

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

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

**Date:** Friday, October 27, 2023 (In-Person) held prior to the Quarterly Commission Meeting

**Time:** 9:00 a.m.

**Place:** *Shawano County – DHS Conference Room, W7327 Anderson Ave., Shawano, WI 54166*

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

**AGENDA**

**1. Welcome and Introductions**

**2. Roll Call**

A. Introduction of Alternates, Staff and Guests

**3. Approval of the Agenda/Motion to Deviate**

**4. Public Comment**

**5. Approval of the Minutes of the September 20, 2023 and October 18, 2023 Executive Committee Meetings**

**6. Announcements and Discussion Items**

A. Director's Report

**7. New Business/Action Items**

A. **3<sup>rd</sup> Quarter, 2023 Financial Report**

B. **3<sup>rd</sup> Quarter, 2023 Project Status Report**

C. **Proposed Resolution 49-23:** Approving the Calumet County Specialized Transportation Coordinated Plan 2024-2028

D. **Proposed Resolution 50-23:** Approving the Fond du Lac County Specialized Transportation Coordinated Plan 2024-2028

E. **Proposed Resolution 51-23:** Approving the Outagamie County Specialized Transportation Coordinated Plan 2024-2028

F. **Proposed Resolution 52-23:** Approving the Shawano and Menominee County Specialized Transportation Coordinated Plan 2024-2028

G. **Proposed Resolution 53-23:** Approving the Waupaca County Specialized Transportation Coordinated Plan 2024-2028

H. **Proposed Resolution 54-23:** Approving the Winnebago County Specialized Transportation Coordinated Plan 2024-2028

- I. **Proposed Resolution 55-23:** Adopting the 2023 Comprehensive Economic Development Strategy (CEDS) 5-Year Update. Link available to review: <https://www.ecwrpc.org/public-review/>
- J. **Proposed Resolution 56-23:** Authorizing East Central Wisconsin Regional Planning Commission to act as the Fiscal Agent and Grant Administrator for a Regional Aviation Development Fund and Authorizing the Executive Director of the Commission to Develop and Execute any Required Agreements

## 8. Informational/Discussion Items

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

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

- A. **Executive Committee Meeting:** **DATE CHANGE** The next Executive Committee meeting is scheduled for ~~Wednesday, November 15, 2023~~ **Rescheduled for Wednesday, November 29, 2023 at 10:00 a.m.** To be held in person at East Central office(s) An agenda and meeting materials will be forthcoming.

- B. **Commission Meeting:** The next Commission meeting date TBD. An agenda and meeting materials will be forthcoming.

## 10. Adjourn

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

**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:** September 20, 2023 @ 1:30 p.m. – In person

1. **Welcome and Introductions** – Chair Nooyen called the meeting to order at 1:30 p.m.

2. **Roll Call**

A. Introduction of Alternates, Staff and Guests

**Committee Members Present:**

Alice Connors (Vice Chair) .....	Calumet County
Jeremy Johnson (Perm. Alt. for Elizabeth Moses) .....	Menominee County
Jeff Nooyen (Chair) .....	Outagamie County
Tom Kautza .....	Shawano County
Dick Koeppen (Virtual).....	Waupaca County
David Albrecht (Perm. Alt. for Tom Egan) .....	Winnebago County

**Committee Members Absent (Excused):**

Steve Abel .....	Fond du Lac County
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**ECWRPC Staff and Guests:**

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

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

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

5. **Approval of the Minutes of the July 28, 2023 Executive Committee Meeting** – a motion was made by Mr. Johnson and second by Mr. Kautza 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)

**Staffing Updates:** East Central recently hired Brice Richardson and Abby Mader for the Associate Transportation Planner Positions. Ms. Kraemer-Badtke share that staff are excited to have Brice and Abby join the transportation team. The Principal Planner position as well as the SRTS Planner position are open yet.

**Innovation in Planning Award:** At the Wisconsin American Planning Association meeting on Thursday, September 21, 2023, East Central staff was presented with the APA – WI Innovation Award for the work on the Equitable Engagement Toolkit and Guidebook. The purpose of this project was to create a toolkit, complementary guidebook, and training tools to enhance ECWRPC's and local communities' engagement efforts surrounding transportation-related plans and projects. Ms. Kraemer-Badtke went on record to congratulate the Transportation Team that assisted in the development of the Equitable Engagement Toolkit and Guidebook

**Economic Development Program**

1. **Rural Partners Network Project:** East Central staff met with Economic Development Administration leadership along with the Menominee Tribal Nation to discuss their rural

partners network project and EDA grant. The EDA Deputy Secretary from Washington DC was in attendance to join in the conversation(s).

2. **Specialized Transportation Coordination Plans:** East Central staff has been working with member counties to complete their specialized transportation coordination plans. The member County meetings have been completed and the draft plans are being developed

- B. **Discussion on Tentative 2024 Executive Committee and Commission Board Meeting Schedule.** Mr. Moser and Ms. Kraemer-Badtke entered into a Board discussion on the need to alter the scheduled dates designated for the members to meet. They shared that it is anticipated that the April Committee and Board meetings would be changed based on the election and reorganization process for the Counties. The Team suggested having Committee and Commission Board meetings in March and also having a Commission Board Orientation, Commission Board and Commission Annual meeting. Another area for discussion was the day and time the Commission Board meetings should be held on. The Commission Quarterly Meeting date is noted in the by-laws to be held on the last Friday. Members stated that Friday's are problematic and a change in the by-law could be a positive move. Possible options were discussed with the Executive Committee; Ms. Kraemer-Badtke stated that staff would development a 2024 schedule and provide it at the next Commission meeting.

## 7. **New Business/Action Items**

- A. **Discussion and action on the WisDOT Concurrence Letter for 2024 Funding established for State Metropolitan Planning Organizations.** Ms. Kraemer-Badtke reported that every 10 years, in alignment with the release of the US Census date, the MPOs across the State and the Wisconsin Department of Transportation staff discuss the funding levels for the MPO Planning Program Funding. For the Commission, this would include the Appleton (Fox Cities)/Oshkosh MPOs and the Fond du Lac MPO (East Central serves as staff for the MPO). She also noted that Federal planning funds are split by population into two categories: Transportation Management Areas (TMAs – areas over 200,000 in population; this would include the Appleton (Fox Cities) MPO) and Non-TMA MPOs (areas with a population between 50,000-200,000; this would include the Oshkosh MPO and the Fond du Lac MPO). The Transportation Management Areas (Green Bay, Appleton, Milwaukee, and Madison) agreed to contribute up to 3% of the federal funding to cover a supplemental contribution to fund a minimum amount for the Non-TMA MPOs, so they are able to have two full time staff members at each non-TMA MPO (this would include the Fond du Lac MPO). Staff recommended approval of the concurrence letter that establishes the 2024 funding for the State MPO.

A motion was made by Mr. Kautza and second by Mr. Albrecht to approve of the WisDOT Concurrence Letter. Motion carried unanimously.

- B. **Discussion regarding the 2024 Unified Planning Work Program for the Transportation Program -**  
A copy of the draft can be viewed at the following website:  
<https://www.ecwrpc.org/programs/transportation/work-program-and-budget/>.

Ms. Kraemer-Badtke reported that staff received the 2024 Unified Planning Work Program kickoff memo from WisDOT dated August 11, 2023 (attached), which included preliminary MPO allocations of Metropolitan Planning (PL) funding from Federal Highway Administration and Federal Transit Administration. *NEW-The waiver of the local match requirement for the Metropolitan Planning (PL) funds in support of Section 11206 (Increasing Safe and Accessible Transportation Options) of the Bipartisan Infrastructure Law (BIL).* The memo also indicated that the allocations for Increasing Safe and Accessible Transportation Options (SATO) are eligible for 100% reimbursement if used for Completed Streets/SATO eligible planning activities and specifically detailed as such within the MPO's 2024 UPWP, due to a waiver of the local match requirement. This information was not factored into the 2024 preliminary budget approved by the Commission at the July 28<sup>th</sup> meeting. Due to this change, \$52,288.41 of local levy that had been budgeted as local match is now available for levy reduction or reallocation. At this time, this was provided to the Executive Committee as an informational item where staff is looking for feedback regarding the local levy that was initially budgeted as local match for the Appleton/Oshkosh MPO Programs. Member discussion took place and the majority felt that the \$52,288.41 should be kept in the general fund – ear marking the amount for future needs that may come up. The 2024

Unified Work Program and Budget will be placed on the Transportation Committee October meeting agenda for their consideration.

