

MEETING NOTICE
QUARTERLY COMMISSION MEETING
East Central Wisconsin Regional Planning Commission

Date: Friday, October 27, 2023 (In-Person)
Time: 10:00 a.m.
Place: Shawano County – DHS Conference Room, W7327 Anderson Ave., Shawano, WI 54166

*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.*

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 July 28, 2023 Quarterly Commission Meeting**
6. **Announcements and Reports**
 - A. Director's Report(s)
 - B. Discussion regarding the Commission's 2024 Special Projects
7. **Business**
 - A. Executive Committee
 1. Approval of the Minutes for the July 28, 2023, Minutes for the September 20, 2023 and Minutes for the October 18, 2023 Meeting
 2. 3rd Quarter, 2023 Financial Report
 3. 3rd Quarter, 2023 Work Program Performance Report
 4. Discussion and action on the WisDOT Concurrence Letter for 2024 Funding established for the State Metropolitan Planning Organizations
 5. Resolution 47-23: Authorizing the Executive Director of the Commission to Enter into a Contract with SERDI to conduct an Assessment of ECWRPC
 6. Resolution 48-23: Amending the By-Laws of the East Central Wisconsin Regional Planning Commission - Related to the Commission's Meeting Schedule
 7. Resolution 49-23: Approving the Calumet County Specialized Transportation Coordinated Plan 2024-2028
 8. Resolution 50-23: Approving the Fond du Lac County Specialized Transportation Coordinated Plan 2024-2028
 9. Resolution 51-23: Approving the Outagamie County Specialized Transportation Coordinated Plan 2024-2028
 10. Resolution 52-23: Approving the Shawano and Menominee County Specialized Transportation Coordinated Plan 2024-2028
 11. Resolution 53-23: Approving the Waupaca County Specialized Transportation Coordinated Plan 2024-2028
 12. Resolution 54-23: Approving the Winnebago County Specialized Transportation Coordinated Plan 2024-2028
 13. Resolution 55-23: Adopting the 2023 Comprehensive Economic Development Strategy (CEDS) 5-Year Update. Link available to review: <https://www.ecwrpc.org/public-review/>

14. Resolution 56-23: Approving ECWRPC to Act as the Fiscal Agent and Grant Administration Agency for a Regional Aviation Development Fund and Authorizing the Executive Director of the Commission to Develop and Execute the Required Agreements

- B. Economic Development Committee
 1. Approval of the July 12, 2023 Minutes for Meeting
 2. Resolution 37-23: Resolution of Support for the Development and Submittal of the Economic Development Administration Planning Partnership Grant

- C. Environmental Management Committee
 1. No Business Items

- D. Transportation Committee
 1. Approval of the Minutes for July 11, 2023 Meeting
 2. Resolution 38-23: Adopting the 2023 Title VI Non-Discrimination Program and Limited English Proficiency Plan for the East Central Wisconsin Regional Planning Commission (<https://www.ecwrpc.org/wp-content/uploads/2023/09/DRAFT-2023-Fox-Cities-MPO-Title-VI-and-LEP-Plan-1.pdf>)
 3. Resolution 39-23: Adopting the Public Participation Plan for the Appleton (Fox Cities) and Oshkosh MPOs (<https://www.ecwrpc.org/wp-content/uploads/2023/08/Draft-FCOMPO-PPP-2023.pdf>)
 4. Resolution 41-23: Adopting the Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization 2024-2027 (<https://www.ecwrpc.org/wp-content/uploads/2023/09/Draft-2024-Appleton-TIP.pdf>)
 5. Resolution 42-23: Adopting the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization 2024-2027 (<https://www.ecwrpc.org/wp-content/uploads/2023/09/Draft-2024-Oshkosh-TIP.pdf>)
 6. Resolution 44-23: Authorizing the Commission to Submit and Support an Application for the 2024-2028 Transportation Alternatives Set-aside Program Funding to Continue the Regional Safe Routes to School (SRTS) Program
 7. Resolution 45-23: Amending the 2023 Unified Transportation Work Program and Budget
 8. Resolution 46-23: Approving the 2024 Unified Work Program and Budget (<https://www.ecwrpc.org/wp-content/uploads/2023/09/2024-Transportation-Work-Program-and-Budget.pdf>)

- E. **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.
- F. **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.

8. **Other Business**

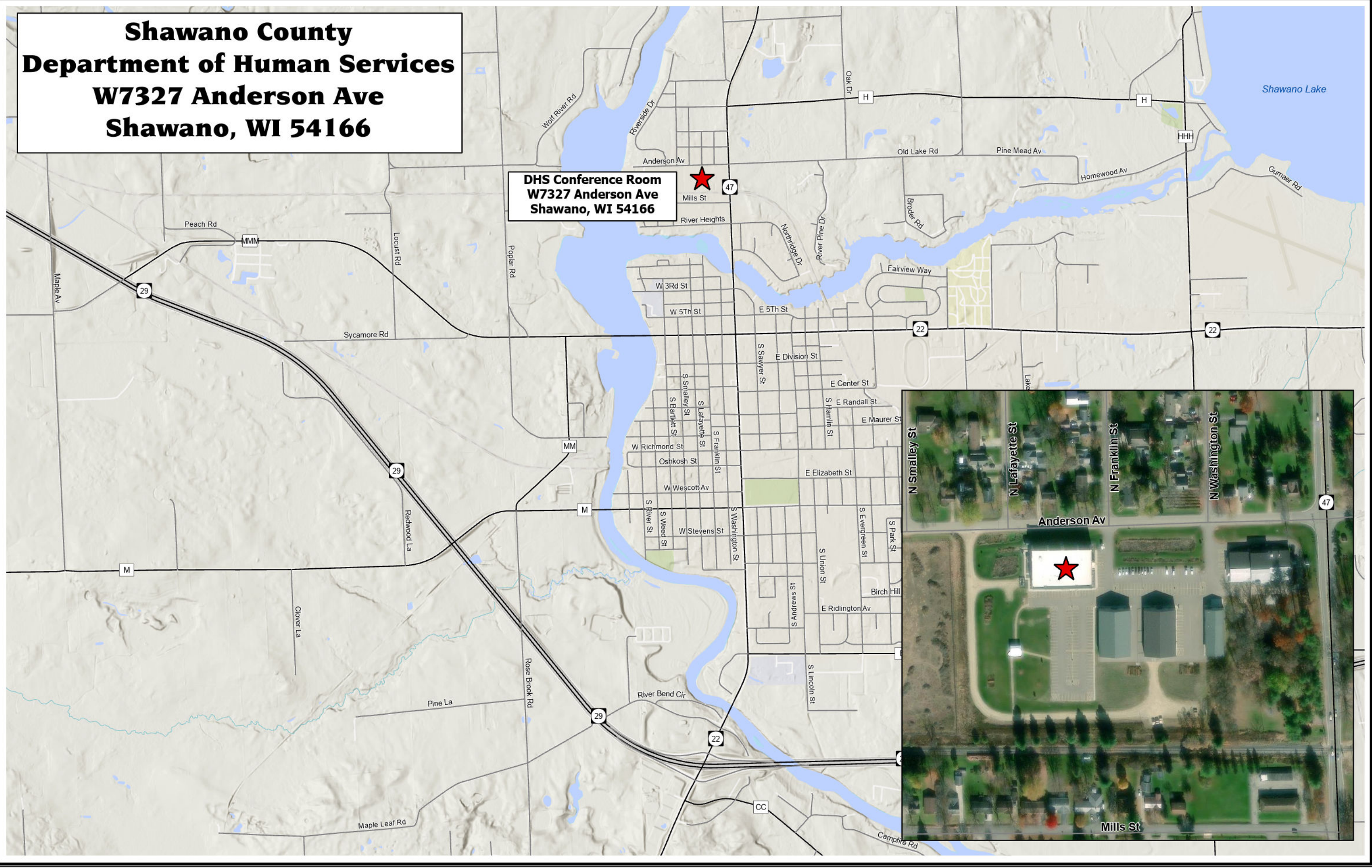
9. **Establish Time and Place for Next Commission Meeting**
 - A. The next Quarterly Commission Board meeting will be 10:00 a.m. on Friday, January 26, 2024 – Virtual

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.

**Shawano County
Department of Human Services
W7327 Anderson Ave
Shawano, WI 54166**

**DHS Conference Room
W7327 Anderson Ave
Shawano, WI 54166**



MEETING NOTICE
QUARTERLY COMMISSION MEETING
East Central Wisconsin Regional Planning Commission

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

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

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 (Virtual).....	Ex-Officio Member
Steve Abel	Fond du Lac County
Jeremy Johnson (Alt. for Elizabeth Moses).....	Menominee County
Eugene Caldwell.....	Menominee County
Kevin Englebert (Alt. for Thomas Nelson)	Outagamie County
Jake Woodford.....	Outagamie County
Nadine Miller (Virtual)	Outagamie County
Lee Hammen	Outagamie County
Jeff Nooyen.....	Outagamie County
Ken Capelle	Shawano County
Steve Gueths	Shawano County
Tom Kautza	Shawano County
Aaron Jenson (Alt. for Brian Smith)	Waupaca County
Dick Koeppen (Virtual).....	Waupaca County
David Albrecht (Alt. for Tom Egan).....	Winnebago County
Jerry Bougie (Alt. for Jon Doemel)	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
Joe Moore (Alt. for Keith Heisler)	Fond du Lac County
Brenda Schneider.....	Fond du Lac County
Jane Comstock.....	Menominee County
DuWayne Federwitz	Waupaca County
Robert Keller.....	Winnebago County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke	Executive Director
Craig Moser	Deputy Director
Sara Otting.....	Controller
Wilhelmina Paustian	Senior Planner
Colin Kafka	Associate Planner
Brenna Root.....	Associate Planner
Leann Buboltz.....	Administrative Coordinator

2. **Approval of Agenda / Motion to Deviate** - A motion was made by Vice Chair Connors and second by Mr. Albrecht to approve of the agenda as presented. Motion carried unanimously.
3. **Public Comment** – There was no one in attendance for public comment. Chair Nooyen acknowledged a Letter of Support received from the City of Neenah regarding the Fox Cities SSA Plan regarding Agenda Item 7. (C)(4). Letter on file.
4. **Approval of the Minutes of the April 28, 2023 Quarterly Commission Meeting.** A motion was made by Mr. Woodford and second by Mr. Schmeichel to approve of the minutes as presented. Motion carried.
5. **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*.
 - i. **Title VI Questionnaire** - Demographic data. Ms. Kraemer-Badtke shared that staff is updating the Title VI Plan for the Appleton/Oshkosh Metropolitan Planning Organization (MPO). The commission serves as the MPO for both Appleton and Oshkosh. She stated that in order to complete this Plan, staff is requesting the Commissioners complete a short questionnaire regarding information regarding the Board.
 - ii. **Staffing Updates:**
 - a. Associate Planner, Tanner Russell accepted a planner position with the Town of Grand Chute. Also, Associate Planner, Adam BellCorelli accepted a position with Winnebago County Office of Administration and staff will be looking to refill this position.
 - b. East Central staff hired Tom Walsh as an LTE Special Projects Planner to work with communities and WisDOT in the MPOs on projects.
 - c. East Central staff hired Becky Olejniczak, a part time human resources consultant to assist with staff recruitment, leadership training and assisting with updates on the employee manual.
 - d. Chris Colla has been hired for the Associate Transportation Planner position and will be starting in mid-August. Ms. Kraemer-Badtke acknowledged and thanked Commissioner, Brenda Schneider for assisting to recruit for the Associate Planner position.
 - iii. **Economic Development:**
 - a. **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. Ms. Kraemer-Badtke shared that East Central staff has conducted focus groups at Outagamie, Waupaca, Shawano, Marquette, Green Lake, and Winnebago Counties along with Calumet, Fond du Lac and Waushara Counties. Input from the County focus groups will be included in the Comprehensive Economic Development Strategy. Associate Planner, Colin Kafka will be presenting the findings at the October Quarterly meeting.
 - b. **CARES Act Funding:** 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 are completed. Ms. Kraemer-Badtke noted that having all the program deliverables completed, East Central staff will be working with the Economic Development Administration staff to close out the grant award. It was noted that \$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.
 - iv. **Transportation Program** –
 - a. **Appleton TMA Certification Review:** Ms. Kraemer-Badtke shared that 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). She noted that 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* on Wednesday, August 23rd and Thursday, August 24th 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)

- b. **Agricultural Road Improvement Program (ARIP)**: Ms. Kraemer-Badtke reported that this new program is authorized to begin in the 2023-2025 Biennial Budget. She noted that there is a \$150 million dollars to be award in the 2023-25 Biennium. The Projects may be reimbursed at a maximum 90% state/10% local cost share. It is anticipated that application materials will be released in early calendar year 2024. The initial review of the legislation indicates that ARIP project eligibility is restricted to an improvement project on a county, town, city or village highway functionally classified by DOT as a local road or minor collector or a bridge or culvert on a highway that provides access to agricultural lands or facilities used for the production of agricultural goods, including forest products, and used by at least one agricultural producer and is designed as a class "B" highway under Wis. State Stats. 349.15 due to structural deficiencies or has been subject to posted weight limitation for at least one month during the previous year.
- c. **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.

7. Business -

- A. Executive Committee –Chairperson Nooyen requested that the motion combine and include the three listed meeting minutes. The Commission members concurred.
 - 1. Meeting Minutes from April 19, 2023
 - 2. Meeting Minutes from May 17, 2023
 - 3. Meeting Minutes from June 14, 2023

A motion was made by Vice Chair Connors and second by Mr. Kautza to approve of the minutes from the April 19, 2023, May 17, 2023, June 14, 2023 Executive Committee meetings as presented. Motion carried unanimously.

- 4. 2nd Quarter – 2023 Financial report presented by Sara Otting-Controller. An overview was given to the members of the 2023 Financial Report for the Second Quarter. One of the items noted is 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 Mr. Rohloff and a second by Mr. Jensen to accept 2nd Quarter – 2023 Financial Report as presented and to place on file. Motion carried unanimously.

- 5. 2nd Quarter, 2023 Work Program Performance Report. Ms. Otting gave an overview of the 2023 Work Program Performance Report. Amongst other items, she noted that the accounts are all on track. Report on file.

A motion was made by Mr. Gueths and a second by Mr. Koeppen to approve of the 2nd Quarter, 2023 Work Program Performance Report as presented and be placed on file. Motion carried unanimously.

6. **Resolution 20-23:** Authorizing Commission Staff to Destroy Public Records According to the Adopted “Records Retention Policy and Destruction Schedule” – Ms. Otting reported that 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. Calendar Year 2012 Records will be destroyed by August 31, 2023 once the resolution is approved.

A motion was made by Mr. Capelle and a second by Mr. Hammen 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.

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*). Ms. Kraemer-Badtke reported that the Commission serves as the Policy Board for the Appleton (Fox Cities) Metropolitan Planning Organization which is designated as a Transportation Management Area (TMA). She noted that the Appleton (Fox Cities) MPO receives an annual apportionment for the Transportation Alternatives Set Aside Program. East Central staff worked with WisDOT staff to work with communities for the new program cycle. It was reported that the Appleton (Fox Cities) MPO received five projects, the selection committee reviewed and ranked the projects and is recommending four of the five projects to be awarded TA-Set aside funding as outlined in the Resolution 21-23. This was approved by the Executive Committee on behalf of the full Commission.

