fox Cities 2040 Sewer Service Area Plan

---

**See below for update following the Environmental Management Committee Meeting, June 14, 2023:**

The Fox Cities 2040 Sewer Service Area (SSA) Plan Update process began in 2020. This is the fifth update of the Fox Cities SSA Plan (1985, 1991, 1997, 2006, and 2023). The 2040 SSA Plan is comprised of four separate sewer service areas and planning areas spanning 20 municipalities and three counties. The sewer service areas and planning areas are associated with the four wastewater treatment facilities in the Fox Cities: Neenah-Menasha Sewerage Commission, Fox West Regional Sewerage Commission, Appleton Wastewater Treatment Plant, and the Heart of the Valley Metropolitan Sewerage District.

There were several delays in the update process due to the pandemic and staff turnover. Several draft chapters and maps were shared with communities at the end of 2022. In the beginning of 2023, the commission hosted informational meetings to discuss the Water Quality Management Program and draft SSA maps. Several communities had small edits and requests following the January informational meetings. Final draft maps and the draft Plan were then completed in the beginning of May. A Notice for Public Comment and Public Hearing was published in the Appleton Post Crescent on Sunday, May 7<sup>th</sup>, and was posted on the online version of the paper for the next 30 days. The Public Hearing was held pursuant to Wisconsin Administrative Code NR 121.07(1)(b).

Approximately 12,852 acres of land were added to the entire Fox Cities SSA; 3,228 acres in the Neenah-Menasha SSA; 5,433 acres in the Fox West SSA; 1,149 acres in the Appleton SSA; and 3,042 acres in the Heart of the Valley SSA. According to the residential and non-residential land use projections, approximately 10,867 acres of land will need to be included in the SSA to accommodate the projected population in the year 2040. Acreage added to the SSA was requested by the communities for a variety of reasons:

- Parcels included that are ready or anticipated for development in the next 5-20 years
- Parcels included along roadway construction projects, i.e. STH 15 in Greenville
- Boundaries may follow a Community's Sanitary Sewer Master Plan
- Parcels included that are in a lift station's service area
- Boundaries shifted to include/exclude existing development based on perceived/anticipated need for connection to sanitary sewer in the future
- Boundaries cleaned up so they do not bisect parcels, parcels with the same owner included

**Public Comments/Edits:**

- New Cover Page
- Appendix G outlines the Public Comments, which were incorporated into the Final Plan:

- Mapping Correction: Update the Fox West & Appleton SSA boundary to reflect the existing Town of Grand Chute Sanitary District #2 Boundary. Maps and associated existing SSA acreage Table 4 and Table 15 were updated with the corrected parcels.
- Mapping Correction: The Greenville Sanitary District was dissolved after the Village of Greenville was incorporated in 2021. The Greenville Sanitary District was removed from Map 10.
- Supporting Documents: ECWRPC's Westridge Golf Course Cost-Effectiveness Analyses Evaluation from May 3, 2023 to support the Undefined Planning Area determination.
- Comments submitted by Lawrie Kobza from Boardman & Clark LLP on behalf of the Town of Clayton and Clayton Sanitary District No. 1.

### **Update following the Environmental Management Committee Meeting, June 14, 2023:**

A public hearing was held on June 14, 2023 at the Environmental Management Committee (EMC) meeting. Jeffrey Sturgell, Fox Crossing, submitted a handout with comments to the Committee members during the hearing. Discussion took place during the meeting regarding the Plan update and public comments were received relating to the Town of Clayton's SSA Amendment Request in 2020 (Track 164) and the Westridge Golf Course on Larsen Road.

As the draft EMC meeting minutes outline in item 8. A.1., the Committee members directed ECWRPC staff to reach out to the WDNR for clarification on what the WDNR's administrative decision was regarding Track 164: *SSA Amendment to the Fox West (formerly Grand Chute-Menasha West) SSA*. The Amendment was submitted by ECWRPC staff to the WDNR dated March 16, 2020 and the WDNR issued an administrative decision letter on April 14, 2020 to ECWRPC.

Following the EMC meeting, ECWRPC staff met with the WDNR on June 21, 2023 and sent a formal request on June 22, 2023, requesting that the WDNR issue a letter clarifying their determination of Track 164, based on the Committee's request. The WDNR issued a letter which was received Friday, July 14<sup>th</sup>, 2023 (*See attached*). Please note, the Draft Fox Cities SSA maps are in accordance with the WDNR determination.

Therefore, staff is proceeding accordingly with the ECWRPC Review Process. Upon approval, staff will send the proposed Fox Cities 2040 SSA Plan to the Wisconsin Department of Natural Resources for final review and administrative decision to be certified as part of the Wisconsin Areawide Water Quality Management Plan.