- C. Discussion regarding the hiring SERDI to develop a board assessment. Mr. Moser – Deputy Director, shared that in December the Commission leadership staff was contacted by the National Association of Development Organizations (NADO). He reported that NADO is currently developing an executive director training manual template that will be shared with regional councils of government and regional planning commissions across the country. One of the recommendations from the peer organizations, was to work with the Southeast Regional Directors Institute (SERDI) to conduct a board assessment. SERDI is a voluntary professional development association for regional council executive directors in the southeastern portion of the United States. Mr. Moser noted that the cost of the SERDI Assessment Process is \$4,500 plus travel reimbursement of SERDI staff costs related to the process, with a possible timeline projected to launch in February, 2024 with final report delivery in June, which would align with 2025 Preliminary Budget process. Staff did not have a recommendation however; the leadership team appreciated any feedback regarding the Board Assessment with SERDI. Upon member discussion it was noted that staff should continue moving forward with this project.
- D. Approval of the 2024 Employee Health Insurance, Dental Coverage & Vision Program presented by Sara Otting-Controller. Ms. Otting presented three proposals which detail the various health insurance premium options for 2024. The proposals are as follows.
- Proposal B: Minimum amounts allowed by the state. The employee portion would be 12%- Commission portion would be 88%.
  - Proposal C: The employee portion would be 16%-the Commission portion would be 84% and
  - **Proposal D: The employee portion would remain at 19%-the Commission portion would remain at 81%. While this would increase the employee premium and the Commission premium, it remains the current employee and Commission shares.**

She noted that East Central leadership is recommending Option D for the health insurance contributions. This splits the increase evenly between the employees and the Commission.

A motion was made by Vice Chair Connors and a second by Mr. Albrecht to approve of Option D as presented. Motion carried unanimously.

- E. Discussion regarding the Commission's 2024 Special Projects presented by Ms. Kraemer-Badtke and Mr. Moser. They include, but are not limited to, the following:
1. **Appleton/Fox Cities & Oshkosh MPO Policy Board Restructuring** – During the recent federal Appleton Transportation Management Area Certification Review, it was communicated that a restructuring of the Policy Board would be required. Ms. Kraemer-Badtke shared that, upon reaching out to Federal Highway, a proposed timeline for completion would be 18-24 months roughly. It would include a redesignation by the Governor's office and our Board. Chair Nooyen commented that once resolved, this restructuring would eliminate the redundancy of items for the Commissioners to review at the Quarterly meetings and possibly would reduce the amount of times the Commissioners would need to meet annually.
  2. **SERDI Assessment of ECWRPC** – Mr. Moser shared that the objective of this independent, third-party review of the Commission is to develop strategies to maximize East Central's support and assistance to its member counties. Should the Commission approve of this work, staff will be involved in assisting the consultant with various aspects of the project.
  3. **Potential Office Relocation** – Mr. Moser shared that the lease for the current office space expires on July 31, 2024. He noted that if the Commission would make the decision to relocate, staff would work to minimize impacts with the anticipation of at least a week of lost productive time related to this transition.
  4. **Staff Training** – With at least 5 new staff joining the team in 2023, a significant focus over the next 12 – 18 months will be on training and professional development. The Team is

working to identify high quality, cost effective training options to provide staff the tools and support needed to excel in their roles.

5. **Website Update** – This project has been on the radar but deferred due to more pressing matters, aligning this work with the MPO restructuring and potential office move would be coordinated. It would also align with a branding refresh we're currently working to integrate into all Commission materials.
6. **Server Replacement/Potential Software Investments** – Mr. Moser shared that staff have budgeted for the replacement of the server in 2024, as the warranty expires in July. He shared that staff is in the process of evaluating several potential software programs that could increase operational efficiency and organizational effectiveness. The final recommendations and implementation will be deferred until after the SERDI assessment is completed, should the Commission approve of that work.
7. **Evaluation of Economic Development Program Enhancement** – Following the 5-year update to the Regional Comprehensive Economic Development Strategy staff will be identifying how best the Commission can play a larger role in implementing the recommendations, especially in the rural communities. Several potential options were identified but the implementation would be deferred until after the SERDI assessment is completed, if approved.

- F. **CLOSED SESSION:** The Committee will convene into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes to discuss strategy regarding ongoing negotiations with another entity so as not to compromise the Commission's bargaining position and Section 19.85(1)(c) of the Wisconsin Statutes to consider and discuss personnel matters, 2024 staffing plan, and compensation. A motion was made by Mr. Kautza and second by Mr. Albrecht to go into closed session via roll call vote, with the time noted at 2:27 pm.

Jeff Nooyen	Aye
Alice Connors	Aye
Steve Abel	Excused
Dick Koeppen	Aye (Virtual)
Jeremy Johnson	Aye
David Albrecht	Aye

- G. **RECONVENE INTO OPEN SESSION:** The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters. A motion was made by Mr. Kautza and second by Mr. Albrecht to reconvene into open session with the time noted at 3:15 pm.

i. No action taken from closed session discussions

## 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 Wednesday – October 18, 2023 at 1:30 p.m.- Virtual. **(August Meeting Canceled)**
- B. **Commission Meeting:** The next Commission meeting will be held on Friday, October 27, 2023 at 10:00 a.m. Information will be forthcoming.

10. **Adjourn** – A motion was made by Mr. Albrecht and second by Vice Chair Connors to adjourn with the time noted at 3:20 pm.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC

**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:** October 18, 2023 @ 1:30 p.m. – Virtual

1. **Welcome and Introductions** – Chair Nooyen called the meeting to order at 1:30 p.m.
2. **Roll Call**

A. Introduction of Alternates, Staff and Guests

**Committee Members Present:**

Alice Connors (Vice Chair) ..... Calumet County  
 Jeremy Johnson (Perm. Alt. for Elizabeth Moses) ..... Menominee County  
 Jeff Nooyen (Chair) ..... Outagamie County  
 Tom Kautza ..... Shawano County  
 Dick Koeppen (Virtual) ..... Waupaca County  
 Steve Abel ..... Fond du Lac County

**Committee Members Absent (Excused):**

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

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

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

5. **Announcements and Discussion Items**

A. Director's Report - Melissa Kraemer-Badtke reported that East Central WI Regional Planning Commission was awarded the Mid-American Award – Technical Assistance Program for the Small Community Technical Assistance project.

6. **New Business/Action Items**

A. **Proposed Resolution 47-23:** Authorizing the Executive Director of the Commission to Enter into a Contract with SERDI to conduct an Assessment of ECWRPC. Mr. Moser – Deputy Director, reported that information was received regarding the estimated cost of the travel reimbursement regarding Member inquiry and discussion from the September 20, 2023 meeting. He noted that the cost of the SERDI Assessment Process is \$4,500 plus a not to exceed amount - \$3500 for travel reimbursement/SERDI staff costs related to the process. Upon member discussion a motion was made by Vice Chair Connors and a second by Mr. Kautza to approve of **Proposed Resolution 47-23:** Authorizing the Executive Director of the Commission to Enter into a Contract with SERDI to conduct an Assessment of ECWRPC with a cost of not to exceed a total of \$8,000.00. Motion carried unanimously.

- B. **Proposed Resolution 48-23:** Amending the By-Laws of the East Central Wisconsin Regional Planning Commission - Related to the Commission's Meeting Schedule. Mr. Moser gave a brief overview. He reported that at the last Executive Committee meeting, East Central staff and the Committee discussed proposed changes to the Commission's By-laws regarding the regular schedule of Commission Board meetings. Among the issues discussed was that the last Friday of the month has been problematic in terms of ensuring a quorum. In addition, the July meeting date conflicts with an annual WI Counties Association meeting on the even years. Additionally, the April meeting date can be challenging given County Board elections in April and the subsequent timing of appointments to the Commission. Wednesday morning was identified as a potential better time for meetings and it was recommended that staff reach out to members who were absent.

Mr. Moser shared that East Central staff reviewed the feedback from the Committee as well as those members who were absent and have made proposed edits to the By-Laws accordingly, providing for a Commission Board meeting each calendar quarter, with flexibility on the specific schedule which is to be determined at the annual meeting.

Upon Board discussion a motion was made by Mr. Johnson and a second by Mr. Abel to approve of the updated By-law language as it relates to the commission's Meeting Schedule. Motion carried unanimously.

- C. **CLOSED SESSION:** The Committee will convene into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes to discuss strategy regarding ongoing negotiations with another entity so as not to compromise the Commission's bargaining position. A motion was made by Mr. Kautza and second by Mr. Koeppen to go into closed session via roll call vote, with the time noted at 1:38 pm.