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

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*). Ms. Kraemer-Badtke reported that the Commission serves at the Policy Board for the Appleton (Fox Cities) Metropolitan Planning Organization which is designated as a Transportation Management Area (TMA). The Appleton (Fox Cities) MPO receives an annual allocation for the Carbon Reduction Program. She noted that East Central staff and WisDOT staff worked with communities for the new carbon reduction program cycle. The Appleton (Fox Cities) MPO carbon reduction program received 4 applications, which were all awarded based on the funding allocation the Appleton (Fox Cities) MPO received. This was approved by the Executive Committee on behalf of the full Commission.

A motion was made by Mr. Abel and a second by Mr. Englebert to approve of **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*). Motion carried unanimously.

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*) Ms. Kraemer-Badtke reported that the Commission serves as the Policy Board for the Appleton (Fox Cities) Metropolitan Planning Organization which is designated as a Transportation Management Area (TMA). She noted that the WisDOT requested that a number of projects including the Carbon Reduction Program projects, the 5311 program projects and the TA – Set-aside projects be provided a TIP number and amended into the TIP. The projects were under review for the 15 days and no

public comment was received. This was approved by the Executive Committee on behalf of the full Commission.

A motion was made by Vice Chair Connors and a second by Mr. Bougie to approve of **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)* Motion carried unanimously.

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)* Ms. Kraemer-Badtke reported that the Commission serves as the Policy Board for the Oshkosh Metropolitan Planning Organization. She noted that the WisDOT requested that a number of projects including the 5311 program projects and WisDOT project to be provided a TIP number and amended into the TIP. The projects were under review for the 15 days and no public comment was received. This was approved by the Executive Committee on behalf of the full Commission.

A motion was made by Mr. Caldwell and a second by Mr. Hammen to approve of **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)* Motion carried unanimously.

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)* Ms. Kraemer-Badtke reported that the Commission serves as the Policy Board for the Appleton (Fox Cities) Metropolitan Planning Organization which is designated as a Transportation Management Area (TMA). She noted that the WisDOT requested that a number of projects including projects for the National Highway Performance Program be provided a TIP number and amended into the TIP. The projects were under review for the 15 days and no public comment was received. This was approved by the Executive Committee on behalf of the full Commission.

A motion was made by Mr. Woodford and a second by Mr. Capelle to approve of **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)* Motion carried unanimously.

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)* Ms. Kraemer-Badtke reported that a number of communities that received Surface Transportation Block Grant Funding in 2019. During the 2022 program cycle unanticipated increases in project costs were occurring and the communities were requesting additional funds. She shared that STBG funding is typically 80% federal funding/20% local match, however when these projects were awarded funds, they were not awarded at the full 80%. With the new Bipartisan Infrastructure Law, the Appleton (Fox Cities) MPO, has additional funding to add to these projects and we are able to add additional funding to these projects to bring them up to the full 80%. This was approved by the Executive Committee on behalf of the full Commission.

A motion was made by Mr. Johnson and a second by Mr. Albrecht to approved of the **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)* Motion carried unanimously.

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 begin the process of negotiating the 2024 Indirect Cost Rate with the U.S. Department of Interior (*being addressed under the full authority of the Commission*) Ms. Otting noted that each year staff is required to submit the draft cost allocation plan to the Department of Interior, to begin conversations to negotiate the indirect cost rate. This was approved by the Executive Committee on behalf of the full Commission.

A motion was made by Vice Chair Connors and a second by Mr. Englebert to approve of the **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 begin the process of negotiating the 2024 Indirect Cost Rate with the U.S. Department of Interior (*being addressed under the full authority of the Commission*) Motion carried unanimously.

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. Ms. Kraemer-Badtke presented the 2024 preliminary budget and levy options for the Commission based on the recommendations from the June Executive Committee meeting. She shared with the members 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

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

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

Option 3: 2024 Budget and Proposed Levy Amount - \$625,000 (recommended by Executive Committee at their June meeting)

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

A motion was made by Mr. Schmeichel and a second by Mr. Rohloff to approve of **Resolution 31-23:** Adoption of the Preliminary Year 2024 Budget, Final Tax Levy and Staffing Plan for the East Central Wisconsin Regional Planning Commission – Option 3: 2024 Budget and Proposed Levy Amount - \$625,000.00. Discussion provided clarification that the Indirect Cost Rate was determined prior to the known costs of healthcare for employees. Motion carried unanimously.

15. **Resolution 32-23:** Amending the 2023 Work Program, Budget and Staffing Plan for East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke presented the three components to the amendment for the 2023 Work Program, Budget and Staffing plan. She noted the following:
- The first is an update to the economic development program to reflect the funding that is being utilized for the Small Community Technical Assistance Project.
 - The second is the additional funding for the New North Broadband Mapping project and the inclusion of \$40,000 to complete the mapping for this project.
 - The third is to amend the 2023 staffing plan. Included in the 2024 work program, budget and staffing plan, is an additional associate planner position for the transportation department. Due to staff turnover and capacity current capacity challenges, East Central staff would like to hire that individual in the third and fourth quarter prior to 2024 to assist with program deliverables.

A motion was made by Mr. Bougie and a second by Mr. Hammen to approve of **Resolution 32-23**: Amending the 2023 Work Program, Budget and Staffing Plan for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

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. Mr. Kafka gave a brief overview. He noted that staff anticipated that there would be funding remaining from the Economic Development Administration (EDA) 3 Year Planning Partnership Grant, which will conclude at the end of 2023. He shared that East Central staff submitted a request for proposals and worked with the selection team to review the proposals and selected a consultant, Ayres Associates. It is expected that the project would commence in August and then begin meetings with local communities in October.

A motion was made by Vice Chair Connors and a second by Mr. Abel to approve of **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. Motion carried unanimously.

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 Organization (MPO). Ms. Kraemer-Badtke shared that one of the work program deliverables outlined in the 2023 work program was to develop an Electric Vehicle Readiness Plan for the Oshkosh MPO. She noted that East Central staff released a request for proposals and received proposals from six firms. The selection committee reviewed the submittals and selected SRF Consulting Group to develop the Electric Vehicle Readiness Plan. Ms. Kraemer-Badtke stated that the purpose of the plan will be to work with community stakeholders including, but not limited to, City staff, economic development professionals, chambers of commerce, local fire departments, and others.

A motion was made by Mr. Abel and a second by Mr. Caldwell to approve of **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). Motion carried unanimously.

Resolution 35-23: Approving the East Central Wisconsin Regional Planning Commission Disaster Recovery and Economic Development Resiliency Plan. Mr. Kafka reported to the Commission that this was a deliverable of the CARES Act funding. He noted that many sectors were impacted by the Covid Pandemic. East Central staff conducted one-on-one interviews with stakeholders within each of the sectors that were impacted. Once the interviews were completed staff analyzed data for each of the Counties and also at the Regional level. The results of the findings can be found in the Plan. Link available to review: <https://www.ecwrpc.org/wp-content/uploads/2023/07/ECWRPC-Disaster-Recovery-and-Economic-Resiliency-Plan.pdf>

A motion was made by Mr. Jensen and second by Mr. Kautza to approve of **Resolution 35-23**: Approving the East Central Wisconsin Regional Planning Commission Disaster Recovery and Economic Development Resiliency Plan. Discussion took place commending Rachel Roth-GIS Analyst I and Colin Kafka-Associate Planner on the great job compiling the information and the presentation as it is a tremendous resource that is now available. Motion carried unanimously.

18. **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. Ms. Kraemer-Badtke reported that the Public Service Commission of Wisconsin announced that 77 entities had opted into the Broadband Equity, Access, and Deployment (BEAD) Local Planning Grant Program. She noted that the BEAD Local Planning Grant Program supports locally informed analysis of broadband needs that will provide 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. Ms. Kraemer-Badtke shared that 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. 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.

A motion was made by Mr. Gueths and a second by Mr. Woodford to approve of **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. Motion carried unanimously.

B. Economic Development Committee

1. Approval of the January 4, 2023 Minutes for Meeting. A motion was made by Vice Chair Connors and a second by Mr. Rohloff to approve of the minutes as presented. Motion carried unanimously.

C. Environmental Management Committee

1. Approval of the Community Facilities Committee (Dissolved) Minutes for the March 8, 2023 Meeting. A motion was made by Mr. Albrecht and a second by Mr. Jensen to approve of the minutes as presented. Motion carried unanimously.
2. Approval of the Open Space/Environmental Management Committee (Dissolved) Minutes for the April 12, 2023 Meeting. A motion was made by Mr. Schmeichel and a second by Mr. Johnson to approve of the minutes as presented. Motion carried unanimously.
3. Approval of the Environmental Management Committee June 14, 2023 Meeting. A motion was made by Mr. Englebert and a second by Mr. Schmeichel to approve of the minutes as presented. Motion carried unanimously.
4. **Resolution 23-23**: Final Approval of the Updated Fox Cities 2040 Sewer Service Area Plan. Wilhelmina Paustian – Senior Planner presented an overview of the Fox Cities 2040 Sewer Service Area Plan update. She reported that this is the fifth update of the Fox Cities Plan which was certified by the WDNR in 2006.

Ms. Paustian shared that the 2040 SSA Plan is comprised of four separate sewer service areas spanning three counties and 20 municipalities. The SSAs are associated with the 4 wastewater treatment plants 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 in Kaukauna. Approximately 12,800 acres of land were added to the entire Fox Cities area spread out over the 4 SSAs. A public hearing was held at the Environmental Management Committee on June 14, 2023. The public comments included documentation from the Village of Fox Crossing objecting to the boundaries of the Neenah-Menasha SSA Map 9 in the draft Plan relating specifically a previous SSA Amendment in 2020.

Upon further discussion, the Environmental Management Committee directed ECWRPC staff to reach out to the WI Department of Natural Resources (WDNR) for clarification on what the WDNR's final administrative decision was regarding the SSA Amendment (Track 164 in 2020). Ms. Paustian shared that ECWRPC is a contracted agency with the WDNR, who is the final authority on all SSA Amendments and Plan Updates. The WDNR submitted a final decision letter on Friday, July 14th, 2023.

Ms. Paustian reported that the 2020 SSA Amendment in question had two phases. Phase one was to bring in 2,001 acres and Phase two would bring in the remainder of area in the Town of Clayton's Sanitary District at a future date. The WDNR approved modifying the SSA boundary to include Phase one (2,001 acres). However, the WDNR did not approve or deny phase two or the "proposed long term addition" since they expected an additional SSA amendment would be submitted at a future date. This determination is consistent with the current draft SSA Plan maps. It was noted that staff also reached out to the interested parties in this area to discuss a long-term plan for who should service the area. Ms. Paustian stated that upon approval, staff will send the draft Plan to the WDNR for final review and administrative decision. It is required to be reviewed and certified by the WDNR in order to be included in the formal Wisconsin Areawide Water Quality Plan (which the WDNR oversees). Note - All of the Public Comments are included in the Appendix of the Plan. Link available to review: <https://www.ecwrpc.org/wp-content/uploads/2023/07/Fox-Cities-SSA-Plan-2040-FINAL-DRAFT-JULY-2023.pdf>

A motion was made by Mr. Schmeichel and a second by Mr. Abel to approve of Resolution 23-23: Final Approval of the Updated Fox Cities 2040 Sewer Service Area Plan as presented. Commissioners briefly discussed the draft Map 1 in the Plan and reviewed the location of the SSA Amendment Area (Track 164). Motion carried unanimously.

Ms. Kraemer-Badtke went on record commending Ms. Paustian for her diligent efforts and transparent processes throughout the Plan update.

D. Transportation Committee

1. Approval of the Minutes for April 11, 2023 Meeting

Resolution 30-23: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Ms. Kraemer-Badtke reported that the Commission serves as the Policy Board for the Appleton (Fox Cities) Metropolitan Planning Organization which is designated as a Transportation Management Area (TMA). She noted that this amendment is to provide TIP numbers to the TA Set Aside and Surface Transportation Block Grant Projects and amend the TIP to include these projects. These projects were posted for a 15-day review period and no public comment was received.

A motion was made by Mr. Kautza and a second by Mr. Jensen to approve of **Resolution 30-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Motion carried unanimously.

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. Additional meeting details will be forthcoming.

10. **Adjourn** – A motion was made by Mr. Abel and second by Mr. Koeppen to adjourn with the time noted at 11:09 a.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator
ECWRPC

East Central Wisconsin Regional Planning Commission – September 20, 2023 Report

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

A. **Staffing Updates:** East Central recently hired Brice Richardson and Abby Mader for the Associate Transportation Planner Positions. We are excited to have Brice and Abby join the transportation team.

B. **Innovation in Planning Award:** At the Wisconsin American Planning Association meeting on Thursday, September 21, 2023, East Central staff will be presented with the APA – WI Innovation Award for our 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. Congratulation to the Transportation Team that assisted in the development of the Equitable Engagement Toolkit and Guidebook!

C. Economic Development Program

1. **Comprehensive Economic Development Strategy (CEDS):** East Central staff continues to develop the Comprehensive Economic Development Strategy and a draft will be available for the Economic Development Committee for review at their October meeting.
2. **EDA 3 Year Planning Partnership Grant:** It is anticipated that East Central will receive the invitation to apply for the Economic Development Administration 3 Year Planning Partnership Grant in mid to late September. East Central staff will provide an update to the Economic Development Committee and Executive Committee at their October meetings.
3. **Small Community Technical Assistance Programs:** East Central staff has received nine applications for the Small Community Technical Assistance Program. The evaluation committee will be meeting on Friday, September 15th to evaluate the applications and select four projects for this program cycle.

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 to discuss projects and programs related to the Appleton (Fox Cities) MPO Certification Review. A representative from Federal Highway Administration will be attending the October Commission Board meeting to report out on their findings.
2. **College Avenue Corridor Project and Community Connectors Program:** Smart Growth America announced earlier this week that the Redesigning the College Avenue Corridor Project has been selected for their Community Connectors Program. These projects will receive grants of up to \$130,000 to build local capacity to co-design projects alongside impacted communities to advance new transportation infrastructure projects that repair damage from divisive infrastructure. This project is being led by Outagamie County and a number of partner organizations will be participating and assisting in the project.
3. **Fond du Lac Area Bicycle and Pedestrian Plan:** East Central staff has been working with local community representatives to develop a Fond du Lac Area Bicycle and Pedestrian Plan. The Commission staff is currently conducting community engagement at events along with an online community engagement portal - <https://tinyurl.com/FDLBike>.
4. **Specialized Coordinated Human Services Plans:** East Central staff has conducted meetings for Calumet County, Fond du Lac, Winnebago and Outagamie Counties. Meetings for the Shawano/Menominee County Plan and the Waupaca County Plan will be held within the next

few weeks. It is anticipated that all of the member County meetings will be completed by early October and will have draft plans available for review.

E. Regional Safe Routes to School

1. **Local Safe Routes to School Action Plans:** Safe Routes to School Team continues to work with local school districts and public works professionals on the evaluation of traffic flow and potential conflicts with students walking and bicycling to school. Currently the team is working with Appleton Area School District and Shawano School District for fall semester.

2. **Walking School Bus Program:** The Walking School Bus Program continues to expand for the 2023-2024 school year with additional schools joining the program.