**Staff Recommendation:** Staff recommends that the East Central WI Regional Planning Commission approve Resolution 23-23: Approving the Updated Fox Cities 2040 Sewer Service Area Plan.

Link available to review: <https://www.ecwrpc.org/wp-content/uploads/2023/07/Fox-Cities-SSA-Plan-2040-FINAL-DRAFT-JULY-2023.pdf>



July 14, 2023

EC0149A

Ms. Wilhelmina Paustian, Principal Planner  
East Central Wisconsin Regional Planning Commission (ECWRPC)  
400 Ahnaip Street, Suite 100  
Menasha, WI 54952-3100

*Subject: Determination of Track 164-[Amendment Request to the 2030 Grand Chute-Menasha West Sewer Service Area \(SSA\)](#)*

Dear Ms. Paustian,

ECWRPC is in the process of updating the Fox Cities 2040 Sewer Service Area (SSA) Plan. This process includes a public comment period, and on June 5, 2023, ECWRPC received a comment from the attorney from the Town of Clayton. The public comment stated, “Map 9.2 [in the Fox Cities 2040 Plan update] is inaccurate because it fails to show an addition to the Fox West Planning Area that was previously requested by the Town of Clayton on February 7, 2020, approved by ECWRPC on March 11, 2020, and approved by the DNR on April 14, 2020.” This previous request and approval being referred to is documented by ECWRPC Track 164 and DNR No. EC0149.

On June 22, 2023, the Department of Natural Resources (DNR or department) received a request for clarification regarding Track 164 from ECWRPC. At the June 14, 2023, Environmental Management Committee Meeting, committee members directed ECWRPC staff to reach out to the DNR for clarification on the department’s administrative decision regarding Track 164: SSA Amendment to the Fox West (formerly Grand Chute-Menasha West) SSA. The Amendment was originally submitted by ECWRPC staff to the DNR dated March 16, 2020, and the DNR issued an [administrative decision letter](#) on April 14, 2020, to ECWRPC.

The department has reviewed the amendment request submitted by ECWRPC on March 16, 2020, and the administrative decision letter issued on April 14, 2020.

The amendment was submitted under East Central’s unique facilities amendment policy (Policy I, C) and requested to provide sewer to the Town of Clayton Sanitary District #1. The proposed SSA boundary amendment was split into two phases. Phase One encompassed approximately 2,001 acres. According to the submittal, Phase Two would bring in the remaining portion of Clayton’s Sanitary District at some future date. Based on this understanding, the department approved modifying the SSA boundary to include the proposed Phase One, 2,001 acres. The department anticipated that an additional amendment would be submitted to bring Phase Two into the SSA. Department approval of an SSA amendment only approves a modification to the boundary of the SSA, not the planning area.

The map submitted to the department by ECWRPC with the amendment request has the Phase One Addition area to the SSA boundary identified by red diagonal/hatch lines (see below). The department confirmed with ECWRPC in a meeting on June 21, 2023, that the area on the map identified in the legend as the Phase One Addition equals 2,001 acres. The department’s administrative decision letter approves the amendment and states “this amendment adds 2,001 acres to provide sewer to the Town of Clayton Sanitary District #1.” The

department's letter does not approve nor deny the Phase Two or 'Proposed Long Term Addition' (as identified on the map) addition, as it was expected that an additional amendment would be submitted to include that area in the SSA as more definitive plans developed.

The department approval, dated April 14, 2020, added 2,001 acres to the Grand Chute Menasha West (currently Fox West) SSA. The addition of these 2,001 acres was a formal update to the state's Areawide Water Quality Management Plan and the 2030 Grand Chute-Menasha West Sewer Service Area Plan (currently the Fox West SSA Plan).

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Asplund". The signature is fluid and cursive, with the first name "Tim" and last name "Asplund" clearly distinguishable.

Tim Asplund  
Monitoring Section Chief  
Bureau of Water Quality

Jason Knutson, P.E.  
Wastewater Section Chief  
Bureau of Water Quality

e-cc:

BetsyJo Howe-Water Resources Management Specialist, DNR Madison  
Alixandra Burke-Attorney, DNR Madison  
Gunilla Goulding, P.E.- Wastewater Engineer, DNR Madison