Jeff Nooyen	Aye
Alice Connors	Aye
Steve Abel	Aye
Dick Koeppen	Aye
Jeremy Johnson	Aye
David Albrecht	Excused

- D. **RECONVENE INTO OPEN SESSION:** The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters. A motion was made by Vice Chair Connors and second by Mr. Abel to reconvene into open session via roll call vote with the time noted at 2:16 pm.

Jeff Nooyen	Aye
Alice Connors	Aye
Steve Abel	Aye
Dick Koeppen	Aye
Jeremy Johnson	Aye
David Albrecht	Excused

- i. Action taken from closed session discussions. A motion was made by Mr. Koeppen and second by Mr. Johnson to approve of East Central WI Regional Commission staff to engage with a commercial realtor. Motion carried unanimously.



## 7. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*) – Mr. Johnson of Menominee County asked the members if they could share what their County Board has done as it relates to salary increase(s) and inflation costs. Mr. Koeppen of Waupaca County indicated that they are going forward with a 5% salary increase in addition to the steps; Vice Chair Connors of Calumet County shared that they are going forward with a 4% salary increase in addition to the steps.

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

- A. **Executive Committee Meeting:** *The next Executive Committee meeting will be Wednesday – October 27, 2023 at 9:00 a.m.- Prior to the Quarterly Commission meeting*
- B. **Commission Meeting:** *The next Commission meeting will be held at Shawano County DHHS - W7327 Anderson Ave., Shawano WI on Friday, October 27, 2023 at 10:00 a.m. An agenda and meeting materials will be forthcoming.*

- 9. **Adjourn** – A motion was made by Vice Chair Connors and second by Mr. Koeppen to adjourn with the time noted at 2:25 pm.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC

## **East Central Wisconsin Regional Planning Commission – October 27, 2023 Report**

By Melissa Kraemer Badtke, Executive Director and Craig Moser, Deputy Director.

- A. **Staffing Updates:** East Central recently hired Kia Kling as the new Associate Planner for the Safe Routes to School Program. Kia will be working with Commission on a part-time basis beginning in 2024 and then begin working full time in May, 2024. Kia currently has an internship with the Village of Fox Crossing and she is also attending UW- Green Bay and is working towards a Bachelor's Degree in Environmental Science and Policy with an emphasis in Planning.
- B. **Mid-America Economic Development Council Award – Overcoming Adversity:** Recently, East Central staff was notified that the Commission would be receiving the Mid-America Economic Development Council Award – Overcoming Adversity (small division) for the Small Community Technical Assistance Program. East Central staff will be honored at the award Luncheon on November 30<sup>th</sup> at the Mid- America Competitiveness Conference in Indianapolis. Congratulations to the Economic Development staff, as well as former staff and now Commissioner Kevin Englebert, and the Commission's consultant Ayres Associates on this award!
- C. **Economic Development Program**
1. **EDA 3 Year Planning Partnership Grant:** East Central staff received the invitation to apply for the Economic Development Administration's Three Year Planning Partnership Grant. The federal funding for the grant will be \$210,000 (70% grant rate), with a local match of \$90,000 and the total project costs will be \$300,000. The deadline for the Commission staff to apply for the three year planning partnership grant is November 10<sup>th</sup>, 2023. The invitation letter to apply for the EDA three year Planning Partnership Grant is included with the meeting materials. Of note, is the increased federal share of 70%, which actually reduces the overall project funding from \$350,000 to \$300,000, as the federal amount remains the same at \$210,000. The local match is subsequently reduced from \$140,000 to \$90,000 (minimum) but the Commission would have the option to provide additional local match to keep the total Economic Development funding consistent at \$350,000. This will be brought forward for discussion at subsequent meetings.
  2. **Small Community Technical Assistance Programs:** East Central staff and Ayres Associates hosted sessions/workshops with the following communities during the week of October 9<sup>th</sup>:
    - City of Chilton
    - City of New Holstein
    - Village of Brandon
    - Village of FremontCommunities hosted a visioning session with local business members and local community members. Staff then conducted a walkabout around the community, drafted a plan for the community, and presented it. Finalized plans will be available for each of the communities in November.
- D. **Transportation Planning Program**
1. **Appleton (Fox Cities) MPO Certification Review:** Federal Highway Administration and Federal Transit Administration met with East Central staff and the Wisconsin Department of Transportation staff met to discuss projects and programs related to the Appleton (Fox Cities) MPO. A representative from Federal Highway Administration will be attending the January Commission Board meeting to report out on their findings.
  2. **Surface Transportation Block Grant and Transportation Alternative Set Aside Programs:** East Central staff continues to work with local communities and counties within the Appleton, Oshkosh, and Fond du Lac MPOs regarding applications for the Surface Transportation Block Grant – Urban and the Transportation Alternative Set Aside Program. The deadline to apply for funding for these programs is Friday, October 27<sup>th</sup>.

E. **Regional Safe Routes to School**

1. **International Walk to School Day:** International Walk to School Day was held on Wednesday, October 4, 2023. Kim Dieck, the Associate Planner for the SRTS Program, conducted an interview with WLUK Fox 11 on the Safe Routes to School Program. This event also kicked off a few of the walking school bus programs from across the region. A special thank you to Mayor Woodford for participating in International Walk to School and walking with students at a few of the Appleton schools. Kaukauna Mayor Tony Penterman also participated and issued a Proclamation.

F. **NR-135 Non-Metallic Mining Program**

1. **Site Inspections and Field Work:** Recently Green Lake and Dodge Counties reached out to the Commission's Senior Planner, Scott Konkle to discuss the drone program that was developed over the last few years. Annual meetings with county staff have been conducted over the past several weeks.

G. **Water Quality Management Program**

1. **Sewer Service Areas Plans:** East Central staff will begin working to update the Sherwood Sewer Service Area Plan and the Stockbridge Sewer Service Area Plan later in 2023 throughout 2024. At this time, DNR has provided no update on the status of their review of the Fox Cities Sewer Service Area Plan that the Commission approved in July and submitted to DNR.



U.S. DEPARTMENT OF COMMERCE  
Economic Development Administration  
CHICAGO REGIONAL OFFICE  
230 S. DEARBORN STREET, SUITE 3280  
CHICAGO, ILLINOIS 60604

Melissa Badtke  
Executive Director  
East Central Wisconsin Regional Planning Commission  
400 Ahnaip St.  
Menasha, WI 54952

Dear Ms. Badtke:

The Economic Development Administration (EDA) is pleased to invite you to submit an application for \$210,000 (70% grant rate) in EDA funds for FY 2024 Partnership Planning Assistance. Your organization has been selected to apply for a 3-year grant to continue a comprehensive economic development planning program. Your proposed project, estimated to cost up to \$300,000 will be considered for funding under: (i) the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. Section 3121 *et seq.*), including the comprehensive amendments made by the Economic Development Administration Reauthorization Act of 2004 (P.L. 108-373); (ii) EDA regulations found at 13 C.F.R. Chapter III; and (iii) and the most recently published EDA Federal Funding Opportunity notice, which is available at [www.eda.gov](http://www.eda.gov). **Please note that no funding will be awarded unless a federal budget appropriating FY 2024 funds for the Partnership Planning Program is approved.**

#### Program Funding

Funding for your project is subject to availability of FY 2024 appropriations to EDA for its investment assistance programs and your ability to meet the local share requirements. You may apply to receive funding at less than \$210,000 if your matching share capacity cannot leverage the invited dollar amount. The invitation to apply for funding is not a guarantee that your project will be funded. Approval is contingent upon many factors, including, but not limited to, availability of funding, the performance of your organization, and satisfactory evaluations by EDA. EDA will not process any applications for planning grantees that are delinquent in submitting the required progress reports, financial reports, and annual Comprehensive Economic Strategy Reports from the previous year. In addition, the processing of your application will be delayed if your application is incomplete or doesn't provide responses in sufficient detail. When completing the application, please refer to the attached *Partnership Planning Application Checklist and Instructions* for guidance on the required materials and information for a complete application submittal.

#### How to Apply

Applicants must submit applications through the EDGE portal and a user account in EDGE is required to submit applications. **Your application is due by November 10, 2023.**

Partnership Planning grantees will receive an automated email from EDGE, inviting them to apply for their Partnership Planning grant renewal. If the individual receiving the email doesn't have an EDGE account already, the automated email will include instructions on how to set up a user account. If the individual has a user account, the email will notify them that they now have access to the Partnership Planning Funding Opportunity.

To access the Partnership Planning Funding Opportunity, log into EDGE and from the home page, click on the Funding Opportunities tab. The Funding Opportunities Tab will display a list of all the existing Funding Opportunities, with basic information for each. Click on the Partnership Planning Funding Opportunity and click the "apply now" button under program details.