F. NR-135 Non-Metallic Mining Program

1. **Site Inspections and Field Work:** East Central staff continues to conduct site inspections and field work over the summer. East Central staff will be setting up meetings with County staff regarding the 2024 program deliverables and budget within the next couple of months.

G. Water Quality Management Program

1. **Fox Cities Sewer Service Area Plan:** The final draft of the Fox Cities Sewer Service Area Plan was submitted to the Wisconsin Department of Natural Resources for their review and consideration. 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.

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 30th 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 10th, 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 9th:
 - 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 27th.

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.

DATE: September 20, 2023

TO: ECWRPC Executive Committee

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

RE: Discussion regarding 2024 Special Projects

As we work to further develop the 2024 Work Program and Budget, there are a number of potential special projects we wish to bring to the attention of the Executive Committee for discussion and consideration. They include the following:

1. **Appleton/Fox Cities & Oshkosh MPO Policy Board Restructuring** – During the recent federal Appleton Transportation Management Area Certification Review, it was clearly communicated that a restructuring of the Policy Board would be required, as anticipated. While we are unsure how lengthy and involved this process will be at this point, it is highly likely that there will be considerable time and effort involved in making this change. Timeframe: Q1 – Q3
2. **SERDI Assessment of ECWRPC** – As detailed in the previous MEMO, 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. Timeframe: Q1 – Q2
3. **Potential Office Relocation** – As detailed in the previous memo, the lease for the current office space expires on July 31, 2024. Should the Commission make the decision to relocate, staff will work to strategically time the move to minimize impacts, but we anticipate at least a week of lost productive time related to this transition. Timeframe: TBD
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. We are working to identify high quality, cost effective training options to provide staff the tools and support needed to excel in their roles. Timeframe: Q1 – Q4
5. **Website Update** – This project has been on the radar but deferred due to more pressing matters, but aligning this work with the MPO restructuring and potential office move would be beneficial. It would also align with a branding refresh we're currently working to integrate into all Commission materials. Timeframe: Q3 – Q4
6. **Server Replacement/Potential Software Investments** – We have budgeted for the replacement of the server in 2024, as the warranty expires in July. In addition, we are in the process of evaluating several potential software programs that could increase operational efficiency and organizational effectiveness. Final recommendations and implementation will be deferred until after the SERDI assessment is completed, should the Commission approve of that work, to ensure alignment with their recommendations. Timeframe: Q3 – Q4
7. **Evaluation of Economic Development Program Enhancement** – Following the 5-year update to the Regional Comprehensive Economic Development Strategy this fall, we'll be identifying how best the Commission can play a meaningful role in implementing the recommendations contained therein. We have identified several potential options, but would strategically defer implementation until after the SERDI assessment is completed, if approved. Timeframe: Q1 – Q4

Staff Recommendation: Staff is seeking discussion and input from the Executive Committee regarding these items to help guide final 2024 Work Program and Budget development.

**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: Friday – July 28, 2023 @ 9:00 a.m. (Prior to Quarterly Commission meeting)
City of New London, City Hall (215 N. Shawano Street, New London WI 54961)

1. **Welcome and Introductions** – Chair Nooyen called the meeting to order at 9:00 a.m.

2. **Roll Call**

A. Introduction of Alternates, Staff and Guests

Committee Members Present:

Alice Connors (Vice Chair)	Calumet County
Steve Abel	Fond du Lac 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):

ECWRPC Staff and Guests:

Melissa Kraemer Badtke	Executive Director
Craig Moser	Deputy Director
Sara Otting.....	Controller
Wilhelmina Paustian	Senior Planner
Colin Kafka	Associate Planner
Brenna Root	Associate Planner
Leann Buboltz.....	Administrative Coordinator

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

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

5. **Approval of the Minutes of the June 14, 2023 Executive Committee Meeting** – a motion was made by Vice Chair Connors 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)

1. **Staffing Updates:**

- Tanner Russell accepted a planner position with the Town of Grand Chute.
- Adam BellCorelli has accepted a position with Winnebago County Office of Administration. Adam has been with the Commission for 3 years and we appreciate Adam's years of service to the Commission and wish him all the best in future endeavors.
- East Central staff has hired Tom Walsh as an LTE Special Projects Planner to work with communities and WisDOT in the MPOs on projects.
- East Central staff hired a part time human resources consultant to assist with staff recruitment, leadership training and assisting with updates on the employee manual.

- Hired Chris Colla for the Associate Transportation Planner position and he will be starting in mid-August. Thank you to Brenda Schneider for helping to recruit for the Associate Planner position.
2. **CARES Act Funding:** 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 are completed. Ms. Kraemer-Badtke noted that having all the program deliverables completed, East Central staff will be working with the Economic Development Administration staff to close out the grant award. It was noted that \$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.
 3. **Transportation Program:**
 - a. **Appleton TMA Certification Review:** Ms. Kraemer-Badtke shared that 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). She noted that 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* on Wednesday, August 23rd and Thursday, August 24th 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).
 - b. **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.
 - c. **MPO Policy Board Structure:** Ms. Kraemer-Badtke shared with the members that one area that will be discussed in the future is the MPO structure. Currently the Board serves as the MPO Policy Board for Appleton/Fox Cities. She noted that future dialogue will most likely take place discussing if it should be a separate policy body or if it should be the Commission Board.
 - B. Discussion regarding Non-member Counties and the Specialized Transportation Coordination Plans – Ms. Kraemer-Badtke. June of 2023 the WisDOT rolled out the Specialized Transportation Coordination Plan materials, where every 4 years an update takes place. She shared that Marquette County reached out to East Central staff requesting services to update their Plan. Upon further discussion it was the unanimous consensus of the Commission that services provided by East Central staff, at this time, would be prioritized to the member-counties.

7. New Business/Action Items

- A. **2nd Quarter, 2023 Financial Report** presented by Sara Otting-Controller. An overview was given to the members of the 2023 Financial Report for the Second Quarter. One of the items

noted is 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. Overall, she shared that we are on track.

A motion was made by Mr. Kautza and a second by Mr. Albrecht to accept 2nd Quarter – 2023 Financial Report as presented and to place on file. Motion carried unanimously.

- B. **2nd Quarter, 2023 Project Status Report.** Ms. Otting gave an overview of the 2023 Project Status Report. Amongst other items, she noted that the accounts are all on track. Report on file.

A motion was made by Vice Chair Connors and a second by Mr. Abel to approve of the 2nd Quarter, 2023 Work Program Performance Report as presented and be placed on file. Motion carried unanimously.

- C. **Proposed Resolution 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. Ms. Kraemer-Badtke presented the 2024 preliminary budget and levy options for the Commission based on the recommendations from the June Executive Committee meeting. She shared with the members 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

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

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

Option 3: 2024 Budget and Proposed Levy Amount - \$625,000 (recommended by Executive Committee at their June meeting)

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

A motion was made by Mr. Kautza and a second by Mr. Albrecht to approve of **Resolution 31-23:** Adoption of the Preliminary Year 2024 Budget, Final Tax Levy and Staffing Plan for the East Central Wisconsin Regional Planning Commission – Option 3: 2024 Budget and Proposed Levy Amount - \$625,000.00. Motion carried unanimously.

- D. **Proposed Resolution 32-23:** Amending the 2023 Work Program, Budget, and Staffing Plan for East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke presented the three components to the amendment for the 2023 Work Program, Budget and Staffing plan. She noted the following:

- The first is an update to the economic development program to reflect the funding that is being utilized for the Small Community Technical Assistance Project.
- The second is the additional funding for the New North Broadband Mapping project and the inclusion of \$40,000 to complete the mapping for this project.
- The third is to amend the 2023 staffing plan. Included in the 2024 work program, budget and staffing plan, is an additional associate planner position for the transportation department. Due to staff turnover and current capacity challenges, East Central staff would request to hire that individual in the third and fourth quarter prior to 2024 to assist with program deliverables.

A motion was made by Mr. Johnson and a second by Mr. Abel to approve of **Resolution 32-23:** Amending the 2023 Work Program, Budget and Staffing Plan for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- E. **Proposed 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. Mr. Kafka gave a brief overview. He noted that staff anticipated that there would be funding remaining from the Economic Development Administration (EDA) 3 Year Planning Partnership Grant, which will conclude at the end of 2023. He shared that East Central staff submitted a request for proposals and worked with the selection team to review the proposals and selected a consultant, Ayres Associates. It is expected that the project(s) would commence in August and then begin meetings with local communities in October.

A motion was made by Mr. Kautza and a second by Mr. Albrecht to approve of **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. Motion carried unanimously.

- F. **Proposed 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) Ms. Kraemer-Badtke shared that one of the work program deliverables outlined in the 2023 work program was to develop an Electric Vehicle Readiness Plan for the Oshkosh MPO. She noted that East Central staff released a request for proposals and received proposals from six firms. The selection committee reviewed the submittals and selected SRF Consulting Group to develop the Electric Vehicle Readiness Plan. Ms. Kraemer-Badtke stated that the purpose of the plan will be to work with community stakeholders including, but not limited to, City staff, economic development professionals, chambers of commerce, local fire departments, and others.

A motion was made by Mr. Kautza and a second by Mr. Abel to approve of **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). Motion carried unanimously.

- G. **Proposed Resolution 35-23**: Approving the East Central Wisconsin Regional Planning Commission Disaster Recovery and Economic Development Resiliency Plan. Mr. Kafka reported to the Commission that this was a deliverable of the CARES Act funding. He noted that many sectors were impacted by the Covid Pandemic. East Central staff conducted one-on-one interviews with stakeholders within each of the sectors that were impacted. Once the interviews were completed staff analyzed data for each of the Counties and also at the Regional level. The results of the findings can be found in the Plan.

A motion was made by Vice Chair Connors and second by Mr. Abel to approve of **Resolution 35-23**: Approving the East Central Wisconsin Regional Planning Commission Disaster Recovery and Economic Development Resiliency Plan. Motion carried unanimously.

Ms. Kraemer-Badtke as well as the members went on record commending Rachel Roth-GIS Analyst I and Colin Kafka-Associate Planner on the great job compiling the information and the presentation as it is a tremendous resource that is now available. Link available to review: <https://www.ecwrpc.org/wp-content/uploads/2023/07/ECWRPC-Disaster-Recovery-and-Economic-Resiliency-Plan.pdf>

- H. **Proposed Resolution 36-23**: Authorizing the Executive Director of the Commission to Enter into a Service Agreement with New North, Inc. and Bay Lake Wisconsin Regional Planning Commission. Mr. Moser reported that the Public Service Commission of Wisconsin announced that 77 entities had opted into the Broadband Equity, Access, and Deployment (BEAD) Local Planning Grant Program. He noted that the BEAD Local Planning Grant Program supports locally informed analysis of broadband needs that will provide 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. Mr. Moser shared that 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. 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.

A motion was made by Vice Chair Connors and a second by Mr. Kautza to approve of **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. Motion carried unanimously.

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 – September 20, 2023 at 1:30 p.m. (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 Mr. Kautza to adjourn with the time noted at 9:49 a.m.

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: 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 28th 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-America Economic Development Council Award – Overcoming Adversity (small division) for the Small Community Technical Assistance Program.

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

Balance Sheet

As of 9/30/2023

	9/30/2023	9/30/2022
ASSETS		
CASH & CASH EQUIVALENTS		
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
Total CASH & CASH EQUIVALENTS:	765,396.97	1,805,881.50
RECEIVABLES		
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
Total RECEIVABLES:	319,506.42	-776,957.85
PREPAIDS & DEPOSITS		
1200-00 PREPAID & DEPOSITS	30,021.89	24,592.61
1210-00 DEFERRED OUTFLOWS	1,093,313.10	822,649.02
Total PREPAIDS & DEPOSITS:	1,123,334.99	847,241.63
CAPITAL EQUIPMENT		
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
Total CAPITAL EQUIPMENT:	83,451.13	226,990.77
OTHER ASSETS		
1500-00 NET PENSION ASSET	530,175.94	450,470.94
Total ASSETS:	\$ 2,821,865.45	\$ 2,553,626.99
LIABILITIES		
ACCOUNTS PAYABLE		
2000-00 ACCOUNTS PAYABLE	\$ 57,965.90	\$ 100,036.63
ACCRUED LIABILITIES		
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
Total ACCRUED LIABILITIES:	1,394,519.49	1,060,214.46
NOTES PAYABLE		
2305-00 CAPITAL LEASE PAYABLE	29,059.95	157,097.08
Total NOTES PAYABLE:	29,059.95	157,097.08
OTHER LIABILITIES		
2400-00 NET OTHER POST-EMPLOYMENT BENEFIT	130,409.00	244,381.00
Total LIABILITIES:	1,611,654.34	1,561,729.17
NET POSITION		
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
Total NET POSITION:	1,210,211.11	991,897.82
Total LIABILITIES & NET POSITION:	\$ 2,821,865.45	\$ 2,553,626.99

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	East Central Wisconsin Regional Planning Commission												
2	Statement of Revenue and Expenses												
3	For Period 9 Ending 9/30/2023												
4													
5													
6													
7						Approved Budget 2023			YTD 9/30/2023		% Of Budget		YTD 9/30/2022
8	Operating Revenues												
9	Intergovernmental					\$1,838,557			\$972,080		53%		\$5,992,006
10			Federal Grants			1,714,116			914,939		53%		5,906,616
11			State Grants			124,441			57,141		46%		85,390
12													
13													
14	Intergovernmental Charges for Services					940,285			762,910		81%		644,111
15			Local districts membership levy			625,000			520,831		83%		409,898
16			Local districts (secured/expected contracts)			171,260			97,143		57%		108,188
17			NR-135 Program (Operator fees)			123,450			125,050		101%		108,220
18			NR-135 Program (WDNR fees)			20,575			19,885		97%		17,805
19	Public Charges for Services					10,000			7,475		75%		4,850
20	Miscellaneous Revenue (interest earned, etc.)					4,000			14,704		368%		1,908
21	Total Operating Revenues					\$2,792,842			\$1,757,169		63%		\$6,642,875
22													
23													
24													
25													
26	Operating Expenses												
27	Salaries and wages					\$1,285,494			\$894,288		70%		\$868,800
28	Employee fringe benefits					413,496			271,634		66%		258,455
29	Direct grant expenses (contracts/programs)					682,758			312,379		46%		5,144,102
30	Overhead Expenses					290,008			193,650		67%		161,170
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	Total Operating Expenses					2,671,756			1,671,950		63%		6,432,528
42													
43	Projected Surplus / (Deficit)					\$121,086			\$85,219				\$210,347
44	Adjustments for Cash Flows												
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%			
TOTALS							22677.00	16122.25	6554.75	28.90%			

TO: Executive Committee
FROM: Melissa Kraemer Badtke, Executive Director
DATE: September 13, 2023
RE: Discussion and action on the Wisconsin Department of Transportation Concurrence Letter for 2024 Funding established for the State Metropolitan Planning Organizations

After the collection of the decennial U.S. Census Bureau data, the U.S. Census Bureau posts the Metropolitan Planning Areas, including the population data, on the federal register. This information along with the population is used by the Wisconsin Department of Transportation in coordination with the designated Metropolitan Planning Organizations to determine the funding amounts for Metropolitan Planning Programs. 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).

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).