# Track 164 Sewer Service Area Amendment Proposal

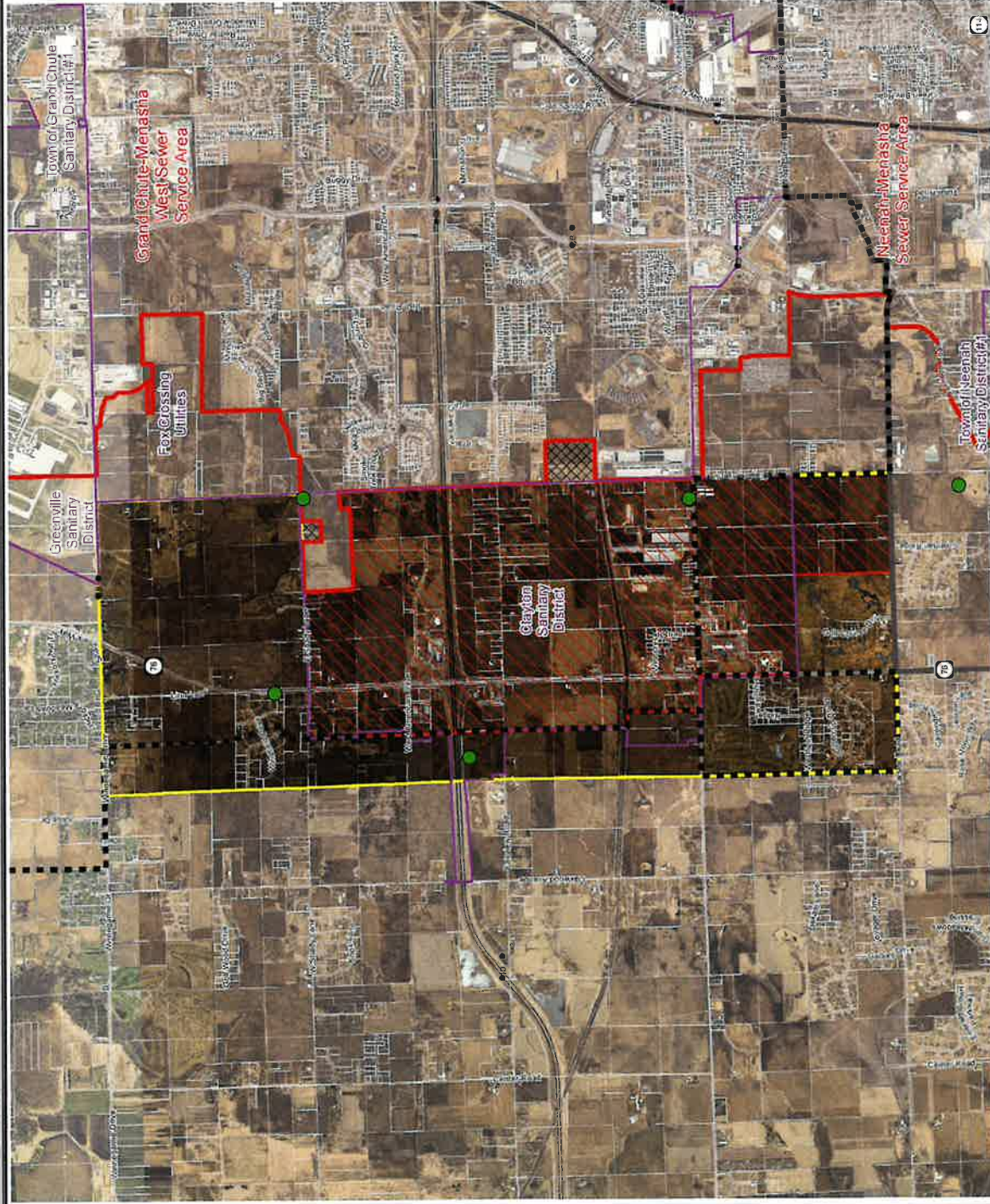
- Future Lift Station
- Phase 1 Addition To Grand Chute - Menasha West SSA
- Proposed Long Term Addition To Grand Chute - Menasha West SSA
- Grand Chute Planning Area Boundary
- Neenah/Menasha Planning Area
- Sewer Service Area Boundary
- Sanitary District Boundary
- Fox Crossing Utilities Addition
- Parcels



Source:  
Data provided by Regional Counties, 2020  
SSA data provided by ECWRPC.

This data was created for use by the East Central Wisconsin Regional Planning Commission. The Commission disclaims any liability for the use of this information. The Commission disclaims any liability for the use of this information. The Commission disclaims any liability for the use of this information.

PREPARED MARCH 2020 BY  
East Central Wisconsin Regional Planning Commission  
ECWRPC



## RESOLUTION NO. 23-23

### APPROVING THE UPDATED FOX CITIES 2040 SEWER SERVICE AREA PLAN

**WHEREAS**, the East Central Wisconsin Regional Planning Commission has been designated by the Wisconsin Department of Natural Resources as the sewer service area management agency for the member counties in the East Central region, and;

**WHEREAS**, the East Central Wisconsin Regional Planning Commission has entered into a memorandum of agreement with the Wisconsin Department of Natural Resources to develop, update, and manage sewer service area plans for the designated area and select non-designated areas, and;

**WHEREAS**, the East Central Wisconsin Regional Planning Agency is preparing updated sewer service area plans for communities through the year 2040, and;

**WHEREAS**, the East Central Wisconsin Regional Planning Commission held public participation and community meetings for those areas affected during the planning process, and;

**WHEREAS**, the Sewer Service Area Plans will be submitted to the Wisconsin Department of Natural Resources and certified as part of the Wisconsin Areawide Water Quality Management Plan;

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

**Section 1.** That the Commission adopt the updated plan for the Fox Cities 2040 Sewer Service Area Plan Update and recommend Wisconsin Department of Natural Resources certification of the plan update.