If you have any questions, please contact Michelle Velazquez by phone at (312) 718-6426 or email at [mvelazquez@eda.gov](mailto:mvelazquez@eda.gov).

Sincerely,

Susan Brehm  
Regional Director

## Balance Sheet

As of 9/30/2023

	9/30/2023	9/30/2022
<b>ASSETS</b>		
<b>CASH &amp; CASH EQUIVALENTS</b>		
1000-01 CASH-AssocBank Main Checking	\$ 71,169.20	\$ 850.22
1000-03 CASH-Associated Benefit Account	11,484.90	10,956.14
1000-05 CASH-AssocBank Money Market	159,783.38	280,340.36
1000-06 CASH-WEDC Checking	0.00	1,253,597.04
1010-00 STATE TREASURER-LOCAL GOVT PL	522,859.49	260,037.74
1020-00 PETTY CASH	100.00	100.00
<b>Total CASH &amp; CASH EQUIVALENTS:</b>	<b>765,396.97</b>	<b>1,805,881.50</b>
<b>RECEIVABLES</b>		
1100-00 ACCOUNTS RECEIVABLE	328,726.94	478,448.83
1130-00 DEFERRED REVENUE/NR135 CARRYOVER	-6,381.84	-40,800.33
1140-00 OTHER DEFERRED REVENUE	-2,838.68	-1,214,606.35
<b>Total RECEIVABLES:</b>	<b>319,506.42</b>	<b>-776,957.85</b>
<b>PREPAIDS &amp; DEPOSITS</b>		
1200-00 PREPAID & DEPOSITS	30,021.89	24,592.61
1210-00 DEFERRED OUTFLOWS	1,093,313.10	822,649.02
<b>Total PREPAIDS &amp; DEPOSITS:</b>	<b>1,123,334.99</b>	<b>847,241.63</b>
<b>CAPITAL EQUIPMENT</b>		
1400-00 COMPUTERS, EQUIPMENT & OTHER FIXED ASSETS	262,615.53	229,962.40
1405-00 ACCUM. DEPREC	-166,934.09	-158,514.03
1420-00 CAPITAL LEASE ASSET	61,151.25	218,963.52
1425-00 ACCUM. DEPREC. CAPITAL LEASE ASSET	-73,381.56	-63,421.12
<b>Total CAPITAL EQUIPMENT:</b>	<b>83,451.13</b>	<b>226,990.77</b>
<b>OTHER ASSETS</b>		
1500-00 NET PENSION ASSET	530,175.94	450,470.94
<b>Total ASSETS:</b>	<b>\$ 2,821,865.45</b>	<b>\$ 2,553,626.99</b>
<b>LIABILITIES</b>		
<b>ACCOUNTS PAYABLE</b>		
2000-00 ACCOUNTS PAYABLE	\$ 57,965.90	\$ 100,036.63
<b>ACCRUED LIABILITIES</b>		
2110-00 PAYROLL TAXES PAYABLE	14,107.38	12,414.25
2160-00 ACCRUED ANNUAL LEAVE	21,058.39	22,469.24
2178-00 FLEX SPENDING ACCOUNT (FSA) PAYABLE	-482.28	969.97
2210-00 DEFERRED INFLOWS	1,359,836.00	1,024,361.00
<b>Total ACCRUED LIABILITIES:</b>	<b>1,394,519.49</b>	<b>1,060,214.46</b>
<b>NOTES PAYABLE</b>		
2305-00 CAPITAL LEASE PAYABLE	29,059.95	157,097.08
<b>Total NOTES PAYABLE:</b>	<b>29,059.95</b>	<b>157,097.08</b>
<b>OTHER LIABILITIES</b>		
2400-00 NET OTHER POST-EMPLOYMENT BENEFIT	130,409.00	244,381.00
<b>Total LIABILITIES:</b>	<b>1,611,654.34</b>	<b>1,561,729.17</b>
<b>NET POSITION</b>		
2900-00 Retained Earnings-Current Year	85,219.08	207,385.17
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>1,210,211.11</b>	<b>991,897.82</b>
<b>Total LIABILITIES &amp; NET POSITION:</b>	<b>\$ 2,821,865.45</b>	<b>\$ 2,553,626.99</b>

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>East Central Wisconsin Regional Planning Commission</b>												
2	<b>Statement of Revenue and Expenses</b>												
3	<b>For Period 9 Ending 9/30/2023</b>												
4													
5													
6													
7						Approved Budget 2023			YTD 9/30/2023		% Of Budget		YTD 9/30/2022
8	<b>Operating Revenues</b>												
9	<b>Intergovernmental</b>					<b>\$1,838,557</b>			<b>\$972,080</b>		<b>53%</b>		<b>\$5,992,006</b>
10			Federal Grants			1,714,116			914,939		53%		5,906,616
11			State Grants			124,441			57,141		46%		85,390
12													
13	<b>Intergovernmental Charges for Services</b>					<b>940,285</b>			<b>762,910</b>		<b>81%</b>		<b>644,111</b>
14			Local districts membership levy			625,000			520,831		83%		409,898
15			Local districts (secured/expected contracts)			171,260			97,143		57%		108,188
16			NR-135 Program (Operator fees)			123,450			125,050		101%		108,220
17			NR-135 Program (WDNR fees)			20,575			19,885		97%		17,805
18	<b>Public Charges for Services</b>					<b>10,000</b>			<b>7,475</b>		<b>75%</b>		<b>4,850</b>
19	<b>Miscellaneous Revenue</b> (interest earned, etc.)					<b>4,000</b>			<b>14,704</b>		<b>368%</b>		<b>1,908</b>
20	<b>Total Operating Revenues</b>					<b>\$2,792,842</b>			<b>\$1,757,169</b>		<b>63%</b>		<b>\$6,642,875</b>
21													
22													
23													
24													
25													
26	<b>Operating Expenses</b>												
27	<b>Salaries and wages</b>					<b>\$1,285,494</b>			<b>\$894,288</b>		<b>70%</b>		<b>\$868,800</b>
28	<b>Employee fringe benefits</b>					<b>413,496</b>			<b>271,634</b>		<b>66%</b>		<b>258,455</b>
29	<b>Direct grant expenses (contracts/programs)</b>					<b>682,758</b>			<b>312,379</b>		<b>46%</b>		<b>5,144,102</b>
30	<b>Overhead Expenses</b>					<b>290,008</b>			<b>193,650</b>		<b>67%</b>		<b>161,170</b>
31			Meeting expenses & Staff Development			17,440			5,119		29%		4,040
32			Supplies			5,600			4,512		81%		4,223
33			Office space and equipment			62,528			73,697		118%		35,953
34			Reference materials, subscriptions and dues			1,600			3,201		200%		1,197
35			Printing and publishing			12,500			617		5%		501
36			Postage			500			578		116%		-411
37			Staff expenses			9,000			-997		-11%		6,578
38			Insurance and professional fees			42,840			29,077		68%		37,794
39			Interest			7,500			890		12%		5,025
40			Depreciation			130,500			76,955		59%		66,270
41	<b>Total Operating Expenses</b>					<b>2,671,756</b>			<b>1,671,950</b>		<b>63%</b>		<b>6,432,528</b>
42													
43	<b>Projected Surplus / (Deficit)</b>					<b>\$121,086</b>			<b>\$85,219</b>				<b>\$210,347</b>
44	<b>Adjustments for Cash Flows</b>												
45			Difference between capital purchases & depreciation			(34,046)			(2,908)				(187,188)