Outlined in the subsequent materials is the process that was discussed and coordinated between the Wisconsin department of Transportation and the State Metropolitan Planning Organizations.

Staff Recommendation: Staff is recommending approval of the concurrence letter that establishes the 2024 funding for the State Metropolitan Planning Organizations.



WisDOT / Division of Transportation Investment Management

www.dot.wisconsin.gov

June 15, 2023

TO: Wisconsin Metropolitan Planning Organizations

FROM: Chuck Wade, Bureau of Planning and Economic Development

SUBJECT: Metropolitan Planning Organization (MPO) concurrence with the 2020 U.S. Census urban area population totals to be used in conjunction with the Planning distribution formula.

BACKGROUND

- The Planning (PL) distribution formula was mutually agreed upon by the MPO's, WisDOT, FHWA and FTA in 2013.
- Federal PL funds are split by population into two categories: Transportation Management Areas (TMA), and Non-TMA MPO's.
- TMAs will contribute up to 3% percent of federal funding to cover the supplemental contribution toward a minimum funding amount for non-TMA MPOs to support two staff members in each non-TMA MPO.
- In May 2022, it was mutually agreed the minimum funding allocation would be raised from \$168,000 to \$180,000 federal funding to support a minimum of two staff members for each non-TMA MPO. This adjustment resulted in a new target level of \$225,000 total that includes federal, state, and local shares.
- The Federal Fiscal Year (FFY) 2022 Bipartisan Infrastructure Law (BIL) FHWA and FTA PL apportionments were used for the calendar year (CY) 2023 Unified Planning Work Program (UPWP) allocations. Using previous FFY PL apportionments for the subsequent year's UPWP allocations will continue for the remaining BIL PL apportionments (i.e., available FFY 2023 PL apportionments will be used for CY 2024 UPWP allocations, etc.....).
- MPOs, WisDOT, FHWA and FTA mutually agreed the attached 2020 Census populations will be used in the PL distribution formula starting with the CY 2024 UPWP PL allocations.

Concurrence:

Each MPO is asked to provide their concurrence with continued PL fund allocation calculations using the PL distribution formula and the attached 2020 US Census population totals starting with the CY 2024 UPWP PL allocations:

WisDOT: Charles Wade 6/14/2023
Charles Wade Date

MPO: _____

Signature: _____
Date

Title: _____

MPO Planning Distribution Formula

- **April 2013**
 - MPO agreed on a Planning funding distribution formula
 - Planning funds were split by population into two TMA and Non-TMA funding categories.
 - TMA agreed to contribute up to 3% from the TMA funds to support a minimum federal funding of \$168,000 ($\$168,000/80\% = \$210,000$).
 - For bi-state MPOs minimum federal funding would apply to the percentage of population in Wisconsin.
 - TMA contributions were also used to hold MPOs harmless the 2014 allocations at 2013 funding levels.
- **April 2016**
 - Review of the 2013 Planning formula was done. It was agreed to continue using the Planning distribution formula with a couple of added items
 - MPOs are to identify any funding that cannot be used by August each year.
 - WisDOT will automatically reallocation unclaimed PL funding to the TMAs to reimburse them for the contributions to the non-TMAs.
- **May 2022**
 - The Input-Funding tab were updated with the current 2022 PL funding amounts to be used for the 2023 MPO PL funding allocations.
 - TMA contribution percentage cell in Step 2 on the Allocation Formula tab was adjusted to only cover the supplemental contribution amount needed.
 - Federal Target Level cell in Step 5 on the Allocation Formula tab was updated from 168,000 to 180,000 federal funding to support a minimum of two staff member for each MPO. This adjustment resulted in a new target level of \$225,000 total that includes federal, state and local shares.
 - 2022 BIL FHWA and FTA Planning apportionments were used for the 2023 CY UPWP allocations. Using previous FFY PL apportionments for the subsequent years UPWP will continue for the remaining BIL Planning apportionments (i.e. FFY 2023 used for CY 2024 UPWP allocations).
 - Continue using the 2010 Census populations for distribution percentages.
- **January 2023**
 - Discuss formula update using 2020 Census populations and 2022 PL funding.
- **February 2023**
 - Discuss formula update using 2020 Census populations along with both 2022 PL funding and 2023 PL funding.
 - SEWRPC had questions on the MPO status of West Bend with a 2020 U.S. Census population under the 50,000 MPO threshold.
- **April 2023**
 - Discussed PL distribution formula update using 2020 Census populations with 2023 PL funding.
 - Include West Bend population for at least the 2024 UPWP PL allocations.
- **June 2023**
 - Discussed PL distribution formula using 2020 Census populations with the 2023 PL funding.
 - The 2024 PL distribution formula will include West Bends populations. This can be revisited for 2025 PL distribution if West Bend decides to end MPO status.
 - Dubuque will receive a 2024 PL allocation using the same population total as in the 2023 PL distribution formula. Dubuque will not receive any PL funding in 2025 as there is no urban area in Wisconsin.

							Bi-State MPO		Population Change = 2020 - 2010
MPO ID	MPO	2020 Wisconsin Urban POP	% of Urban Population	2020 ranking	% of TMA	% of Small MPO	Non-Wi Pop	% of total Pop in WI	
10	SEWRPC (Milwaukee, Racine, Kenosha, West Bend, Round Lake Beach)	1,615,463	51.31%	1	62%	-3.65%		100%	(117,779)
9	Madison	450,305	14.30%	2	17%	2.08%		100%	48,644
1	Appleton+Oshkosh	307,157	9.76%	3	12%	0.78%		100%	16,508
6	Green Bay	224,156	7.12%	4	9%	0.78%		100%	17,636
4	Eau Claire	105,475	3.35%	5	0.20%	19%		100%	2,623
8	La Crosse	93,411	2.97%	6	-0.63%	17%	5,461	94%	(2,099)
13	Wausau	77,429	2.46%	7	0.31%	14%		100%	2,797
11	Sheboygan	74,369	2.36%	8	0.37%	13%		100%	3,056
7	Janesville	72,285	2.30%	9	0.29%	13%		100%	2,627
5	Fond du Lac	54,731	1.74%	10	-0.18%	10%		100%	(170)
2	Beloit	44,092	1.40%	11	-0.31%	8%	18,981	70%	(1,031)
12	Duluth-Superior	27,191	0.86%	12	-0.05%	5%	92,220	23%	146
3	Dubuque (Jamestown, WI) - Population in p	2,076	0.07%	13	-0.01%	0%		0%	-
TOTAL MPO POP (WI only)		3,148,140	100.00%		100%	100.0%	116,662	96%	(27,042)

Milw Racine Kenosha W. Bend RLB

1,376,476	133,700	124060	68,444	30562	1,733,242	2010
1,306,795	134,877	125,865	34,552	13,374	1,615,463	2020
			Osh	Appleton	450,305	2020
			76,190	230,967	307,157	2020
					224,156	2020
					105,475	2020
					93,411	2020
					77,429	2020
					74,369	2020
					72,285	2020
					54,731	2020
					44,092	2020
					27,191	2020
					2,076	2020
						2020

		= 2020 - 2010	
TMA	2,597,081	(34,991)	82.50%
MPO	551,059	7,949	17.50%

							Bi-State MPO	
MPO ID	MPO	2010 Wisconsin Urban POP	% of Urban Population	2010 ranking	% of TMA	% of Small MPO	Non-Wi Pop	% of total Pop in WI
10	SEWRPC (Milwaukee, Racine, Kenosha, We	1,733,242	54.59%	1	66%			100%
9	Madison	401,661	12.65%	2	15%			100%
1	Appleton+Oshkosh	290,649	9.15%	3	11%			100%
6	Green Bay	206,520	6.50%	4	8%			100%
4	Eau Claire	102,852	3.24%	5		19%		100%
8	La Crosse	95,510	3.01%	6		18%	5,358	95%
13	Wausau	74,632	2.35%	7		14%		100%
11	Sheboygan	71,313	2.25%	8		13%		100%
7	Janesville	69,658	2.19%	9		13%		100%
5	Fond du Lac	54,901	1.73%	10		10%		100%
2	Beloit	45,123	1.42%	11		8%	18,712	71%
12	Duluth-Superior	27,045	0.85%	12		5%	93,333	22%
3	Dubuque (Jamestown, WI) - Population in p	2,076	0.07%	13		0%		0%
TOTAL MPO POP (WI only)		3,175,182	100.00%		100%	100%	117,403	96%

TMA	2,632,072	82.90%
MPO	543,110	17.10%

Population data was taken from the US Census. Population is reported for the urban area only, except for Dubuque. Since it doesn't have an urbanized area in WI, WisDOT uses the 2010 population in its planning area.

TO: Executive Committee
FROM: Melissa Kraemer Badtke, Executive Director
DATE: October 4, 2023
RE: **Resolution 47-23:** Authorizing the Executive Director of the Commission to Enter into a Contract with Southeast Regional Directors Institute (SERDI) to conduct an Assessment of ECWRPC

Background

In December, the Commission leadership staff was contacted by the National Association of Development Organizations (NADO). NADO is a national association that promotes regional development strategies, partnerships, and initiatives that strengthen economic competitiveness and quality of life within local communities across the country. NADO staff reached out to East Central leadership staff requesting input and insight regarding the roles and responsibilities of an Executive Director position. 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. During the conversation, the NADO staff mentioned that they would be willing to connect the East Central staff with peers from across the country. Since January, we have had the pleasure of connecting with leadership staff from the following organizations:

- Former Executive Director of Buckeye Hills Regional Council
- Mid-Ohio Regional Planning Commission
- Region 9 Economic Development District of Southwest Colorado
- Apalachee Regional Planning Commission (Florida)
- Southeast Regional Directors Institute (SERDI)

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. SERDI has conducted 64 assessments since 1994 and they have been customized to the regional planning commission/regional council of governments. They would build an assessment tool that would be most beneficial for East Central and include the following components, per the DRAFT MOU provided by SERDI:

Online Surveys

1. **Commission.** An online survey will be available to all Commission members electronically. If there are members of the Commission that would prefer to complete a survey by hard copy we can develop and make available.
2. **Additional up to 3 total stakeholder group surveys.**

Focus Groups

1. **Commission.** The focus group is projected to be held the week of March 27. The session will be 1 ½ hours in length.
2. **Additional up to 5 total stakeholder focus groups.**

One-On-One Interviews. Up to 10 projected to be completed the week of March 27.

Commission Work Session. The purpose of the Commission Work Session will be to review the findings from the online surveys and focus group sessions, and preliminary draft recommendations for the consideration of the Commission. The session will give the Commission members the opportunity to discuss the findings, identify additional opportunities and challenges that they feel were overlooked in the feedback received, and to eliminated projected recommendations as well as add recommendations of their own. The length of session will not exceed two hours. It is projected to be held May 22, 2024.

Complete Record Report. A complete record report of the strategic assessment process will be provided to the ECWRPC Executive Director for use and distribution as they see fit. The report will be provided within 90 days of the completion of the Commission Work Session. The report will include the online and focus proceedings and responses from all participants along with specific recommendations with action steps, responsible parties, timeframes for implementation, and resources needed, financial and otherwise, to enhance the ECWRPC and maximize its relevancy and assistance to the region's local governments.

Assessment Process Costs. The cost of the SERDI Assessment Process is \$4,500 plus travel reimbursement of SERDI staff costs related to the process. The \$4,500 fee will be assessed with the submission of the complete record report. Travel reimbursement up to a maximum amount of \$3,500 will be paid upon request. **Total projects cost not to exceed \$8,000.**

With the anticipated completion of the reorganization plan, the Comprehensive Economic Development Strategy for the region, and the forthcoming reorganization of the Appleton/Fox Cities and Oshkosh MPO Policy Board, this would be a great opportunity for the Commission Board and regional stakeholders to provide input and have ownership regarding the strategic direction of the Commission over the next five years and into the future.

Executive Committee discussed this possibility at the September meeting and request a contract be brought forward for consideration, including a not to exceed travel expense.

Staff Recommendation: Staff recommends approval of **Resolution 47-23** Authorizing the Executive Director of the Commission to Enter into a Contract with SERDI to conduct an Assessment of ECWRPC, based on prior discussion and feedback from Executive Committee.



**Memorandum of Understanding
By and Between
East Central Wisconsin Regional Planning Commission
and
the Southeast Regional Directors Institute Council of Peers**

This Memorandum of Understanding (MOU) has been developed at the request of the East Central Wisconsin Regional Planning Commission (ECWRPC) by the Southeast Regional Directors Institute (SERDI) to design, assist, and facilitate a strategic assessment of the ECWRPC. The time period of the assessment will be between January 2024 and July 2024.

SERDI will provide the following deliverables:

Online Surveys

1. **Commission.** An online survey will be available to all Commission members electronically. If there are members of the Commission that would prefer to complete a survey by hard copy we can develop and make available.
2. **Additional up to 3 total TBD.**

Focus Groups

1. **Commission.** The focus group will be held the week of March 27 . The session will be 1 ½ hours in length.
2. The focus group session will be held the week of March 27. The session will be 1 ½ hours in length.
3. The focus group session will be held the week of March 27. The session will be 1 ½ hours in length.
4. The focus group session will be held the week of March 27. The session will be 1 ½ hours in length.
5. The focus group session will be held the week of March 27. The session will be 1 ½ hours in length.
6. **ECWRPC Staff.** Logistics of staff input will be determined.

One-On-One Interviews. Up to 10 to be completed the week of March 27.

Southeast Regional Directors Institute

A professional development association for regional council executive directors and where appropriate, their councils and state associations in the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia

706-202-8922 <https://serdi.org> 803-327-9041



Commission Work Session. The purpose of the Commission Work Session will be to review the findings from the online surveys and focus group sessions, and preliminary draft recommendations for the consideration of the Commission. The session will give the Commission members the opportunity to discuss the findings, identify additional opportunities and challenges that they feel were overlooked in the feedback received, and to eliminate projected recommendations as well as add recommendations of their own. The length of session will not exceed two hours. It is projected to be held May 22, 2024.

Complete Record Report. A complete record report of the strategic assessment process will be provided to the ECWRPC Executive Director for use and distribution as they see fit. The report will be provided within 90 days of the completion of the Commission Work Session. The report will include the online and focus proceedings and responses from all participants along with specific recommendations with action steps, responsible parties, timeframes for implementation, and resources needed, financial and otherwise, to enhance the ECWRPC and maximize its relevancy and assistance to the region's local governments.

Cost of the Assessment Process

SERDI will provide the services and deliverables of the strategic assessment for \$4,500 payable to the Southeast Regional Directors Institute. The payments will be divided into an invoice for \$2,250 upon completion of the surveys and focus group sessions; and a second invoice for \$2,250 upon the submission of the complete record report. Travel reimbursement requests from SERDI staff will be submitted upon completion of travel with request for payment. Travel reimbursement will not exceed \$3,500 for the project.