**Section 2.** That the Commission provides continuing sewer service area planning and management functions including sewer service area amendments, review of wastewater and sewer plans and the review of sewer extension requests for the Fox Cities 2040 Sewer Service Area Plan.

Effective Date: July 28, 2023

Submitted By: Environmental Management Committee

Prepared By: Wilhelmina Paustian, Senior Planner

---

Jeff Nooyen – Outagamie County

---

Melissa Kraemer Badtke–ECWRPC Executive  
Director

---

Date Approved

MINUTES  
TRANSPORTATION COMMITTEE MEETING  
East Central Wisconsin Regional Planning Commission

*COMMITTEE MEMBERS: Dick Koeppen, Nick Kesler, Kevin Englebert (Perm Alt for Thomas Nelson), John Zorn (Alternate for Steve Abel), Patrick Mullen, Thomas Kautza, Robert Keller, Ron McDonald, Scott Nelson*

Date: Tuesday, April 11, 2023 – In-person

1. Vice Chair Keller welcomed attendees to the meeting and called the meeting to order at 1:32 p.m.
2. Roll Call - Introduction of Alternates, Staff and Guests

Committee Members Present:

Nick Kesler.....	Calumet County
John Zorn (Alt. for Steve Abel) .....	Fond du Lac County
Tom Kautza .....	Shawano County
Kevin Englebert (Perm Alt for Thomas Nelson) .....	Outagamie County
Robert Keller.....	Winnebago County
Dick Koeppen .....	Waupaca County
Patrick Mullen .....	Fond du Lac County
Ron McDonald .....	Valley Transit
Scott Nelson .....	WisDOT – NE Region Rep

Committee Members Excused:

ECWRPC Staff and Guests Present:

Melissa Kraemer Badtke. ....	Executive Director
Kim Biedermann .....	Principal Planner
Tanner Russell.....	Associate Planner
Rachel Roth .....	GIS Analyst I
Mike Zuege .....	GIS Manager
Leann Buboltz.....	Administrative Coord

3. Approval of Agenda / Motion to Deviate – A motion by Mr. Kautza and second by Mr. Zorn to approve of the agenda as posted. Motion carried unanimously.
4. Public Comment – No public comment.
5. Approval of the January 10, 2023 Transportation Committee Meeting Minutes – A motion was made by Mr. Zorn and second by Mr. Koeppen to approve of the minutes as presented. Motion carried unanimously.
6. Announcements and Updates
  - A. Staff Report.
 

Roadways – Updates presented by Mr. Tanner Russell

    1. *Travel Demand Model* –East Central staff recently finished working on multiple traffic forecasts. These forecasts included CTH JJ (Ballard Rd. to French Rd.) for Outagamie County, Ballard Rd. (I-41 to CTH JJ) for the City of Appleton and Outagamie County, and Larsen Rd. (Clayton Ave. to Oakridge Rd.) for the Town of Neenah.
    2. *Miovision Traffic Cameras*: East Central has recently recorded traffic counts on Larsen Rd. at the intersections of Clayton Ave. and Oakridge Rd. These counts were used for the completion of the Larsen Rd. forecast. Staff has recently taken counts at the intersections of CTH M & CTH TC, CTH W & CTH WH, and CTH WH & CTH G for Fond du Lac County.



3. *Bipartisan Infrastructure Law (BIL) Solicitations*: BIL has created historic funding levels for infrastructure and infrastructure-based projects. ECWRPC staff have been working with local municipalities on reviewing applications for these programs, including the newly-released Carbon Reduction Program. Visit the link below to answer any questions on the Carbon Reduction Program or contact Tanner Russell at [trussell@ecwrpc.org](mailto:trussell@ecwrpc.org) .  
<https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/carbon.aspx>

#### Active Transportation – Updates presented by Ms. Kim Biedermann

4. *High Cliff Connection*: The core team for the High Cliff Connection has been meeting monthly to discuss implementation of the Master Plan. The project was recently highlighted at the Legislative Trails Caucus.
5. *Transportation Alternatives Set-aside Program*: East Central staff have been working with communities on reviewing Transportation Alternatives Set-aside Program (formerly known as Transportation Alternatives Program, or TAP) in preparation for the 2023-2026 application deadline of March 24, 2023.
6. *Fond du Lac Metropolitan Planning Organization (MPO) Bicycle and Pedestrian Plan*: East Central staff will be working with the Fond du Lac MPO and communities on creating a bicycle and pedestrian plan for the MPO. It is anticipated the plan will go to the Fond du Lac MPO Technical Advisory Committee and Policy Board for approval in early 2024.
7. *State of Wisconsin Active Transportation Plan*: East Central staff is representing Transportation Management Areas in the State of Wisconsin Active Transportation Plan's advisory committee.