**September 30, 2023 PROJECT UPDATE**

Project	Start Date	End Date	Approved Budget	Total \$ Budget	Total \$ Spent	% Remain	Total Hrs Budget	Hrs Spent	Hrs Remain	% Remain	Total Hrs Budget	Hrs Spent	% Remain
1105-023: Regional Comprehensive Planning Co	1/1/2023	12/31/2023	5,000	5,000	199	96.03%	46.00	3.00	43.00	93.48%			
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	73,797	51.53%	82.00	66.00	16.00	19.51%	1927.00	1031.75	46.46%
1231-023: Sewer Service Area Plan Promotion, Implementation	1/1/2023	12/31/2023	144,995				1845.00	965.75	879.25	47.66%			
1311-023: FC/Osh Program Administration and Support	1/1/2023	12/31/2023	95,000				709.00	524.75	184.25	25.99%	6630.00	5343.00	19.41%
1312-023: FC/Osh Fox Cities/Oshkosh LRTLUP	1/1/2023	12/31/2023	180,000				421.00	1419.00	-998.00	-237.05%			
1313-023: NE Region Travel Demand Model Implementation	1/1/2023	12/31/2023	80,228				834.00	377.00	457.00	54.80%			
1321-023: FC/Osh - Short Range/Congestion Management	1/1/2023	12/31/2023	161,283	906,844	419,895	53.70%	1062.00	734.25	327.75	30.86%			
1322-023: FC/Osh - Transportation Improvement Study	1/1/2023	12/31/2023	75,920				1068.00	721.00	347.00	32.49%			
1323-023: FC/Osh Multi-modal/Transportation Alternatives	1/1/2023	12/31/2023	159,718				1605.00	1215.25	389.75	24.28%			
1324-023: FC/Osh Transit	1/1/2023	12/31/2023	154,695				931.00	351.75	579.25	62.22%			
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	132,000	0.00%	280.00	288.50	-8.50	-3.04%			
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	89,661	64,971	27.54%	113.00	33.50	79.50	70.35%	1079.00	953.00	11.68%
1332-023: Regional Transportation Tech Assistance	1/1/2023	12/31/2023	58,259				834.00	818.75	15.25	1.83%			
1333-023: Regional Comprehensive Planning	1/1/2023	12/31/2023	14,846				132.00	100.75	31.25	23.67%			
1341-023: FDL- Prgm Administration and Support	1/1/2023	12/31/2023	26,058				190.00	117.00	73.00	38.42%	2499.00	1260.00	49.58%
1342-023: FDL LRTLUP	1/1/2023	12/31/2023	67,122				652.00	399.50	252.50	38.73%			
1343-023: FDL Short Range/Congestion Management	1/1/2023	12/31/2023	63,947	225,000	92,726	58.79%	689.00	518.50	170.50	24.75%			
1344-023: FDL Transportation Improvement Program	1/1/2023	12/31/2023	25,426				359.00	191.75	167.25	46.59%			
1345-023: FDL - Transit	1/1/2023	12/31/2023	18,930				213.00	31.50	181.50	85.21%			
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	3615.00	1625.00	31.01%	5486.00	3853.75	29.75%
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	304,224	36.22%	0.00	0.00	0.00	#DIV/0!			
1386-023: Youth Engagement Program	1/1/2023	12/31/2023	15,000				148.00	222.00	-74.00	-50.00%			
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	10.25	38.75	79.08%			
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	152.00	-8.00	-5.56%	1819.00	1440.50	20.81%
1512-023: CEDS Implementation	1/1/2023	12/31/2023	51,500				427.00	151.25	275.75	64.58%			
1513-023: Annual Comprehensive Economic Development Strategy	1/1/2023	12/31/2023	50,000	172,799	130,842	24.28%	642.00	804.50	-162.50	-25.31%			
1516-023: EMSI Analysis Services	1/1/2023	12/31/2023	20,000				228.00	64.75	163.25	71.60%			
1517-023: Support/Participation in Local/Regional Meetings	1/1/2023	12/31/2023	21,000				230.00	172.50	57.50	25.00%			
1520-023: EDA Technical Assistance - To be Determined	1/1/2023	12/31/2023	14,500				148.00	95.50	52.50	35.47%			
1621-023: NR-135 Non-Metallic Mine Reclamation	1/1/2023	12/31/2023	143,503	143,503	116,838	18.58%	1527.00	1218.75	308.25	20.19%			
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	28,282	4.26%	362.00	398.50	-36.50	-10.08%			
2461-023 GO Transit Development Plan	9/1/2022	12/31/2023	130,468	130,468	67,668	48.13%	114.00	158.50	-44.50	-39.04%			
<b>TOTALS</b>							<b>22677.00</b>	<b>16122.25</b>	<b>6554.75</b>	<b>28.90%</b>			

**TO:** ECWRPC Executive Committee  
**FROM:** ECWRPC Transportation Staff  
**DATE:** October 27, 2023  
**RE:** Approving the Specialized Transportation Coordinated Plans for Calumet, Fond du Lac, Shawano and Menominee, Outagamie, Waupaca, and Winnebago Counties

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East Central Wisconsin Regional Planning Commission (ECWRPC), which serves as staff and fiscal agent for its seven member counties, Calumet, Fond du Lac, Menominee, Outagamie, Shawano, Waupaca, and Winnebago, is designated by the Wisconsin Department of Transportation to lead the development of the Specialized Transportation Coordinated Plan every five years. These documents were last updated in 2018, and they were approved at the individual county level through committee action.

Specialized Transportation Coordinated Plans are designed to align with 49 U.S.C. 5310 and Wis. Stat. 85.21. These two pieces of legislation offer financial assistance to “counties providing transportation services for seniors and individuals with disabilities, to thereby improve and promote the maintenance of human dignity and self-sufficiency by affording the benefits of transportation services to those people who would not otherwise have an available or accessible method of transportation.” In order for applicable projects to receive 49 U.S.C. 5310 or Wis. Stat. 85.21 funding, they must be derived from a “locally-developed, coordinated public transit-human services transportation plan.” The aforementioned Specialized Transportation Coordinated Plans are created by ECWRPC to meet this requirement.

The process to produce these plans involves examining existing transportation options, setting goals, and prioritizing projects to provide transportation for seniors and individuals with disabilities. To operationalize this and include local input, the ECWRPC staff developed a survey, which was distributed to the public with the help of local government organizations. Additionally, ECWRPC in cooperation with the counties held a community meeting that involved updating the existing transportation providers list, revising specialized transportation goals and activities that can be taken in order to achieve the goals, and prioritizing the goals. The specific results of these public involvement activities are located in the existing transportation assets, public facilitation, Appendix B, and Appendix C sections of the specialized transportation coordinated plans, but the impact of the public input is evident throughout the entirety of each plan.

View the draft plans on the ECWRPC website under the ‘Specialized Transportation Coordinated Plans’ heading: <https://www.ecwrpc.org/programs/transportation/public-specialized-transportation/>

**Staff Recommendation:** Staff recommends approving Proposed Resolutions 49-23, 50-23, 51-23, 52-23, 53-23, and 54-23 to formally adopt the 2024 – 2028 Specialized Transportation Coordinated Plans for each of the respective counties: Calumet, Fond du Lac, Outagamie, Shawano and Menominee, Waupaca, and Winnebago.



## PROPOSED RESOLUTION NO. 49-23

### APPROVING THE CALUMET COUNTY SPECIALIZED TRANSPORTATION COORDINATED PLAN 2024-2028

**WHEREAS**, people with specialized transportation needs have the right to mobility. Individuals with limited incomes and people with disabilities rely heavily, sometimes exclusively, on public and specialized transportation services to live independent and fulfilling lives. These services are essential for travel to work and medical appointments, to run essential errands, or to simply take advantage of social or cultural opportunities, and;

**WHEREAS**, under the Bipartisan Infrastructure Law (BIL), projects funded by the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities program must be included in a “locally developed, coordinated public transit-human services transportation plan” to ensure that applicants are coordinated services with other private, public, and non-profit transportation provider, and;

**WHEREAS**, the Wisconsin Department of Transportation (WisDOT) concurs, as “projects funded with 85.21 aids should be held to the same standard, and consequently requires counties to demonstrate how project(s) meet a goal/strategy outlined in the most recent coordinated transportation plan”, and;

**WHEREAS**, the development of coordination plans is led by the Regional Planning Commissions in Wisconsin to assist counties in facilitating public outreach and development of each coordination plan through a community meeting that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public and met on August 16, 2023 and;

**WHEREAS**, East Central Wisconsin Regional Planning Commission staff in partnership with Calumet County completed a planning process that engages the public, includes an assessment of available transportation services and providers, an assessment of transportation needs and gaps, identifies priorities based on resources, time, and feasibility, and identifies strategies and activities to address the identified gaps between current services and needed services.

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

**Section 1:** Adopts in its entirety, the Calumet County Specialized Transportation Coordinated Plan 2024 – 2028.

**Section 2:** That this resolution takes effect immediately upon its adoption.

Effective Date: October 27, 2023  
Submitted By: Executive Committee  
Prepared By: Brenna Root Whitby, Associate Planner

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Jeff Nooyen, Chair – Outagamie Co.