**EAST CENTRAL WISCONSIN
REGIONAL PLANNING COMMISSION**

**SOUTHEAST REGIONAL
DIRECTORS INSTITUTE**

**Melissa Kraemer Badtke
ECWRPC Executive Director**

**J. Randall Imler
President SERDI Council of Peers**

Date: _____

Date: _____

Southeast Regional Directors Institute

A professional development association for regional council executive directors and where appropriate, their councils and state associations in the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia

706-202-8922 <https://serdi.org> 803-327-9041

RESOLUTION NO. 47-23

AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT FOR PROFESSIONAL SERVICES WITH SOUTHEAST REGIONAL DIRECTORS INSTITUTE (SERDI)

WHEREAS, the East Central Wisconsin Regional Planning Commission, hereafter referred to as the Commission, has substantially completed the reorganization plan, refocusing on the core program areas of Transportation, Economic Development, Water Quality Management, NR-135 Program Administration and GIS, and;

WHEREAS, the East Central Wisconsin Regional Planning Commission adopted the 2021-2023 Strategic Plan on January 29, 2021, and;

WHEREAS, the Commission recently completed the 2023 Comprehensive Economic Development Strategy for the region and staff is evaluating a range of implementation activities to bolster Economic Development efforts throughout the region, and;

WHEREAS, a reorganization of the Appleton/Fox Cities and Oshkosh MPO MPO Policy Board's is forthcoming, and;

WHEREAS, for the reasons cited above, the timing is ideal to conduct an objective, third-party assessment of the current operations of ECWRPC and identify potential opportunities to help guide the future strategic direction and be included in the update of the Commission's Strategic Plan, and;

WHEREAS, through collaboration with peer agencies across the county, a recommendation was provided that a cost-effective assessment could be completed by the Southeast Regional Directors Institute (SERDI), a voluntary, professional development association that has conducted 64 such assessment over the past 30 years, and;

WHEREAS, an assessment by SERDI was brought forward to the Executive Committee for feedback, which resulted in the development of the attached DRAFT MOU detailing the scope of services, timeline, and costs for such an assessment, and

WHEREAS, the contract is a financial commitment by the Commission of up to \$8,000.

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 Southeast Regional Directors Institute (SERDI).

Effective Date: October 27, 2023

Submitted By: Executive Committee

Prepared By: Melissa Kraemer Badtke

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Exe Director

_____ Date Approved

TO: Executive Committee
FROM: Melissa Kraemer Badtke, Executive Director
DATE: October 4, 2023
RE: Resolution 48-23: Amending the By-laws of the East Central Wisconsin Regional Planning Commission

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.

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 according, providing for a Commission Board meeting each calendar quarter, with flexibility on the specific schedule which is to be determined at the annual meeting.

A redlined version of the By-Laws with those changes is provided for reference.

Staff Recommendation: Staff recommends the approval of Resolution 48-23: Amending the By-Laws of the East Central Wisconsin Regional Planning Commission.

BY-LAWS
of the
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

As amended on ~~October 27~~ April 28, 2023

Adopted September 27, 1972
As Amended February 8, 1973
As Amended March 11, 1976
As Amended May 13, 1976
As Amended May 8, 1980
As Amended May 14, 1981
As Amended May 13, 1982
As Amended April 25, 1985
As Amended April 28, 1988
As Amended April 26, 1990
As Amended April 30, 1993
As Amended April 28, 1995
As Amended May 23, 2001
As Amended April 26, 2002
As Amended April 27, 2006
As Amended, April, 25, 2008
As Amended, October 30, 2009
As Amended, April 29, 2011
As Amended, October 26, 2013
As Amended, April 25, 2014
As Amended, July 25, 2014
As Amended, January 30, 2015
As Amended July 26, 2019
As Amended April 30, 2021
As Amended April 28, 2023
As Amended October 27, 2023

These By-laws were adopted by the Commission on the 27th day of September, 1972, as further amended on the 8th day of February, 1973, the 11th day of March, 1976, the 13th day of May, 1976, the 8th day of May, 1980, the 14th day of May, 1981, the 13th day of May, 1982, the 25th day of April, 1985, the 28th day of April, 1988, the 26th day of April, 1990, 30th day of April, the 28th day of April, 1995 the 23rd day of May, 2001, the 26th day of April, 2002, the 27th day of April, 2006, the 25th day of April, 2008, the 29th day of April, 2011, the 26th day of October, 2013, the 25th day of April, 2014, the 25th day of July, 2014, the 30th day of January, 2015, the 26th day of July, 2019, the 30th day of April, 2021, ~~and~~ the 28th day of April, 2023 and the 27th day of October, 2023.

BY-LAWS
of the
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

PREAMBLE

These By-laws, consistent with the statutes of the State of Wisconsin, and the Articles of Organization of the East Central Wisconsin Regional Planning Commission, further define, regulate, and provide rules of procedure for the East Central Wisconsin Regional Planning Commission and those Committees and officers established by and responsible to it, and have been adopted by the Commission for that purpose. Where the word "Commission" appears hereinafter, it shall be construed to mean the East Central Wisconsin Regional Planning Commission. It is the express intent of the Commission and the purpose of these By-laws to advance the regional function of the Commission as provided for by applicable law and to carry on the business of regional metropolitan and non-metropolitan planning and development in all of its ramifications and branches and to render professional and technical services in conjunction therewith.

ARTICLE I - OFFICES

Section 1. The Commission shall establish its offices at such location as it may from time to time, except that such location will be within the East Central Wisconsin Region, which is comprised of the Counties of Calumet, Fond du Lac, Menominee, Outagamie, Shawano, Waupaca, Waushara, and Winnebago.

ARTICLE II -POWERS, DUTIES AND RESPONSIBILITIES

Section 1. PURPOSE: The purposes for which the Commission is created are to engage in any lawful activity within the purposes for which regional planning commissions may be created under Section 66.0309 of the Wisconsin Statutes, as amended.

Section 2. POWERS, FUNCTIONS AND RESPONSIBILITIES: In general, the Commission shall have all of the powers necessary to enable it to perform its functions and promote regional planning.

The functions of the Commission shall be solely advisory to the local governments and local governmental officials comprising the area and shall include but not be limited to the following because of enumeration.

- A. The Commission may conduct all types of research studies, collect and analyze data, prepare maps, charts and tables and conduct all necessary studies for the accomplishment of its other duties.

- B. The Commission may make plans for the physical, social and economic development of the region and may adopt by resolution any plan or the portion of any plan so prepared as its official recommendation for the development of the region.
- C. The Commission may publicize and advertise its purposes, objectives and findings and may distribute reports thereon.
- D. The Commission may provide advisory services on regional planning problems to the local government units within the region and to other public and private agencies in matters relative to its functions and objectives.
- E. The Commission may act as a coordinating agency for programs and activities of such local units and agencies as they relate to its objectives.
- F. The Commission may accept aid in any form for the purpose of accomplishing regional planning for all governmental agencies whether local, state or federal if the conditions under which such aid is furnished is not incompatible with the provisions of Section 66.0309 of the Wisconsin Statutes, as amended.
- G. The Commission may accept gifts and grants from public or private individuals, entities or agencies if the conditions under which such grants are made in accordance with the accomplishment of its objectives.
- H. The Commission shall make an annual report of its activities to the legislative bodies of the local governmental units within the region, and shall submit two copies of such report to the Wisconsin Legislative Reference Bureau per Wisconsin State Statutes § 66.0309(8)(b), as amended.
- I. The Commission shall prepare a comprehensive planning program for the physical development of the region and adopt a regional comprehensive plan consistent with Wisconsin State Statutes §66.1001(9) as outlined in the Wisconsin State Statutes §66.0309(9) and §66.0309(10), as amended. The Commission may amend, extend or add to the comprehensive planning program or carry any part of such matter into greater detail.
- J. The Commission shall annually on or before July 31 of each year prepare and approve a preliminary budget reflecting the cost of its operation and services to the participating governmental units within the region. The Commission's final budget shall be approved at the 1st Quarter meeting by or before January 31 of the year following.

ARTICLE III - MEETINGS

Section 1. ANNUAL MEETING: There shall be an annual meeting of the Commission in conjunction with, and following, the 2nd April-Quarterly Meeting for the appointment of standing committee membership, a presentation of the Commission's Annual Report of its activities, approval of the regular Board and Committee schedule for the subsequent year, and any other business as may properly come before it.

Section 2. QUARTERLY MEETINGS: In addition to the annual meeting, quarterly meetings of the Commission shall be held ~~in each calendar quarter on the last Friday of January, April, July, and October, except when a different date is designated by the officers.~~ When the agenda of any meeting does not include resolutions for deliberation by the Commission or consideration of said resolutions may be delayed to the next meeting without adversely impacting the work flow of the Commission, the Chairperson may cancel and then reschedule any meeting at their discretion, but may not cancel two consecutive meetings. The election of officers shall be conducted by the Commission at the ~~2nd April Quarterly~~ meeting. The levy and draft annual budget shall be adopted by the Commission at the ~~3rd 2nd July Quarterly~~ meeting. [MKB1] The annual budget and work program (not levy) shall be re-affirmed at the subsequent ~~1st Quarter January~~ meeting.

Section 3. SPECIAL MEETINGS: Special meetings may be called at any time by the Chairperson of the Commission. Special meetings shall also be called by the Chairperson upon written request by three or more members of the Commission.

Section 4. NOTICE OF MEETINGS: The Secretary of the Commission shall send to each and every member of the Commission notice of all meetings quarterly and the annual meeting, not less than five (5) days prior to said meetings and such notice shall state the day, time, place and general purpose of such meeting. Notices for special meetings, as described in Section 3 shall be e-mailed, mailed, or posted not less than three (3) business days prior to said meeting. In no case, shall an agenda, or amended agenda, be e-mailed or posted less than 24 hours in advance of said meeting.

Section 5. QUORUM: The presence at any meetings (including Standing Committees, unless otherwise noted) of a majority (defined as $\geq 50\%$) of the current Commission members, which majority shall also include representation from a majority (defined as $\geq 50\%$) of the member Counties assigned to the Committee, shall be necessary and sufficient to constitute a quorum for the transaction of any business and the election of officers. All matters relating to business shall require an affirmative vote of a simple majority of those members attending a legal meeting (when a quorum is present), unless otherwise noted as a 2/3 vote requirement.

Section 6. PUBLIC MEETINGS: Member County Planning/Zoning Directors and State Legislative Representatives from the region (unless already a member of the Commission), and the Wisconsin Economic Development Corporation, the Department of Natural Resources and other agencies, as may be determined from time to time, shall be notified of all meetings pursuant to Article III, Section 4. Meeting notices shall be e-mailed or mailed to local media, posted on ECWRPC premises, and posted to the Commission's website, www.ecwrpc.org for public viewing.

ARTICLE IV - COMPOSITION OF COMMISSION

Section 1. GENERAL: Adhering to the principle of representation based on population, the membership of the Commission shall be created pursuant to the provisions of § 66.0309 (3) (b) of the Wisconsin Statutes, as amended, determined and allocated among participating counties as follows:

- A. The Chairperson and the County Executive from each member county within the Commission. If a member county is organized without a County Executive, the County Chairperson shall appoint a member of the County Board to serve as the second elected official from that county.

- B. One elected official from the largest city, if the member County has a population of 50,000 or more as defined by the U.S. Decennial Census. If the member County does not have a population of 50,000 or more per the U.S. Decennial Census, the member County may appoint a County Supervisor to the Commission Board.
- C. In addition to the representation specified in subsections A. and B., above, Counties with a population greater than 50,000 based on the U.S. Decennial Census are entitled to one additional member to the Commission Board for each full unit of 50,000 population that exceeds the 50,000 base number described in subsection B., above. (For purposes of illustration only, a County with a population of 180,000 would be entitled to 2 additional members to the Commission Board under this subsection C.)
- D. One ex-officio representative of the Wisconsin Department of Transportation (WisDOT) may participate on transportation issues, subjects of concern and interest to their geographic areas, or due to noted/recognized expertise. This member must be appointed by WisDOT.
- E. One ex-officio representative of a public agency that administers or operates major modes of transportation in the Fox Valley metropolitan planning organization area, including representation by providers of public transportation. *[Note: This position will be held by the Transit Manager for Valley Transit].*

Section 2. TERM OF OFFICE: Commissioners shall serve for a term of two (2) years, or until they cease to hold their public office, whichever comes first. Voting, ex-officio members shall serve continuously at the pleasure of the appointing body.

Section 3. COMMISSION ALTERNATES: Any member of the Commission selected pursuant to Section 1, of this Article may designate, in writing and with the concurrence of the Commission, a designee.

Section 4. RESIGNATION: Any Commissioner who resigns his or her Commission membership or his or her elective office shall submit his or her resignation effective as of the last day in office, and thereafter the vacancy shall be filled by appointment for the unexpired term by the County Board Chairperson (if a county) or the city council.

ARTICLE V - OFFICERS

Section 1. NUMBER: The officers of the Commission shall be comprised of a Chairperson, Vice-Chairperson, and Secretary-Treasurer, subject to the express condition that the offices of Chairperson and Vice-Chairperson shall never be concurrently held by Commissioners from the same County.

Section 2. ELECTION: The offices of Chairperson and Vice-Chairperson of the Commission shall be selected by ballot as the last order of business at the 2nd April Quarterly meeting of the Commission, to take office effective as of said date, and they shall hold their terms of office for a period of two years or until their successors have been duly elected and qualified. The Chairperson shall appoint a Nominating Committee for the purpose of nominating Commission members for election as officers, and the Chairperson shall advise the Commission of his or her

selection of such a Nominating Committee at the ~~1st Quarter~~January meeting.

Section 3. REMOVAL: Any of the officers may be removed for cause and may be removed if incapacitated or unable to attend meetings and perform the duties of his office. Removal from office shall require a two-thirds (2/3rds) vote of the Commissioners present, voting at a legal meeting.

Section 4. VACANCIES: Should any office become vacant for any cause, the Commission shall select a successor from among the Commission members who will serve until the next ~~April Quarterly~~2nd meeting of the Commission when the regular elections are held.

Section 5. CHAIRPERSON: The Chairperson of the Commission shall preside, and may vote, at all meetings of the Commission. He or she may present to the Commission such matters as, in his or her judgment, require attention, and he or she shall perform such other duties as are entrusted to the Chairperson by statute or by these By-laws. Subject to any contrary requirements in these By-laws, the Chairperson shall be guided by Robert's Rules of Order in the conduct of meetings. In no event shall any one member serve as Chairperson for more than three consecutive terms. The Chairperson may also act on behalf of the Executive Committee and/or full Commission in the rare instances that a timely commitment of County levy funds is required in order to take advantage of state or federal grant funding opportunities. In such cases, the Chairperson's may approve such commitments for an amount equal to or less than \$50,000. In all cases, when such action is used, the item shall be placed on the next available Executive Committee agenda for review and follow up action by the Executive Committee as a whole. The Commission Chairperson will be compensated an additional annual net stipend of \$1,000 beginning in 2020, with the first payment to be made in March, 2021 and then annually thereafter.

Section 6. VICE-CHAIRPERSON: The Vice-Chairperson shall preside in the absence of the Chairperson or in the event that the Chairperson is incapacitated or unable to serve, and in the absence or disability of the Chairperson, his or her duties shall be performed by the Vice-Chairperson.