#### Safe Routes to School - Updates presented by Ms. Kim Biedermann

8. *Winter Walk to School Month*: This year, 39 schools throughout the region participated in Winter Walk to School Month, which is held in February.
9. *Appleton Area School District Meetings*: SRTS staff has been working with Appleton Area School District to plan routes for walking and biking for their new school, which will be located near CTH JJ and Lightening Drive.
10. *Fond du Lac Action Plan*: SRTS staff completed the Fond du Lac School District Action Plan in early March. The plan had positive feedback from both school district staff and municipality staff. The full plan can be found on our website: <https://eastcentralsrts.org/>
11. *Kimberly Action Plan*: At the request of the Kimberly Area School District Superintendent, Safe Routes staff will be updating the district's action plan this spring.
12. *Learning Series Videos*: Safe Routes staff were contacted by the Wisconsin Afterschool Network and Marshfield Clinic to be a part of their learning series videos funded through the WI Department of Children and Families. The SRTS Coordinator developed scripts and filmed two short videos focused on alternative transportation options for families.

#### Transit and Specialized Transportation - Updates presented by Ms. Kim Biedermann

13. *Specialized Transportation Coordinated Planning Updates*: Each county must keep an updated Coordinated Plan to receive 5310 and 85.21 funds that support Specialized Transportation for seniors and individuals with disabilities. Staff will be working with the seven-member counties in ECWRPC to facilitate the planning process for updating their Human Services Public Transportation Coordinated Plans for a new five-year cycle.
14. *Valley Transit*: A contract between ECWRPC and SRF Consulting Group began on January 30, 2023. The objectives of this project are to conduct a Ridership Survey and Fare Payment Survey for the entire Valley Transit system and to conduct an analysis of locations that would be suitable for a new site for a Neenah Transit Center along with an operations study. The work on this contract is expected to end June 30, 2023.
15. *GO Transit*
  - a. *GO Connect Pilot Program*: On April 3, 2023, GO Transit is launching GO Connect, a pilot program with flexible scheduling options in place of Route 10. Riders can schedule their trip in advance and request direct ride services between Oshkosh and Neenah Transit Centers with City Cab. ECWRPC staff worked in collaboration with GO Transit to plan this pilot program.

- b. *Transit Development Plan:* East Central staff is working with GO Transit on a 5304 grant to hire a consultant to update the agency's Transit Development Plan. East Central staff is administering the grant on behalf of GO Transit and will support GO Transit and the consultant throughout the process.

Special Projects - Updates presented by Ms. Kim Biedermann

16. *Comprehensive Safety Action Plan:* East Central staff, in coordination with local municipalities is working on developing a Comprehensive Safety Action Plan (CSAP). The CSAP is a requirement for communities to apply for implementation through the Safe Streets and Roads for All Discretionary Grant Program. It is anticipated that this plan will be brought forth for Commission consideration in July 2023.

- B. Waiver of Non-federal Match for Complete Streets Planning Activities for the Metropolitan Planning Program and State Planning and Research Program presented by Ms. Kim Biedermann. Ms., Biedermann shared that ECWRPC staff was recently informed that the Federal Transit Administration (FTA), in coordination with the Federal Highway Administration (FHWA), approved a waiver of the non-federal match requirements for the MPP and the SPRP for Complete Streets activities. This non-Federal match waiver is limited to Complete Streets planning activities identified under the Bipartisan Infrastructure Law. She noted that staff are currently working with the Wisconsin Department of Transportation to understand how this will impact ECWRPC's transportation program budget.