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Attest: Melissa Kraemer-Badtke–ECWRPC Executive  
Director

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Approval Date

## PROPOSED RESOLUTION NO. 50-23

### APPROVING THE FOND DU LAC COUNTY SPECIALIZED TRANSPORTATION COORDINATED PLAN 2024-2028

**WHEREAS**, people with specialized transportation needs have the right to mobility. Individuals with limited incomes and people with disabilities rely heavily, sometimes exclusively, on public and specialized transportation services to live independent and fulfilling lives. These services are essential for travel to work and medical appointments, to run essential errands, or to simply take advantage of social or cultural opportunities, and;

**WHEREAS**, under the Bipartisan Infrastructure Law (BIL), projects funded by the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities program must be included in a “locally developed, coordinated public transit-human services transportation plan” to ensure that applicants are coordinated services with other private, public, and non-profit transportation provider, and;

**WHEREAS**, the Wisconsin Department of Transportation (WisDOT) concurs, as “projects funded with 85.21 aids should be held to the same standard, and consequently requires counties to demonstrate how project(s) meet a goal/strategy outlined in the most recent coordinated transportation plan”, and;

**WHEREAS**, the development of coordination plans is led by the Regional Planning Commissions in Wisconsin to assist counties in facilitating public outreach and development of each coordination plan through a community meeting that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public and met on September 7, 2023 and;

**WHEREAS**, East Central Wisconsin Regional Planning Commission staff in partnership with Fond du Lac County completed a planning process that engages the public, includes an assessment of available transportation services and providers, an assessment of transportation needs and gaps, identifies priorities based on resources, time, and feasibility, and identifies strategies and activities to address the identified gaps between current services and needed services.

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

**Section 1:** Adopts in its entirety, the Fond du Lac County Specialized Transportation Coordinated Plan 2024 – 2028.

**Section 2:** That this resolution takes effect immediately upon its adoption.

Effective Date: October 27, 2023  
Submitted To: Executive Committee  
Prepared By: Brenna Root Whitby, Associate Planner

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Jeff Nooyen, Chair – Outagamie Co.

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Attest: Melissa Kraemer-Badtke–ECWRPC Executive  
Director

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Approval Date

## PROPOSED RESOLUTION NO. 51-23

### APPROVING THE OUTAGAMIE COUNTY SPECIALIZED TRANSPORTATION COORDINATED PLAN 2024-2028

**WHEREAS**, people with specialized transportation needs have the right to mobility. Individuals with limited incomes and people with disabilities rely heavily, sometimes exclusively, on public and specialized transportation services to live independent and fulfilling lives. These services are essential for travel to work and medical appointments, to run essential errands, or to simply take advantage of social or cultural opportunities, and;

**WHEREAS**, under the Bipartisan Infrastructure Law (BIL), projects funded by the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities program must be included in a “locally developed, coordinated public transit-human services transportation plan” to ensure that applicants are coordinated services with other private, public, and non-profit transportation provider, and;

**WHEREAS**, the Wisconsin Department of Transportation (WisDOT) concurs, as “projects funded with 85.21 aids should be held to the same standard, and consequently requires counties to demonstrate how project(s) meet a goal/strategy outlined in the most recent coordinated transportation plan”, and;

**WHEREAS**, the development of coordination plans is led by the Regional Planning Commissions in Wisconsin to assist counties in facilitating public outreach and development of each coordination plan through a community meeting that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public and met on September 12, 2023 and;

**WHEREAS**, East Central Wisconsin Regional Planning Commission staff in partnership with Outagamie County completed a planning process that engages the public, includes an assessment of available transportation services and providers, an assessment of transportation needs and gaps, identifies priorities based on resources, time, and feasibility, and identifies strategies and activities to address the identified gaps between current services and needed services.

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

**Section 1:** Adopts in its entirety, the Outagamie County Specialized Transportation Coordinated Plan 2024 – 2028.

**Section 2:** That this resolution takes effect immediately upon its adoption.

Effective Date: October 27, 2023  
Submitted To: Executive Committee  
Prepared By: Brenna Root Whitby, Associate Planner

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Jeff Nooyen, Chair – Outagamie Co.

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Attest: Melissa Kraemer-Badtke–ECWRPC Executive Director

## PROPOSED RESOLUTION NO. 52-23

### APPROVING THE SHAWANO AND MENOMINEE COUNTY SPECIALIZED TRANSPORTATION COORDINATED PLAN 2024-2028

**WHEREAS**, people with specialized transportation needs have the right to mobility. Individuals with limited incomes and people with disabilities rely heavily, sometimes exclusively, on public and specialized transportation services to live independent and fulfilling lives. These services are essential for travel to work and medical appointments, to run essential errands, or to simply take advantage of social or cultural opportunities, and;

**WHEREAS**, under the Bipartisan Infrastructure Law (BIL), projects funded by the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities program must be included in a “locally developed, coordinated public transit-human services transportation plan” to ensure that applicants are coordinated services with other private, public, and non-profit transportation provider, and;

**WHEREAS**, the Wisconsin Department of Transportation (WisDOT) concurs, as “projects funded with 85.21 aids should be held to the same standard, and consequently requires counties to demonstrate how project(s) meet a goal/strategy outlined in the most recent coordinated transportation plan”, and;

**WHEREAS**, the development of coordination plans is led by the Regional Planning Commissions in Wisconsin to assist counties in facilitating public outreach and development of each coordination plan through a community meeting that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public and met on September 19, 2023 and;

**WHEREAS**, East Central Wisconsin Regional Planning Commission staff in partnership with Shawano and Menominee County completed a planning process that engages the public, includes an assessment of available transportation services and providers, an assessment of transportation needs and gaps, identifies priorities based on resources, time, and feasibility, and identifies strategies and activities to address the identified gaps between current services and needed services.

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

**Section 1:** Adopts in its entirety, the Shawano and Menominee County Specialized Transportation Coordinated Plan 2024 – 2028.

**Section 2:** That this resolution takes effect immediately upon its adoption.

Effective Date: October 27, 2023  
Submitted To: Executive Committee  
Prepared By: Brenna Root Whitby, Associate Planner

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Jeff Nooyen, Chair – Outagamie Co.

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Attest: Melissa Kraemer-Badtke–ECWRPC Executive  
Director

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Approval Date

## PROPOSED RESOLUTION NO. 53-23

### APPROVING THE WAUPACA COUNTY SPECIALIZED TRANSPORTATION COORDINATED PLAN 2024-2028

**WHEREAS**, people with specialized transportation needs have the right to mobility. Individuals with limited incomes and people with disabilities rely heavily, sometimes exclusively, on public and specialized transportation services to live independent and fulfilling lives. These services are essential for travel to work and medical appointments, to run essential errands, or to simply take advantage of social or cultural opportunities, and;

**WHEREAS**, under the Bipartisan Infrastructure Law (BIL), projects funded by the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities program must be included in a “locally developed, coordinated public transit-human services transportation plan” to ensure that applicants are coordinated services with other private, public, and non-profit transportation provider, and;

**WHEREAS**, the Wisconsin Department of Transportation (WisDOT) concurs, as “projects funded with 85.21 aids should be held to the same standard, and consequently requires counties to demonstrate how project(s) meet a goal/strategy outlined in the most recent coordinated transportation plan”, and;

**WHEREAS**, the development of coordination plans is led by the Regional Planning Commissions in Wisconsin to assist counties in facilitating public outreach and development of each coordination plan through a community meeting that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public and met on September 27, 2023 and;

**WHEREAS**, East Central Wisconsin Regional Planning Commission staff in partnership with Waupaca County completed a planning process that engages the public, includes an assessment of available transportation services and providers, an assessment of transportation needs and gaps, identifies priorities based on resources, time, and feasibility, and identifies strategies and activities to address the identified gaps between current services and needed services.

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

**Section 1:** Adopts in its entirety, the Waupaca County Specialized Transportation Coordinated Plan 2024 – 2028.

**Section 2:** That this resolution takes effect immediately upon its adoption.

Effective Date: October 27, 2023  
Submitted To: Executive Committee  
Prepared By: Brenna Root Whitby, Associate Planner

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Jeff Nooyen, Chair – Outagamie Co.