Section 7. SECRETARY-TREASURER: The Executive Director of the Commission shall be designated as the Secretary-Treasurer of the Commission and shall keep and distribute minutes of all meetings of the Commission and shall counter-sign all documents as required to be executed, and shall keep and preserve all resolutions, transactions, findings and determinations of the Commission. In the absence of the Secretary-Treasurer, the Chairperson may name a Deputy Secretary-Treasurer who shall perform the duties of the Secretary-Treasurer at that meeting, or until the office shall have been filled as heretofore provided. The Secretary-Treasurer of the Commission shall keep all the funds of the Commission except those funds held by governmental agencies in trust for the Commission, and shall deposit them in a depository authorized by the Commission, and shall keep an accurate record of all receipts and disbursements. He or she shall be required to supply a bond in the amount of Fifty-Thousand Dollars (\$50,000), the premium for which shall be paid out of the Commission's funds, and he or she shall make all the disbursements under the direction of the Commission.

Section 8. ADDITIONAL OFFICERS: The Commission, at an annual, special or quarterly meeting, may create such additional officers as it may deem in its judgment advisable and prescribe their duties.

ARTICLE VI - MANAGEMENT

Section 1. EXECUTIVE COMMITTEE: The Executive Committee shall be comprised of the entire Commission membership as set forth in Article IV.

Section 2. STANDING COMMITTEES: Appointments to Standing Committees shall be made by the Chairperson at its Annual Meeting based on recommendations of the Nominating Committee. Such appointments shall not include designation of the committee chairperson and vice-chairperson as such positions are nominated and elected by the Committees themselves.

There shall be Standing Committees and sub-committees including but not limited to the following:

- A. **Executive Committee:** The Executive Committee shall be composed of at least seven (7) members who serve as their respective county board chair or their designee. The Chairperson and Vice-Chairperson positions for the Committee can, but is not required to be, the same as the current Commission Chairperson and Vice-Chairperson positions. The Secretary-Treasurer of the Commission shall be the secretary of the Executive Committee and shall attend all meetings of the Committee, keep a record of the proceedings and perform such other duties as may be designated to him or her by the Committee. The Secretary-Treasurer shall be an ex-officio member of this Committee without voting privileges. The duties of the Committee shall include:
1. Ensure proper coordination and cooperation among the planning committees of the Commission and their respective citizens' or technical advisory committees.
 2. Act in emergency situations with the full power and authority of the Commission taking appropriate action until action is taken at the next Commission meeting, subject only to the limitation of \$50,000 for any expenditure resulting from such action. Refer also to Article V, Section 5 regarding additional Chairperson authorities for the timely approval of County levy commitments for state and federal funding opportunities, and the Commission's Financial Procedures Manual for authorities of the Executive Director.
 3. Keep the Commission advised of pending legislation affecting the Commission, its policies and its programs.
 4. Prepare and submit at the ~~2nd Quarterly~~ ~~July~~ meeting a preliminary budget and work program for the purposes of establishing the levy.
 5. Recommend entering into contracts with member governmental units for the provision of staff planning services.
 6. Recommend the employment of auditors to audit the financials of the Commission.
 7. Direct the payment of any bills, claims or expenses incurred on behalf of and approved by the Commission.

8. Recommend the appointment of employees necessary to administer and carry out the functions of the Commission.
9. Recommend the salaries and wages of all employees of the Commission.
10. Recommend a per diem compensation, mileage and other expenses to be paid members of the Commission.
11. Direct and monitor the current planning, information system and administration, and overhead program elements.

B. Planning Committees: The composition of the various planning committees shall be determined by the Executive Committee. The general functions of the committees include:

1. Elect a Committee Chairperson and Vice-Chairperson as their first order of business at the first regular Committee meeting following the Annual Meeting. The Executive Committee Chairperson and Vice Chairperson shall generally be the same as the current Commission Chairperson and Vice-Chairperson, but it is not required.
2. Provide orientation information for new Planning Committee members at the first meeting following the Annual Meeting.
3. Prepare the annual work program statement of activities for their respective program element(s).
4. Review detailed study designs for major work elements.
5. Monitor progress on work activities, review staff drafts of analytical reports and alternative plan and program proposals.
6. Report, advise and recommend on activities for their respective program element(s) including their responsibilities for elements of the regional comprehensive plan to the full Commission for action.
7. Review specific project proposals for conformance with adopted plans and policies.
8. Coordinate activities with those of other committees when necessary and desirable.
9. Maintain liaison with appropriate citizen and technical advisory committees.

The specific duties of the Planning Committees are as follows:

- a) **Economic Development Committee:** This Committee directs and monitors the economic development and housing work program elements and maintains liaison with respective technical advisory committees, including the Comprehensive Economic Development Strategy (CEDS) Committee. The CEDS Committee composition and operational structure is managed through the guidelines adopted by the Commission in Resolution No. 29-09.

- b) **Environmental Management Committee:** This committee oversees the Water Quality Management Program (also known as the sewer service area program), the NR-135 Non-metallic Mining Program, and environmental planning programs as outlined within the Annual Work Program.
- c) **Transportation Committee:** This committee directs and monitors the transportation work program element in accordance with state and federal regulations. In addition, this Committee maintains liaisons with the Transportation Policy Advisory Committees and the Transportation Technical Advisory Committee.

Section 3. SPECIAL PROJECT COMMITTEES: The Commission may from time to time create special project committees from the Commission membership to perform under delegated authority of the Commission.

Section 4. ADVISORY COMMITTEES: The Commission shall seek the advice and cooperation of interested citizens, public officials and agency administrators. Citizen and Technical Advisory Committees shall be established as the Commission shall deem necessary to effectively carry out the purposes of the organization. The membership of the Citizen and Technical Advisory Committees shall be established in such manner as determined by the Commission.

Section 5. NOMINATING COMMITTEE: The Nominating Committee shall consist of one Commissioner from each County appointed by the Chairperson and approved by the Commission at their ~~1st Quarter~~ January meeting, provided that no officer may serve on the Committee. The nominating Committee shall review the results of an internal survey of Commissioners (developed and sent out by staff) as part of their deliberations on Committee assignments. The Committee may, at its discretion, develop and institute a standard rotation schedule of Committee assignments based on agreed upon criteria.

Section 6. STAFF: The Commission may conduct its operations through a permanent staff hired in a manner that the Executive Committee may determine, or through retention of part-time professional, technical and clerical employees, through consultants or through other personnel that it may deem qualified to assist in its business. The Commission may delegate to the staff and to those persons hired by it those functions that the Commission may determine, but the said Commission will remain solely responsible in all matters.

Section 7. DEPOSITORY: The Commission shall determine a depository for the funds of the Commission and direct the Secretary-Treasurer therein to deposit the funds in such designated depository in such manner so the deposits will not be made inconsistent with Wisconsin Law and which may be subject to review by the Commission as a body. The terms and conditions of the agreements between the depository and the Commission shall be incorporated as a part of the By-laws of the Commission.

Section 8. MEETING PAYMENTS AND EXPENSES: A payment for meetings, mileage, and other expenses shall be paid to Commissioners by the Commission. All members shall be reimbursed for actual expenses incurred as members of the Commission in attending meetings and in carrying out the work of the Commission.

ARTICLE VII - CONTRACTS AND EXECUTION OF INSTRUMENTS, CHECKS AND DRAFTS

Section 1. CONTRACTS: The Commission may enter into such contracts which are necessary to carry out the purposes and duties of the Commission and which are not inconsistent with the provisions of the Wisconsin law. The Commission may apply, contract for, receive, and expend for its purposes, any funds, grants, gifts or donations from any local governmental unit, the State of Wisconsin, the Federal Government or any other source.

Section 2. EXECUTION OF INSTRUMENTS: When the execution of any contract, conveyance or other instrument has been authorized without specification of the executing officers, the Chairperson or Vice-Chairperson, and the Secretary-Treasurer may execute the same in the name and behalf of the Commission per the limits expressed in the Financial Procedures Manual. The Commission shall have the power to designate the officers and agents who shall have authority to execute any instrument in behalf of the Commission.

Section 3. CHECKS AND DRAFTS: The Commission may authorize and direct the Secretary-Treasurer to issue such checks, drafts and vouchers as it may deem necessary for the payment of bills and expenses incurred for and on behalf of the Commission. All disbursements made by check drawn on the Commission's depository bank shall be signed by the Secretary-Treasurer. In the Secretary-Treasurer's absence, the Deputy Director may sign checks, drafts, and vouchers. To facilitate prompt payment of small bills and expenses, there is established a petty cash fund of \$100. This petty cash fund is authorized to be placed in the custody of the Secretary-Treasurer, or their designee, who may make payment of claims up to \$100.

ARTICLE VIII - FISCAL YEAR

Section 1. The fiscal year of the Commission shall be the calendar year.

ARTICLE IX - SEAL

Section 1. The Commission shall procure an official seal which shall contain the following legend: "EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION."

ARTICLE X - AMENDMENTS

Section 1. Except as described in Section 2, below, these By-laws may be amended at any quarterly meeting of the Commission. The Secretary-Treasurer shall be sent out to each member of the Commission a copy of the proposed amendment or amendments to the By-laws. This shall be done not less than five (5) days prior to the date of the meeting at which they will be considered. Amendment of these By-laws shall require a majority vote of the Commissioners present, voting at a legal meeting (when a quorum is present).

Section 2. Article IV, Section 1 hereof shall be amended only in accordance with resolutions approved by the governing bodies of a majority of local units within the Commission, and these units shall have in the aggregate at least half of the population of the region.

ARTICLE XI - COMPLIANCE WITH FEDERAL AND STATE OF WISCONSIN LAW

Section 1. INCONSISTENCIES: In the event that these By-laws, or any provisions herein contained, should in any manner be contrary to or violate of the provisions of Federal or State of Wisconsin Law, the provisions of the Federal or State of Wisconsin Law shall prevail.

ARTICLE XII – METROPOLITAN PLANNING ORGANIZATION FUNCTION & RESPONSIBILITIES

Section 1. PURPOSE: To implement Federal and State level transportation planning requirements as the designated Metropolitan Planning Organization (MPO) for the Fox Cities and Oshkosh Metropolitan Planning Areas (MPAs).

Section 2. OFFICIAL DESIGNATION: The East Central Wisconsin Regional Planning Commission (Commission) through cooperative partnership agreements with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Wisconsin Department of Transportation (WisDOT) is the designated Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Transportation Management Area (TMA) and the Oshkosh Metropolitan Planning Area (MPA).

Section 3. URBANIZED AREA BOUNDARY & METROPOLITAN PLANNING AREA: Per the 2010 Decennial Census, the Appleton (Fox Cities) and Oshkosh Urbanized Areas and Metropolitan Planning Areas (MPAs) includes portions of Calumet, Outagamie and Winnebago Counties.

Section 4. MPO POLICY BOARD: The Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs) are governed by a single MPO Policy Board containing the same representation of elected and appointed representatives as those of the Commission. All functions, responsibilities, and authorities conveyed in these Bylaws, as they pertain to the Commission, are conferred to the MPO Policy Board when exercising such authority on transportation related policy matters or decisions.

Section 5. MPO STAFF: MPO staff is responsible for carrying out the federal transportation planning process in conjunction with its partners. The Commission is the hosting body for the MPO staff. As such, MPO staff are Commission employees.

Section 6. RESPONSIBILITIES MPO POLICY BOARD: In addition, all other Bylaw responsibilities afforded to the Commission, the MPO Policy Board is the body that reviews and approves all transportation related activities of the MPO. This includes being a forum for cooperative decision-making with the following responsibilities:

- A. Approve goals and objectives of the transportation planning process;
- B. Review and approval the Long Range Transportation Plans (LRTPs) and its updates or revisions;
- C. Review and adopt changes in transportation planning concepts;
- D. Review and approve the Unified Planning Work Program (UPWP);
- E. Review and adopt the Transportation Improvement Program (TIP) including project priorities and approve any changes in the priority schedule;
- F. Ensure the efficient and effective use of the Federal Highway Administration (FHWA) Section 112 and the Federal Transit Administration (FTA) Section 5303 planning funds;

- G. Serve as liaison representatives between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan;
- H. Ensure citizen participation and transparency within the transportation planning process through proactive policies and procedures.

Section 7. MPO SUBCOMMITTEES & INTERLOCAL AGREEMENTS: The MPO Policy Board shall have the authority to form temporary (or permanent) subcommittees to conduct the following activities in order to carry out MPO Policy Board functions:

- A. To negotiate the terms of possible funding agreements with member agencies;
- B. To investigate how MPO functions might be improved;
- C. To evaluate the MPO Director's performance and make recommendations;
- D. To conduct research and/or fact-finding regarding MPO plans, policies or operations.

All findings, recommendations and/or proposals submitted by MPO subcommittees shall not be binding, but are subject to review and final approval of the MPO Policy Board.

RESOLUTION NO. 48-23

AMENDING THE BY-LAWS OF THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, the East Central Wisconsin Regional Planning Commission may amend its' By-laws at any quarterly meeting (Article X, Section 1), and;

WHEREAS, the East Central Wisconsin Regional Planning Commission Board may amend certain portions of the By-laws at a quarterly meeting after receiving a majority vote (Article X, Section 1), and;

WHEREAS, the Executive Committee has requested additional flexibility regarding the regular meeting schedule of the Commission Board, and;

WHEREAS, adjustment have been made to the By-laws in accordance with that guidance of the Executive Committee.

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

Section 1: That the Commission amends the By-laws through the repeal and re-writing of various sections and paragraphs as illustrated in the attached document and hereto made part of this resolution.

Effective Date: October 27, 2023

Submitted By: Executive Committee

Prepared By: Melissa Kraemer Badtke

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Exe Director

_____ Date Approved

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

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 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.

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

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Executive
Director

Approval Date

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 By: Executive Committee

Prepared By: Brenna Root Whitby, Associate Planner

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Executive
Director

Approval Date

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 By: Executive Committee

Prepared By: Brenna Root Whitby, Associate Planner

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Executive Director

Approval Date

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 By: Executive Committee

Prepared By: Brenna Root Whitby, Associate Planner

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Executive
Director

Approval Date

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 By: Executive Committee

Prepared By: Brenna Root Whitby, Associate Planner

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Executive Director

Approval Date

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 By: Executive Committee

Prepared By: Brenna Root Whitby, Associate Planner

Jeff Nooyen, Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Executive
Director

Approval Date

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

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 17th

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

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

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 By: Executive Committee

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

Jeff Nooyen, Chair – Outagamie Co.

Melissa Kraemer-Badtke–ECWRPC Executive Director

DATE: October 17, 2023

TO: Executive Committee

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

RE: **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."