**7. Business / Action Items**

- A. **Proposed Resolution 08-23:** Amending the Transportation Alternatives Set-aside Funding Award for the Appleton (Fox Cities) Transportation Management Area for 2022-2026 Program Cycle - presented by Ms. Kim Biedermann. Ms. Biedermann reported that The Transportation Alternatives Set-aside Program (TA Set-aside) 2022-2026 cycle opened on September 16, 2021 and closed on January 28, 2022. TAP projects are funded up to 80% federal dollars and 20% local dollars; however, this amount can be as low as 50% federal funding. She shared that the funding allocation for this program cycle for the Appleton (Fox Cities) Transportation Management Area is \$529,040. ECWRPC received five TAP applications for the Appleton (Fox Cities) Metropolitan Planning Organization, designated as a Transportation Management Area (TMA). After formal review by the TAP selection committee, the Village of Kimberly was the highest scoring project and it was awarded the full allocation, which funded 59.5% of the cost based on the project's application. Since the time the project was selected and a State-Municipal Agreement (SMA) was awarded, two significant events occurred: 1. The City of Appleton withdrew its award for the 2020-2024 TAP cycle; and 2. The Bipartisan Infrastructure Law provided an increase in funding, starting in Federal Fiscal Year 2022. As a result, this allows the Village of Kimberly project to be moved to Federal Fiscal Year 2024 and for the project award amount to be increased. Ms. Biedermann shared that staff recommends the Transportation Committee approves Proposed Resolution 08-23 to amend the Village of Kimberly Marcella Road/Kennedy Avenue 2022-2026 Transportation Alternatives Set-aside award from \$529,040 to \$668,677 or up to 80% of eligible project costs for Federal Fiscal Year 2024.

A motion was made by Mr. Englebert and a second by Mr. Kautza to approve of the recommendations presented by ECWRPC staff. Motion carried unanimously.

- B. **Proposed Resolution 09-23:** Adopting WisDOT Transportation Performance Measures and Targets for PM2: Bridge and Pavement and PM3: System Performance for the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) presented by Mr. Tanner Russell. Mr. Russell gave a brief overview of the proposed resolution and added that ECWRPC recommends that the Transportation Committee moves to adopt the WisDOT Transportation Performance Measures and Targets for PM2 and PM3 for the Appleton (Fox Cities) MPO, which was previously recommended by the Appleton (Fox Cities) MPO Technical Advisory Committee on March 6, 2023.

A motion was made by Mr. Englebert and second by Mr. Mullen to approve of Resolution 09-23 Adopting WisDOT Transportation Performance Measures and Targets for PM2: Bridge and Pavement and PM3: System Performance for the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) as presented. Motion carried unanimously.

- C. **Proposed Resolution 10-23:** Adopting WisDOT Transportation Performance Measures and Targets for PM2: Bridge and Pavement and PM3: System Performance for the Oshkosh Metropolitan Planning Organization (MPO) presented by Mr. Tanner Russell. Mr. Russell gave a brief overview of Resolution 10-23 and shared that ECWRPC recommends that the Transportation Committee moves to adopt the WisDOT Transportation Performance Measures and Targets for PM2 and PM3 for the Appleton (Fox Cities) MPO, as previously recommended by the Appleton (Fox Cities) MPO Technical Advisory Committee on March 6, 2023.

A motion was made by Mr. Zorn and a second by Mr. Kesler to approve of the Proposed Resolution 10-23 Adopting WisDOT Transportation Performance Measures and Targets for PM2: Bridge and Pavement and PM3: System Performance for the Oshkosh Metropolitan Planning Organization (MPO) as presented. Motion carried unanimously.

- D. **Proposed Resolution 11-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Mr. Tanner Russell shared with the members that since the 2023 Transportation Improvement Program (TIP) was amended on Jan. 27, 2022, the Wisconsin Department of Transportation (WisDOT) has requested TIP numbers on multiple new projects for the 2023-2026 funding cycle. He noted that the projects need to be amended into the TIP to receive the TIP numbers required for federal funding. It was noted that Valley Transit has also requested that a TIP number be assigned to multiple funding sources for the Whitman Facility Renovation. Funding was also added to the project with existing TIP number 252-23-031. The City of Appleton WE Energies Trail project funded through the Transportation Alternatives Set Aside Program is being removed from the TIP. The 2024 funds for that program are being moved to the Village of Kimberly, Marcella St. Trail project. In addition, Section 5310 funds for enhanced mobility of seniors and individuals with disabilities within the Appleton (Fox Cities) MPO are included in this amendment.

Mr. Russell reported that staff recommends approval of Proposed Resolution 11-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area - 2023.

A motion was made by Mr. Kautza and a second by Mr. Koeppen to approved Proposed Resolution 11-23 Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 as presented. Motion carried unanimously.

- E. **Proposed Resolution 12-23:** Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023. Mr. Russell reported that since the 2023 Transportation Improvement Program (TIP) for the Oshkosh Metropolitan Planning Organization was approved on October 28, 2022, the Wisconsin Department of Transportation (WisDOT) has requested TIP Numbers on multiple new projects for the 2023-2026 funding cycle. He shared that these projects need to be amended into the TIP to receive the TIP numbers required for federal funding. WisDOT has requested the inclusion of the Bipartisan Infrastructure Law (BIL) 2023-2026 Surface Transportation Block Grant (STBG) project that was selected on Leonard Point Road in the Town of Algoma. WisDOT has also requested that the preservation project on USH 45 between Oshkosh and New London be included. WisDOT has also requested two I-41 projects. The first is a rehab project over Lake Butte des Morts which currently only has state funding, but federal funding may be received. The second is a preservation project between Fond du Lac and Oshkosh that has design funds scheduled for 2023. In addition, Section 5310 funds for enhanced mobility of seniors and individuals with disabilities within the Oshkosh MPO are included in this amendment.