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Attest: Melissa Kraemer-Badtke–ECWRPC Executive  
Director

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Approval Date

## PROPOSED RESOLUTION NO. 54-23

### APPROVING THE WINNEBAGO COUNTY SPECIALIZED TRANSPORTATION COORDINATED PLAN 2024-2028

**WHEREAS**, people with specialized transportation needs have the right to mobility. Individuals with limited incomes and people with disabilities rely heavily, sometimes exclusively, on public and specialized transportation services to live independent and fulfilling lives. These services are essential for travel to work and medical appointments, to run essential errands, or to simply take advantage of social or cultural opportunities, and;

**WHEREAS**, under the Bipartisan Infrastructure Law (BIL), projects funded by the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities program must be included in a “locally developed, coordinated public transit-human services transportation plan” to ensure that applicants are coordinated services with other private, public, and non-profit transportation provider, and;

**WHEREAS**, the Wisconsin Department of Transportation (WisDOT) concurs, as “projects funded with 85.21 aids should be held to the same standard, and consequently requires counties to demonstrate how project(s) meet a goal/strategy outlined in the most recent coordinated transportation plan”, and;

**WHEREAS**, the development of coordination plans is led by the Regional Planning Commissions in Wisconsin to assist counties in facilitating public outreach and development of each coordination plan through a community meeting that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public and met on September 6, 2023 and;

**WHEREAS**, East Central Wisconsin Regional Planning Commission staff in partnership with Winnebago County completed a planning process that engages the public, includes an assessment of available transportation services and providers, an assessment of transportation needs and gaps, identifies priorities based on resources, time, and feasibility, and identifies strategies and activities to address the identified gaps between current services and needed services.

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

**Section 1:** Adopts in its entirety, the Winnebago County Specialized Transportation Coordinated Plan 2024 – 2028.

**Section 2:** That this resolution takes effect immediately upon its adoption.

Effective Date: October 27, 2023  
Submitted To: Executive Committee  
Prepared By: Brenna Root Whitby, Associate Planner

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Jeff Nooyen, Chair – Outagamie Co.

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Attest: Melissa Kraemer-Badtke–ECWRPC Executive  
Director

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Approval Date

**TO:** Executive Committee  
**FROM:** Colin Kafka, Associate Planner | Economic Development Program Lead  
**DATE:** October 27, 2023  
**RE:** Proposed Resolution 55-23: Adopting the 2023 Comprehensive Economic Development Strategy (CEDS) 5-Year Update

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The Comprehensive Economic Development Strategy (CEDS) document is a significant component of remaining a designated Economic Development District. EDA requires the Commission to complete a major update of the strategy every five years and a minor update to the strategy annually. With the last major update occurring in 2018, staff recently completed the 2023 CEDS, by working diligently over the course of past several months. The main components of the CEDS are:

- **Summary Background:** An inventory of key economic markers and conditions of the regional economy.
- **SWOT and Engagement:** A Strengths, Weaknesses, Opportunities, and Threats analysis exercise was conducted with public and private stakeholders to discuss the health, competitiveness, and challenges inherent in the regional economy. Staff also met with county stakeholders over June/July to further discuss economic development issues and priorities in each county.
- **Strategic Direction and Action Plan:** Using the data from the summary background and engagement, the strategic direction and action plan identifies the regional vision, goals, objectives, and actions to be implemented to address economic development challenges and capture opportunities.
- **Evaluation Framework:** Performance measures for ECWRPC are identified to evaluate the implementation of the strategic direction and action plan. Partnerships, timelines, and evaluation metrics are also provided and will be reviewed annually.

The 2023 CEDS was made available for 30-day public review on Sunday, September 17<sup>th</sup>. The public comment has ended and the Commission has not received any public comment on the CEDS document.

The 2023 CEDS can be found online at: <https://www.ecwrpc.org/public-review/>.

**Staff Recommendation:** Staff recommends that the Executive Committee approve Proposed Resolution 55-23: Adopting the 2023 Comprehensive Economic Development Strategy (CEDS) 5-Year Update.

## PROPOSED RESOLUTION NO. 55-23

### ADOPTING THE 2023 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) 5-YEAR UPDATE

**WHEREAS**, the East Central Wisconsin Regional Planning Commission (Commission) and its planning jurisdiction were designated as an Economic Development District (EDD) on August 6, 1984 by the Economic Development Administration (EDA); and

**WHEREAS**, the Commission has since developed, maintained, and grown an economic development program that supports, guides, and collaborates with local and regional organizations to foster stable, resilient, and diversified local economies throughout the EDD; and

**WHEREAS**, the 2023 CEDS 5-Year Update identifies insightful socio-economic data, summarizes findings from stakeholder engagement, outlines a strategic direction and action plan, and provides an evaluation framework to properly update the 2018 CEDS 5-Year Update which served as the 5-year CEDS pursuant to CFR 303.6(c)2; and

**WHEREAS**, recognition of the 2023 CEDS 5-Year Update by the EDA regional office will enable continued participation by ECWRPC and eligible local governments in EDA grant and loan programs; now, therefore,

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

**Section 1.** That the Commission adopts the Comprehensive Economic Development Strategy 2023 5-Year Update.

**Section 2.** That the Commission submit the 2023 CEDS 5-Year Update to the Regional Office of EDA requesting approval of the document and continued designation as an Economic Development District.

Effective Date: October 27, 2023

Submitted To: Executive Committee

Prepared By: Colin Kafka, Associate Planner | Economic Development Program Lead

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Jeff Nooyen, Chair – Outagamie Co.

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Attest: Melissa Kraemer-Badtke–ECWRPC Executive  
Director

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Approval Date



**DATE:** October 17, 2023

**TO:** Executive Committee

**FROM:** Melissa Kraemer Badtke, Executive Director & Craig Moser, Deputy Director

**RE:** Proposed Resolution 56-23: Authorizing East Central Wisconsin Regional Planning Commission to act as the Fiscal Agent and Grant Administrator for a Regional Aviation Development Fund and Authorizing the Executive Director of the Commission to Develop and Execute any Required Agreements

**Proposed Program:** Staff have been in discussions with the Appleton Airport Director regarding the administration of a proposed **Regional Aviation Development Fund**, to help support continued growth of the aviation sector in the region as a component of East Central's core Economic Development Program area.

**East Central's Role:** Under the proposed model, East Central would serve as the **fiscal agent** of a segregated fund to support the development of aviation-related economic development initiatives in East Central's service area. **Fund promotion and development would be handled by other stakeholder agencies.** Initially, the program is designed to enhance commercial air service development by providing incentives for new route destinations or increased frequency to existing destinations. Additional opportunities to enhance the aviation sector will be evaluated moving forward.

**ECWRPC** would establish a **Special Project Committee**, per Article VI, Section 3 of East Central's By-Laws, **to review and award grants from the fund.** The Committee structure contemplated would consist of the following membership:

- ECWRPC Chair (or designee from Executive Cmte)
- ECWRPC Economic Development Committee Chair (or designee from ED Cmte)
- ECWRPC Transportation Committee Chair (or designee from Transportation Cmte)
- ECWRPC Commissioner – Outagamie County (appointed by the Commission Chair)
- Business Community Representative (appointed by the Commission Chair)
- Airport/Aviation Community Representative (appointed by the Commission Chair)
- Travel/Tourism Community Representative (appointed by the Commission Chair)

Additionally, the following positions would serve as non-voting, Ex-Officio members of the Committee:

- Appleton Airport Director or Designee
- CVB/Tourism/Economic Development Agency Representative
- ECWRPC Director or Designee

Initial terms would be staggered, as shown in the table below. Subsequent terms would be two years and members would be limited to serving two consecutive terms on the Committee.

ECWRPC Exec Committee	- April 2024
ECWRPC Economic Development Committee	- April 2024
ECWRPC Transportation Committee	- April 2024
ECWRPC Outagamie Commissioner	- April 2024
Business Community	- April 2025

Airport/Aviation Community	- April 2026
Travel/Tourism Community	- April 2027

**Commission Costs:** All Commission costs to administer the program would be charged to the fund. **No county levy funding would be utilized for the program.** Staff anticipates no more than quarterly meetings of the Special Committee and limited staff time allocated to the program.