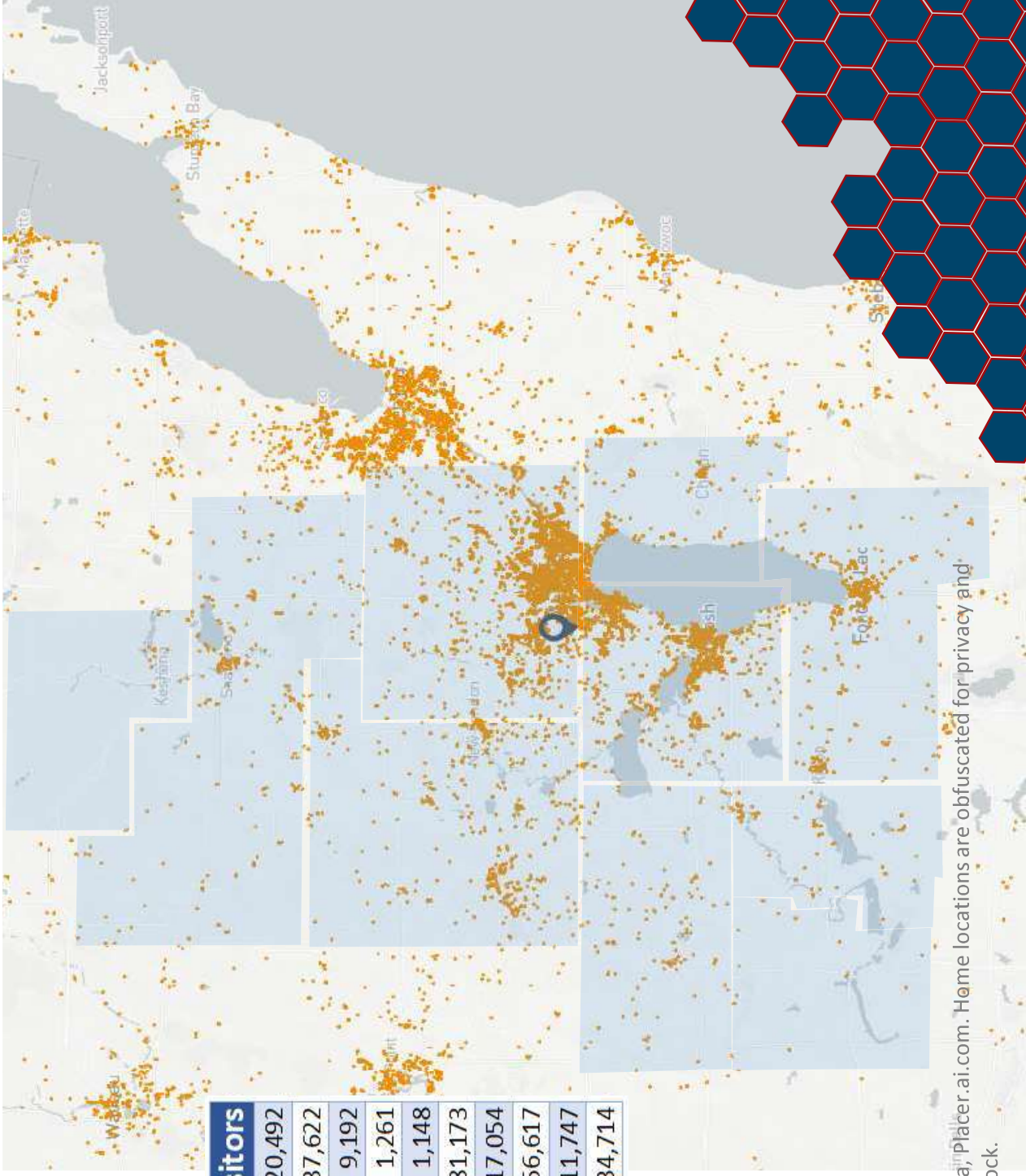
Staff Recommendation: Based on feedback from Executive Committee, Economic Development Committee and Transportation Committee, **staff recommends approval of Resolution 56-23.**

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.

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 has several 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 residing 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)

RESOLUTION NO. 50-22

- 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.

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

Effective Date: October 27, 2023
Prepared For: Executive Committee
Prepared By: Craig Moser, Deputy Director

Jeff Nooyen, Chair – Outagamie Co.

Melissa Kraemer-Badtke—ECWRPC Executive Director

Approval Date

MINUTES ECONOMIC DEVELOPMENT COMMITTEE MEETING East Central Wisconsin Regional Planning Commission

Date: Wednesday, July 12, 2023 – In Person

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 (Virtual)	Fond du Lac County
Kara Homan (Alt. for Jake Woodford)	Outagamie County
Gene Caldwell	Menominee County
Steve Gueths	Shawano County
Mark Rohloff (Perm Alt for Matt Mugerauer)	Winnebago County

Committee Members Absent:

Jerry Bougie (Alt. for Jon Doemel), Vice Chair	Winnebago County
Nadine Miller	Outagamie County
DuWayne Federwitz	Waupaca County

ECWRPC Staff and Guests Present:

Melissa Kraemer-Badtke	Executive Director
Craig Moser	Deputy Director
Colin Kafka	Associate Planner
Rachel Roth	GIS Analyst 1
Leann Buboltz	Administrative Coordinator

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

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

5. **Approval of the Minutes of the January 4, 2023 Economic Development Committee Meeting Minutes** By unanimous vote Ms. Connors approved the minutes

6. Announcements

- A. Election of Committee Chair – Mr. Kaufman nominated Ms. Connors as Chair, hearing of no others, Mr. Gueths moves to close nominations and cast unanimous ballot that Ms. Connors serves as Chair. A second was made by Ms. Homan.
- B. Election of Vice Chair – Ms. Homan nominates Mr. Bougie to serve as Vice Chair. Hearing of no other nominations, Chair Connors closed nominations and cast unanimous ballot for Mr. Bougie to serve as Vice Chair.

7. Informational/Discussion Items

- A. Staff Report – presented by Colin Kafka – Associate Planner
 - i. Disaster Recovery and Economic Resiliency Plan. Mr. Kafka shared with the members that this was a deliverable of the CARES Act funding. He noted that staff conducted one-on-one interviews with stakeholders many sectors were shown to be impacted by the Covid Pandemic. East Central staff conducted one-on-one interviews with stakeholders within each

of the sectors that were impacted. Once the interviews were completed staff analyzed data for each of the Counties and also at the Regional level. The results of the findings can be found in the Plan. Mr. Kafka went on record to acknowledge the creative work completed on the plan by Rachel Roth, GIS Analyst. Link available to review: <https://www.ecwrpc.org/wp-content/uploads/2023/07/ECWRPC-Disaster-Recovery-and-Economic-Resiliency-Plan.pdf>

- ii. Small Community Technical Assistance Program. Mr. Kafka reported that The Small Community Technical Assistance program was conducted in 2021 and 2022 by ECWRPC with the support of Ayres Associates. He noted that this program, funded through the EDA CARES Act Grant, provided day-long technical assistance workshops for selected communities under 12,000 residents. Communities applied for technical assistance on economic development projects that fit the scope of the program, resulting in eight selected in 2021-Village of Scandinavia; Village of Winneconne; City of Kaukauna; City of Ripon; Village of Hortonville; Marquette County; City of Seymour and City of Omro and four selected in 2022- City of New London; City of Berlin; Village of Campbellsport and City of Shawano.

Mr. Kafka stated that to continue the success of this program staff amended the Planning Partnership Grant with EDA to secure \$35,000 for a third round of assistance. He noted that currently, by working with a Core Team of local stakeholders representing public and private Economic Development Organizations (EDOs), the selection team have selected a consultant and anticipate signing a contract in July. To move ahead with the program, the ECWRPC Executive Committee will need to approve of a work program and budget amendment for the economic development program, followed by an approval of the contract. If approved, staff will have funding sufficient to provide four, day-long workshops with selected communities. Applications will be distributed across the region in July-August and scored in August-September with preparation for the visits occurring during September. It is anticipated that the workshops would be conducted the week of October 9-13. A final report will be provided by the consultant in December 2023.

- iii. Comprehensive Economic Development Strategy Update. Mr. Kafka reported that the Comprehensive Economic Development Strategy (CEDS) is a requirement of the Planning Partnership Grant and is updated annually with major updates occurring every 5 years. He shared that the last major update occurred in 2018. The main components of the CEDS required by EDA include:
 - Summary Background: An inventory of key economic markers and conditions of the regional economy
 - SWOT Analysis: A Strengths, Weaknesses, Opportunities, and Threats analysis is an exercise conducted with public and private stakeholders to discuss the health, competitiveness, and challenges inherent of the regional economy
 - Strategic Direction and Action Plan: Using the data from the summary background and SWOT analysis, a strategic direction and action plan identifies a regional vision, goals and objectives, and framework for implementation
 - Evaluation Framework: Performance measures for the region and ECWRPC are developed to evaluate the implementation of the strategic direction and action plan.East Central staff will host multiple County Focus Group meetings to discuss with administrators, community development professionals and other partner organizations economic development challenges and opportunities within their County. Input from the County focus groups will be included in the Comprehensive Economic Development Strategy. Mr. Kafka will be presenting the findings at the October Quarterly meeting.

B. County Roundtable Discussion (*as time permits*)

- i. Mark Rohloff – Winnebago. Housing in general is always on-topic. Dealing with work force housing and transportation is a big issue.
- ii. Gene Caldwell – Menominee shared that they have a huge public transit system. At one point the Casino would shuttle workers back and forth.

- iii. Steve Gueths – Shawano. Local groups are working on hiring a consultant to construct a portion of the Mountain Bike trail to keep it continuous.
- iv. Alice Connors – Calumet. Ariens Company laid off their 2nd and 3rd shifts, DWD is trying to assist those that need new jobs. Housing is an ongoing issue. The City of Chilton is working on new housing and affordable development.
- v. Kara Homan – Outagamie. The College Avenue Lane Reconfiguration is in the works and going well.

8. Upcoming Meetings

- A. ***Economic Development Committee Meeting:*** *The next Economic Development Committee meeting will take place on Wednesday, October 4th at 1:00 p.m. Further details will be forthcoming.*
- 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.*

9. Adjourn - Chair Connors adjourned the meeting with the time noted at 1:45 p.m.

Respectfully submitted by
Leann Buboltz – ECWRPC Administrative Coordinator

TO: Economic Development Committee
FROM: Craig Moser, Deputy Director
DATE: September 27, 2023
RE: **Resolution 37-23:** Economic Development Administration 3 Year Planning Partnership Grant

In 1984, the East Central Wisconsin Regional Planning Commission (ECWRPC) was designated as an Economic Development District (EDD) by the U.S. Department of Commerce, Economic Development Administration (EDA) under the Public Works and Economic Development Act of 1965. This designation qualifies ECWRPC constituent localities for various grant and loan funding opportunities through EDA.

The Public Works and Economic Development Act of 1965, Title III, establishes a planning assistance grant program for the funding of planning and programming of economic development activities by states, economic development districts, and redevelopment areas. The Economic Development Administration has invited ECWRPC to apply for the non-competitive 2024 – 2026 Partnership Planning Assistant Grant.

EDA has indicated that the East Central Wisconsin Regional Planning Commission is eligible for a three-year Partnership Planning Assistance grant of \$210,000, which must be matched with non-federal funds of \$90,000 (minimum) for a total of \$300,000 over the three-year performance period. Notably, the required local match has declined from 40% to 30% based on the economic statistics within the ECWRPC region. The net effect of that adjustment, is that the core Economic Development program had previously worked with a \$350,000 budget over the three-year performance period (\$210,000 federal, \$140,000 local), which would now be reduced to \$300,000. While the federal funding remains constant at \$70,000/year, the local match is reduced from \$46,666/year to \$30,000/year – a reduction of \$16,666/year.

EDA staff provided the following information to clarify the program funding:

On your current grant awarded in FY21, you were only eligible for a 60% grant rate based on EDA distress criteria. For the upcoming grant, you are eligible for a 70% grant rate. The EDA funding amount remains the same - \$70,000 per year or \$210,000 total on a 3-year grant. It's the amount of required match that changes based on the grant rate. Below is a breakdown of total project costs based on grant rates.

Partnership Planning - funding/grant rates

Federal	Grant rate	Local match	Total project cost
\$210,000	50%	\$210,000	\$420,000
\$210,000	60%	\$140,000	\$350,000
\$210,000	70%	\$90,000	\$300,000
\$210,000	80%	\$52,500	\$262,500

The preliminary budget approved by the Commission in July included the required local match in anticipation of the continuation of this core program area of ECWRPC. Staffing capacity is currently adequate for program implementation, with one Associate Planner dedicated to program deliverables with oversight and assistance from the Deputy Director, Director and support from the GIS team.

Proposed Resolution 37-23 would authorize ECWRPC staff to make application to the Economic Development Agency in the amount of \$210,000, which must be matched with non-Federal funds of \$90,000 (minimum) for a total of \$300,000 and enter into the required agreements to implement the grant, in order to provide eligible economic development planning and technical assistance activities in the East Central Wisconsin Region from 2024 – 2026.

Staff Recommendation: Staff recommends approval of Resolution 37-23.



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. **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.

Sincerely,

Susan Brehm
Regional Director

RESOLUTION NO. 37-23

AUTHORIZING THE COMMISSION AS AN ECONOMIC DEVELOPMENT DISTRICT TO FORMALLY APPLY FOR THE ECONOMIC DEVELOPMENT ADMINISTRATION 2024-2026 PLANNING PARTNERSHIP GRANT, COMMIT THE REQUIRED LOCAL SHARE, AND TO EXECUTE THE NECESSARY AGREEMENTS.

WHEREAS, the East Central Wisconsin Regional Planning Commission has received authorization from the Economic Development Administration (EDA) as an Economic Development District (EDD) under the Public Works and Economic Development Act of 1965; and

WHEREAS, the Public Works and Economic Development Act of 1965, Title III, establishes a planning assistance grant program for the funding of planning and programming of economic development activities by states, economic development districts, and redevelopment areas; and

WHEREAS, the East Central Wisconsin Regional Planning Commission recognizes the need to qualify its constituent localities for the maximum level of grant and loan assistance available from the Economic Development Administration, and other potential funding sources; and

WHEREAS, the East Central Wisconsin Regional Planning Commission recognizes the need for a continuing economic development process capable of meeting the planning, coordination and implementation requirements of the region; and

WHEREAS, The Economic Development Administration has stated the East Central Wisconsin Regional Planning Commission is eligible for a three-year Partnership Planning Assistance grant of \$210,000, which must be matched with non-Federal funds of \$90,000 (minimum) for a total of \$300,000; now, therefore

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

Section 1. That the Commission, in conjunction with its authorization as an Economic Development District Organization, be authorized to make application to the Economic Development Agency in the amount of \$210,000, which must be matched with non-Federal funds of \$90,000 (minimum) for a total of \$300,000 in order to provide economic development activities in the East Central Wisconsin Region.

Section 2. That the Commission be authorized to enter into the necessary agreements to carry out the purposes of a planning partnership grant, as amended, from the Economic Development Administration.

Effective Date: October 27, 2023

Submitted For: Economic Development Committee

Prepared By: Craig Moser, ECWRPC Deputy Director

Alice Connors, Chair – Calumet Co.