Mr. Russell reported that staff recommends approval of Proposed Resolution 12-23: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization - 2023.

A motion was made by Mr. Englebert and second by Mr. Kesler to approve of Proposed Resolution 12-23: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023. Motion carried unanimously.

- F. **Proposed Resolution 13-23:** Approving the Appleton (Fox Cities) Metropolitan Organization 2022 State of the System Report presented by Ms. Rachel Roth – GIS Analyst I. Ms. Roth shared that in 2021, East Central staff developed State of the System Reports for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, and they were approved by the Commission on April 27, 2022. She shared that these reports are to be updated on an annual basis, updates to the reports were completed for the Appleton (Fox Cities) MPO and the Oshkosh MPO in 2022. Additionally, in 2023, East Central staff developed a new State of the System Report for the East Central Wisconsin Region. Ms. Roth noted that the reports are designed to evaluate the status of the transportation system and track the progress of performance measures through datasets and maps for Calendar Year 2022. Staff collected and analyzed data for these reports to monitor six components of the transportation system: the roadway network, the transit system, the bicycle and pedestrian network, the Safe Routes to School program, airports, and freight. Link to the report - <https://www.ecwrpc.org/wp-content/uploads/2023/03/Draft-Fox-Cities-MPO-State-of-the-System-Report-2022.pdf>

A motion was made by Mr. McDonald and a second by Mr. Kautza to approve of Proposed Resolution 13-23: Approving the Appleton (Fox Cities) Metropolitan Organization 2022 State of the System Report as presented. Motion carried unanimously.

- G. **Proposed Resolution 14-23:** Approving the Oshkosh Metropolitan Organization 2022 State of the System Report presented by Ms. Rachel Roth – GIS Analyst I. Ms. Roth shared that this is set up similar to the Appleton (Fox Cities) Metropolitan Organization 2022 State of the System Report. Link to the report - <https://www.ecwrpc.org/wp-content/uploads/2023/03/Draft-Oshkosh-MPO-State-of-the-System-Report-2022.pdf>

A motion was made by Mr. Koeppen and a second by Mr. Mullen to approve of Proposed Resolution 14-23: Approving the Oshkosh Metropolitan Organization 2022 State of the System Report as presented. Motion carried unanimously.

- H. **Proposed Resolution 15-23:** Approving the East Central Wisconsin Region 2022 State of the System Report presented by Ms. Rachel Roth – GIS Analyst I. Ms. Roth shared that this year she worked on a new project which included a report designed to include the entire East Central region. It's similar to the previous reports however breakdowns the transportation data for each member County which allows us to report on trends in the rural and urban areas. Link to the report - <https://www.ecwrpc.org/wp-content/uploads/2023/03/Draft-ECWRPC-State-of-the-System-Report-2022.pdf>

A motion was made by Mr. Kautza and a second by Mr. Englebert to approved of **Proposed Resolution 15-23:** Approving the East Central Wisconsin Region 2022 State of the System Report as presented. Motion carried unanimously.

Note – Ms. Kraemer-Badtke shared with the members that Ms. Roth designed all of the State of the System reports and did a tremendous job bringing to the forefront the graphic visualization feature(s) along with the ability to interact with the reports themselves using interactive buttons.

## 8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*) – There were no announcements
- B. North Central WisDOT Updates-<https://projects.511wi.gov/weeklyupdates-nc/>
- C. Northeast WisDOT Updates - <https://projects.511wi.gov/weeklyupdates-ne/>

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

- A. **Transportation Committee Meeting:** *The next Transportation Committee Meeting will take place July 11, 2023 at 1:30 p.m. Further details will be forthcoming.*
- B. **Commission Meeting:** *The next Commission Board meeting will take place on Friday, April 28<sup>th</sup>, 2023 at 10:00 a.m. at Calumet County Courthouse (206 Court Street, Chilton). Further details will be forthcoming.*
- C. **Annual Meeting:** *The Annual Meeting will immediately follow the Commission Board Meeting on Friday, April 28<sup>th</sup>, 2023 at Calumet County Courthouse (206 Court Street, Chilton). Further details will be forthcoming.*

**10. Adjourn –** A motion was made by Mr. McDonald and second by Mr. Mullen to adjourn with the time noted 2:03 p.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator  
ECWRPC

**TO:** Transportation Committee  
**FROM:** Kim Biedermann, Principal Transportation Planner  
**DATE:** July 11, 2023  
**RE:** Proposed Resolution 30-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023

---

Since the 2023 Transportation Improvement Program (TIP) was amended on June 14, 2023, the Wisconsin Department of Transportation (WisDOT) has requested TIP Numbers on two new projects for the 2023-2026 funding cycle. These projects need to be amended into the TIP to receive the TIP numbers required for federal funding.