Staff has conducted preliminary due diligence by consulting with external legal counsel. The following summary was provided by Von Briesen attorney Chris R. Smith:

*"I have reviewed the materials you provided and analyzed what, if any, amendments must be made to the ECWRPC By-Laws (the "Bylaws") to accommodate the Regional Aviation Development Fund Initiative ("RADFI"). I have concluded that no changes to the Bylaws are necessary. A more detailed analysis follows.*

*The RADFI is an economic development plan to incentivize commercial airlines to add new route destinations or increased route frequency to existing destinations within the region. ECWRPC would collect funding for the program from both public and private sources and act as the fiscal agent for the program. ECWRPC proposes to establish a special committee to oversee the expenditures from the RADFI fund ensure that funds are spent in furtherance of the RADFI purpose.*

*The Bylaws, as currently written, support the RADFI. The RADFI is a permitted purpose that ECWRPC may support, pursuant to Article I, portions of Article II and Wis. Stat. § 66.0309.*

*Article I authorizes ECWRPC to engage in activities permitted by law. Wis. Stat. §66.0309 provides examples of various permitted activities, which are largely incorporated into Article II of the Bylaws.*

*Various provisions of Article II lead me to the interpretation that the RADFI is a permitted ECWRPC activity. At its core, the RADFI is an economic development program. Subsection B states ECWRPC may create and adopt plans for the economic development of the region. Subsection E allows ECWRPC to act as a coordinating agency for programs and activities as they relate to ECWRPC's objectives. I interpret this Subsection to allow ECWRPC to act as the fiscal agent for the RADFI, as proposed. Finally, Subsections F and G give ECWRPC the broad authority to accept aid and funding from private and public donors in furtherance of activities that support ECWRPC's purpose.*

*As indicated above, to carry out the RADFI, ECWRPC intends to form a special project committee. The Bylaws support a creation of such a committee as will in Article VI, Subsection 3."*

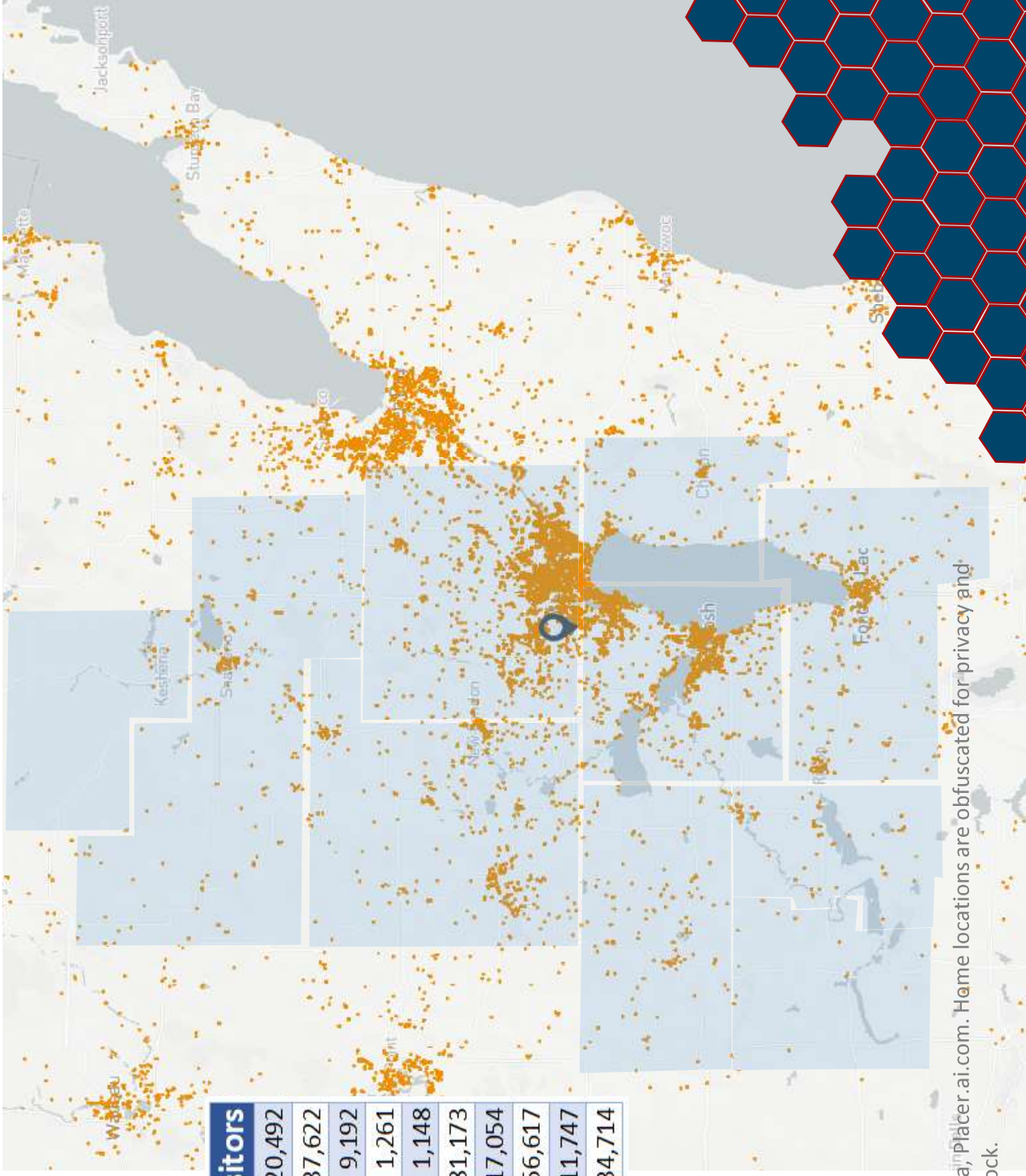
**Staff Recommendation:** Based on feedback from Executive Committee, Economic Development Committee and Transportation Committee, staff recommends approval of Proposed Resolution 56-23.

# ECWRPC Activity

*Visits to Appleton International Airport from Jan 1 – Dec 31, 2022*

County	Visitors
Calumet County	20,492
Fond du Lac County	37,622
Green Lake County	9,192
Marquette County	1,261
Menominee County	1,148
Outagamie County	381,173
Shawano County	17,054
Waupaca County	56,617
Waushara County	11,747
Winnebago County	234,714

● = 50 airport visitors



Source: Analytics Report, Trade Area, Placer.ai.com. Home locations are obfuscated for privacy and randomly placed within a census block.

## **PROPOSED RESOLUTION NO. 56-23**

### **Authorizing East Central Wisconsin Regional Planning Commission to act as the Fiscal Agent and Grant Administrator for a Regional Aviation Development Fund and Authorizing the Executive Director of the Commission to Develop and Execute any Required Agreements**

**WHEREAS**, East Central Wisconsin Regional Planning Commission focuses on core program areas, including Economic Development and Transportation, and;

**WHEREAS**, the Appleton International Airport serves as the primary commercial airport in the region, with over 50% of airport visitors in 2022 that reside East Central's ten-county region, and;

**WHEREAS**, the Appleton Airport has experienced significant growth over the past decade and is now the third-busiest airport in Wisconsin, behind only Milwaukee and Madison, and;

**WHEREAS**, the Appleton Airport Director has proposed the creation of a Regional Aviation Development Fund to support and incentivize continued commercial air service expansion, and;

**WHEREAS**, East Central Wisconsin Regional Planning Commission has been approached to serve as the fiscal agent and administrator of the Regional Aviation Development Fund, and;

**WHEREAS**, East Central's By-Laws permit receipt of private and public funding to support programming and allow for the creation of Special Project Committee which would review and award grants from the segregated fund, and;

**WHEREAS**, the Commission's role would be limited to the activities described above and would not involve raising funds in the community to support the initiative, and;

**WHEREAS**, all Commission costs to administer the Regional Aviation Development Fund would be covered by the fund and no county levy would be utilized to support the program, so;

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

**Section 1:** That the Commission is authorized to serve as the fiscal agent and grant administrator for the Regional Aviation Development Fund, to be held in a segregated account which will cover all administrative costs borne by the Commission, and;

**Section 2:** That the Executive Director of the Commission is authorized to develop and execute any required agreements to implement this new program, and;

**Section 3:** That the Commission Chair is authorized to establish a Special Project Committee, per Article VI, Section 3 of East Central's By-Laws, for the purpose of reviewing and awarding grants from the fund. The Regional Aviation Development Fund Committee shall consist of the following membership:

- ECWRPC Chair (or designee from Executive Committee)
- ECWRPC Economic Development Committee Chair (or designee from ED Committee)
- ECWRPC Transportation Committee Chair (or designee from Transportation Committee)
- ECWRPC Commissioner – Outagamie County (appointed by the Commission Chair)
- Business Community Representative (appointed by the Commission Chair)
- Airport/Aviation Community Representative (appointed by the Commission Chair)

## PROPOSED RESOLUTION NO. 56-23

- Travel/Tourism Community Representative (appointed by the Commission Chair)

Additionally, the following positions shall serve as non-voting, Ex-Officio members of the Committee:

- Appleton Airport Director or Designee
- CVB/Tourism/Economic Development Agency Representative (appointed by the Commission Chair)
- ECWRPC Director or Designee

Initial terms shall be staggered, as shown in the table below. Subsequent terms would be two years and members would be limited to serving two consecutive terms on the Committee.

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Business Community	- April 2025
Airport/Aviation Community	- April 2026
Travel/Tourism Community	- April 2027

Effective Date: October 27, 2023

Submitted To: Executive Committee

Prepared By: Craig Moser, ECWRPC Deputy Director

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

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Melissa Kraemer-Badtke–ECWRPC Executive Director

\_\_\_\_\_  
Approval Date