WisDOT has requested the inclusion of the recently approved Transportation Alternative Set-aside Program projects which were approved by the MPO at the June 14, 2023 Executive Committee meeting. These projects include the Eisenhower Dr. Trail from CTH KK to Theater Way for the Town of Buchanan and the STH 96/W. Wisconsin Ave. sidewalks for segments between N. Casaloma Dr. and N. Badger Ave.

Funding updates to Surface Transportation Block Grant (STBG) projects within the Appleton Urbanized Area were approved at the June 14, 2023 Executive Committee meeting. These funding and schedule updates allowed all the previously selected STBG projects to be funded at 80% federal funding after each had seen drastic construction cost increases.

The Town of Grand Chute LED street light conversion funded through the Carbon Reduction Program (TIP number: 252-23-061) is also being removed from the TIP as part of this amendment. It was deemed ineligible by WisDOT after initially being selected and amended into the TIP.

Please see the attached Table 1: Appleton (Fox Cities) Metropolitan Planning Organization – Project Listing (2023-2026) in the meeting materials for project details.

New projects include:

- TIP Number: **252-23-072**: TAP – Town of Buchanan - Eisenhower Dr. Trail
- TIP Number: **252-23-073**: TAP – Town of Grand Chute - STH 96/W. Wisconsin Ave. sidewalks

Updated projects include:

- TIP Number: **252-23-053**: STBG – Town of Grand Chute – Spencer St.
- TIP Number: **252-23-056**: STBG – Winnebago County – CTH P
- TIP Number: **252-23-057**: STBG – City of Menasha – Racine St.
- TIP Number: **252-23-058**: STBG – Outagamie County – CTH N
- TIP Number: **252-23-059**: STBG – City of Neenah – Commercial St.
- TIP Number: **252-23-061**: STBG – Village of Fox Crossing – E. Shady Ln.
- TIP Number: **252-23-064**: STBG – City of Appleton – Lawe St.

Projects 252-22-072 and 252-22-073 were posted for public review for 15 days starting June 25, 2023 and will end July 10, 2023.

The STBG projects receiving updated funding and construction dates were posted for the 15-day public review on July 2, 2023 and will end July 17, 2023. To date, no public comment has been received.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 30-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023, pending no further public comment.

## RESOLUTION NO. 30-23

### AMENDING THE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE APPLETON (FOX CITIES) TRANSPORTATION MANAGEMENT AREA - 2023

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Metropolitan Planning Area, approved the *2023 Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area*, at the October 28, 2022 quarterly Commission meeting, and;

**WHEREAS**, the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 was amended by the full Commission on June 14, 2023, and;

**WHEREAS**, the Transportation Improvement Program was prepared to meet the requirements of the Fixing America's Surface Transportation Act: (FAST), and the Bipartisan Infrastructure Law (BIL) as prescribed by federal regulations, and;

**WHEREAS**, all projects that use federal funds must appear in an adopted Transportation Improvement Program, and;

**WHEREAS**, WisDOT has requested the MPO advance the following projects to be amended to the 2023 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization:

- TIP Number: **252-22-072**: TAP – Town of Buchanan - Eisenhower Dr. Trail
- TIP Number: **252-23-073**: TAP – Town of Grand Chute - STH 96/W. Wisconsin Ave. sidewalks
- TIP Number: **252-23-053**: STBG – Town of Grand Chute – Spencer St.
- TIP Number: **252-23-056**: STBG – Winnebago County – CTH P
- TIP Number: **252-23-057**: STBG – City of Menasha – Racine St.
- TIP Number: **252-23-058**: STBG – Outagamie County – CTH N
- TIP Number: **252-23-059**: STBG – City of Neenah – Commercial St.
- TIP Number: **252-23-061**: STBG – Village of Fox Crossing – E. Shady Ln.
- TIP Number: **252-23-064**: STBG – City of Appleton – Lawe St.

**WHEREAS**, the attached Tables will become part of this resolution, and;

**WHEREAS**, The Town of Grand Chute LED street light conversion funded through the Carbon Reduction Program (TIP number: 252-23-061) is being removed from the TIP, and;

**WHEREAS**, the MPO staff will prepare the appropriate documentation to meet federal and state requirements for any transportation project appearing in the TIP;

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

**SECTION 1.** That the Commission approves the amendment as presented to include the proposed projects in the approved 2023 Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area.

Effective Date July 28, 2023

Submitted By: Transportation Committee

Prepared By: Kim Biedermann, Principal Transportation Planner

---

Jeff Nooyen, Outagamie County

---

Melissa Kraemer Badtke—ECWRPC Executive Director

---

Date Approved