Melissa Kraemer-Badtke–ECWRPC Executive Director

**DRAFT MINUTES
TRANSPORTATION COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission**

COMMITTEE MEMBERS: *Dick Koeppen, Nick Kesler, John Zorn (Alt for Steve Abel), Thomas Kautza, Robert Keller, Joe Moore (Perm Alt for Keith Heisler), Jane Comstock, Lee Hammen, Ron McDonald, Scott Nelson*

Date: Tuesday, July 11, 2023 – In-person

1. Mr. Keller welcomed attendees to the meeting and called the meeting to order at 1:30 p.m.
2. **Roll Call** - Introduction of Alternates, Staff and Guests

Committee Members Present:

Nick Kesler.....	Calumet County
Joe Moore (<i>Perm Alt for Keith Heisler</i>).....	Fond du Lac County
John Zorn (Alt. for Steve Abel).....	Fond du Lac County
Lee Hammen, Vice Chair	Outagamie County
Tom Kautza	Shawano County
Dick Koeppen	Waupaca County
Robert Keller, Chair	Winnebago County
Ron McDonald	Valley Transit
Scott Nelson	WisDOT – NE Region Rep

Committee Members Excused:

Jane Comstock.....	Menominee County
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ECWRPC Staff and Guests Present:

Melissa Kraemer Badtke.	Executive Director
Craig Moser	Deputy Director
Kim Biedermann	Principal Planner
Mike Zuege	GIS Manager
Casey Peters	Associate Planner
Leann Buboltz.....	Administrative Coord

3. **Approval of Agenda / Motion to Deviate** – A motion by Mr. Kautza and second by Mr. Hammen to approve of the agenda as posted. Motion carried unanimously.
4. **Public Comment** – No public comment.
5. **Approval of the April 11, 2023 Transportation Committee Meeting Minutes** – A motion was made by Mr. Zorn and second by Mr. Hammen to approve of the minutes as presented. Motion carried unanimously.
6. **Announcements and Updates**
 - A. Staff Report.
 - Roadways – Updates presented
 - **Comprehensive Safety Action Plan (CSAP):** Staff has been collaborating with city, county, town and village planning staff to develop a roadway crash severity identification tool to help guide roadway project prioritization that incorporates historical crash trends and equity data. Staff also created roadway safety outreach tools, including a survey and popup table data collection displays and has been attending existing events throughout the community to gauge public perception of potential roadway safety features and identify roadway safety priorities.

- **Surface Transportation Block Grant Program:** The 2024-2029 program cycle for the Surface Transportation Block Grant Program (STBG) recently opened. Staff will be working with municipalities on their applications.
- **Transportation Improvement Program:** The Transportation Improvement Program (TIP) update process is underway for the Appleton (Fox Cities), Fond du Lac, and Oshkosh Metropolitan Planning Organizations.
- **Urban Area Boundary Adjustments:** ECWRPC staff is working with WisDOT and the three metropolitan planning organizations in the region to update the urban boundaries based on the 2020 US Census Bureau data.

Active Transportation – Updates presented

- **Fond du Lac Metropolitan Planning Organization (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.
- **State of Wisconsin Active Transportation Plan:** East Central staff continues to represent Transportation Management Areas in the State of Wisconsin Active Transportation Plan's advisory committee. The intent of the advisory committee is to provide input and local expertise in the plan. A public survey is currently underway, and additional community engagement will be held throughout the summer and early fall.
- **Americans with Disabilities Act (ADA) Basics:** ECWRPC partnered with the Greater Madison MPO to offer an ADA Basics Course, which was held on June 22, 2023. Seventy-two people throughout the state attended this training.

Safe Routes to School - Updates presented

- **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.

Transit and Specialized Transportation - Updates presented

- **Specialized Transportation Coordinated Planning:** Staff has begun meeting with each member county to conduct the 5-year coordination plans that utilize 5310 and 85.21 funds to provide transportation services for seniors and individuals with disabilities including creating countywide transportation assets lists
- **City of Neenah and Valley Transit Project:** 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 being extended and is now expected to end August 31, 2023.
- **GO Transit (City of Oshkosh) Transit Development Plan:** GO Transit is beginning the development of an update Transit Development Plan in collaboration with SRF Consulting Group and East Central staff. The Transit Development Plan is a 5-year document which analyzes system conditions and creates recommendations for improvements. The first Steering Committee meeting was recently completed, with excellent participation from stakeholders. Additionally, a Rider Survey is being distributed to gather community feedback.

7. Business / Action Items

- A. **Election of Chair** – Mr. Keller opened nomination for Chair. A motion by Mr. Kautza and a second by Mr. McDonald to nominate Robert Keller as Chair. A motion by Mr. Kautza and second by Mr. McDonald to close nomination. By unanimous ballot Mr. Keller was nominated to serve as Chair of the Transportation Committee.
- B. **Election of Vice-Chair** - Chair. Keller opened nomination for Vice Chair. A motion by Mr. Kautza and a second by Mr. McDonald to nominate Lee Hammen as Vice Chair. A motion by Mr. Kautza and second by Mr. McDonald to close nomination. By unanimous ballot Mr. Hammen was nominated to serve as Vice Chair of the Transportation Committee
- C. **Proposed Resolution 30-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Staff reported that the Commission serves as the Policy Board for the Appleton (Fox Cities) Metropolitan Planning Organization which is designated as a Transportation Management Area (TMA). She noted that this amendment is to provide TIP numbers to the TA Set Aside and Surface Transportation Block Grant Projects and amend the TIP to include these projects. These projects were posted for a 15-day review period and to date no public comment was received.

A motion was made by Mr. Kautza and a second by Mr. Kesler to approve of **Resolution 30-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 pending no further comment received. Motion carried unanimously.

8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*) – There were no updates
- 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 on Tuesday, October 17, 2023 at 1:30 p.m. Rescheduled due to the MPO Annual Conference being held on October 9th – 11th. Further details will be forthcoming.*
- 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. Hammen and second by Mr. Kesler to adjourn with the time noted 1:56 p.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator
ECWRPC

TO: ECWRPC Transportation Committee
FROM: ECWRPC Transportation Staff
DATE: October 17, 2023
RE: Resolution 38-23: Adopting the 2023 Title VI Non-Discrimination Program and Limited English Proficiency Plan for the East Central Wisconsin Regional Planning Commission

East Central WI Regional Planning Commission (ECWRPC), as a subrecipient of federal funding, is required to update the Title VI Non-Discrimination Program and Limited English Proficiency Plan every three years. This document was last updated in 2020, per Resolution 31-20.

The *Title VI Non-Discrimination Program* is intended to ensure that no person shall, on the grounds of race, color, or national origin 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 MPO-sponsored program or activity. A Title VI Non-Discrimination Program protects anyone intended to be the beneficiary of, applicant for, or participant in a federally-assisted program. ECWRPC 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 *Limited English Proficiency Plan* has been prepared to address East Central's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

Staff worked in consultation with WisDOT's Federal Compliance Manager to update the document to ensure federal compliance. Public Notice of a 30-day Public Comment Period was published in the Appleton Post Crescent and Oshkosh Northwestern newspapers on Sunday, September 17 with a link to the DRAFT Title VI Non-Discrimination Program and Limited English Proficiency Plan.

Staff Recommendation: Staff recommends approving Resolution 38-23 to formally adopt the updated Title VI Non-Discrimination Program and Limited English Proficiency Plan for East Central Wisconsin Regional Planning Commission.

RESOLUTION NO. 38-23

ADOPTING THE 2023 TITLE VI NON-DISCRIMINATION PROGRAM AND LIMITED ENGLISH PROFICIENCY PLAN FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, the Commission is a Sub-Recipient of federal aid funds and must assure that all of the requirements provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 are met, so that no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, and;

WHEREAS, the Sub-Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs or activities are federally funded or not, and;

WHEREAS, the Commission established a Title VI Coordinator position in 2009 with the authority and responsibility for initiating and monitoring recipient Title VI Program activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21, and;

WHEREAS, pursuant to 23 CFR 200, the Commission has prepared a Title VI Program Plan that includes assurances consistent with 49 CFR Part 21.7 and the Sub-Recipient's organizational chart illustrating the level and placement of the Title VI Coordinator, and;

WHEREAS, the recommendations submitted by the Wisconsin Department of Transportation have been incorporated into the final Commission Title VI Non-discrimination Program and Americans with Disabilities Act Plan.

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

Section 1: That the Commission adopts the 2023 Title VI Non-Discrimination Program and Limited English Proficiency Plan submitted to the Wisconsin Department of Transportation required for all Sub-Recipients to assure that every segment of the population has equal access to services and programs provided by the Commission as prescribed by Title VI of the Civil Rights Act and Title II of the Americans with Disabilities Act.

Effective Date: October 27, 2023

Prepared By: Transportation Committee

Prepared By: Kim Biedermann, Principal Transportation Planner | Title VI Coordinator

Jeff Nooyen Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Executive Director

_____ Date Approved

TO: Transportation Committee
FROM: Brenna Root, Associate Transportation Planner
DATE: October 17, 2023
RE: Resolution 39-23: Adopting the Public Participation Plan for the Appleton (Fox Cities) and Oshkosh MPOs

As a requirement of the Bipartisan Infrastructure Law (BIL) and its predecessor transportation bills, including the FAST Act, a Public Participation Plan (PPP) must be developed by each Metropolitan Planning Organization (MPO). The PPP outlines opportunities for the engagement of all community members within the Appleton (Fox Cities) and Oshkosh MPOs to participate in the development of transportation plans and programs. The Public Participation Plan has been developed in consultation with various federal and state agencies in an effort to improve public involvement and interaction in the transportation and land use planning process.

A 45-day public review and comment period commenced on Sunday, August 13, 2023 and ended on Tuesday, September 26, 2023 in the Appleton Post Crescent, the Oshkosh Northwestern, and online at <https://www.ecwrpc.org/wp-content/uploads/2023/08/Draft-FCOMPO-PPP-2023.pdf>. No public comments were received.

Staff Recommendation: Staff recommends approval of Resolution 39-23: Adopting the Public Participation Plan for the Appleton (Fox Cities) and Oshkosh MPOs.

RESOLUTION NO. 39-23

ADOPTING THE PUBLIC PARTICIPATION PLAN FOR THE APPLETON (FOX CITIES) AND OSHKOSH METROPOLITAN PLANNING ORGANIZATIONS (MPOs)

WHEREAS, East Central Wisconsin Regional Planning Commission is the designated Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) and Oshkosh Urbanized Areas, and charged with conducting cooperative, comprehensive and continuing urban transportation planning as prescribed by federal and state law, and;

WHEREAS, a public participation plan must be developed by the MPO in consultation with stakeholders to meet the requirements of the Bipartisan Infrastructure Law (BIL), and;

WHEREAS, the public participation plan identifies the methods, techniques and strategies that will be used or considered to solicit input and participation from the public during the development of long-range plans, congestion management process, transportation improvement programs and other transportation planning studies, and;

WHEREAS, the public participation plan establishes measures, milestones, benchmarks and goals to determine if the amount of public participation is reasonable, and;

WHEREAS, the public participation plan will be monitored and reviewed on a regular basis to ensure that all residents and stakeholders interested in transportation planning and programming have ample opportunities to provide input and participate in the process, and;

WHEREAS, a 45-day public comment period was provided including two consecutive public notices in the newspaper of record announcing the availability of the Public Participation Plan, and;

WHEREAS, no public comments were received.

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

SECTION 1. That the East Central Wisconsin Regional Planning Commission adopt the Public Participation Plan for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs).

Effective Date: October 27, 2023

Prepared By: Transportation Committee

Prepared By: Brenna Root, Associate Transportation Planner

Jeff Nooyen Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Executive Director

Date Approved

TO: Transportation Committee
FROM: ECWRPC Transportation Staff
DATE: October 17, 2023
RE: Resolution 41-23: Adopting the Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Metropolitan Planning Organization 2024-2027

The Transportation Improvement Program (TIP) is an annually prepared program of transportation projects that will be utilizing federal funding assistance in their implementation. This TIP includes projects within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). East Central Wisconsin Regional Planning Commission (ECWRPC) has updated the Transportation Improvement Program (TIP) for the Appleton MPO. ECWRPC staff has worked with WisDOT Northeast Region, transit operators, and local government officials to compile this list of projects for the 2024-2027 program years.

The 2024 Appleton TIP began the 30-day public review period on September 17, 2023 and concluded October 17, 2023. The notice was published in the Appleton Post Crescent and online at <https://www.ecwrpc.org/programs/fox-cities-and-oshkosh-mpo/transportation-improvement-program/>. To date, no public comment has been received.

Staff Recommendation: Staff recommends approval of Resolution 41-23: Adopting the Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Metropolitan Planning Organization 2024-2027.

RESOLUTION 41-23

ADOPTING THE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION 2024-2027

WHEREAS, the East Central Wisconsin Regional Planning Commission has been designated by the Governor as the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) for the purpose of meeting federal requirements for cooperative, comprehensive, and continuing urban transportation planning in the Appleton (Fox Cities) urbanized area, and;

WHEREAS, all transportation projects in the Appleton (Fox Cities) urbanized area which are to be implemented with federal funds must be included in the annual elements of the Transportation Improvement Program (TIP) and approved by the MPO as a prerequisite for funding approval, and;

WHEREAS, the Transportation Improvement Program identifies transit, pedestrian/bicycle, and highway improvement projects and programs consistent with current transportation plans, and;

WHEREAS, a completed and approved TIP is also a prerequisite for continued transportation planning certification; and,

WHEREAS, the Commission affirms the validity of the transportation plan for the urbanized areas, and;

WHEREAS, MPO staff has worked with principal elected officials of general purpose local governments, their designated staffs, and private providers to solicit their input into this TIP, and;

WHEREAS, in accordance with the Bipartisan Infrastructure Law (BIL) and Fixing America's Surface Transportation Act (FAST Act), coordination has occurred between the MPO, the state and transit operators in programming multimodal projects, and;

WHEREAS, all required public participation procedures have been followed;

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

Section 1: That the Commission, as the designated MPO, adopts the Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization – 2024-2027.

Section 2: In accordance with 23 CFR 450.336, the Commission as the Metropolitan Planning Organization for the Appleton (Fox Cities) MPO certifies that the metropolitan planning process is addressing major transportation issues facing the metropolitan planning area and is being conducted in conformance with all applicable requirements.

Section 3: That the Commission further certifies that the TIP contains projects that are consistent with the metropolitan plans for the urbanized area.

Section 4: That the Commission certifies that the TIP contains only projects that are consistent with the transportation plans for the urban area and recommends that this document be submitted to the appropriate federal and state agencies for approval.

Effective Date: October 27, 2023

Prepared By: Transportation Committee

Prepared By: Melissa Kraemer Badtke, Executive Director/MPO Director, East Central Wisconsin

Jeff Nooyen Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Executive Director

Date Approved

TO: Transportation Committee
FROM: ECWRPC Transportation Staff
DATE: October 17, 2023
RE: Resolution 42-23: Adopting the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization 2024-2027

The Transportation Improvement Program (TIP) is an annually prepared program of transportation projects that will be utilizing federal funding assistance in their implementation. This TIP includes projects within the Oshkosh Metropolitan Planning Organization (MPO). East Central Wisconsin Regional Planning Commission (ECWRPC) has updated the Transportation Improvement Program (TIP) for the Oshkosh MPO. ECWRPC staff has worked with WisDOT Northeast Region, transit operators, and local government officials to compile this list of projects for the 2024-2027 program years.

The 2024 Oshkosh MPO TIP began the 30-day public review period on September 17, 2023 and concluded October 17, 2023. The notice was published in the Oshkosh Northwestern and online at <https://www.ecwrpc.org/programs/fox-cities-and-oshkosh-mpo/transportation-improvement-program/>. To date, no public comment has been received.

Staff Recommendation: Staff recommends approval of Resolution 42-23: Adopting the Transportation Improvement Program (TIP) for the Oshkosh Metropolitan Planning Organization 2024-2027.

RESOLUTION 42-23

ADOPTING THE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE OSHKOSH METROPOLITAN PLANING ORGANIZATION 2024-2027

WHEREAS, the East Central Wisconsin Regional Planning Commission has been designated by the Governor as the Oshkosh Metropolitan Planning Organization (MPO) for the purpose of meeting federal requirements for cooperative, comprehensive, and continuing urban transportation planning in the Oshkosh urbanized area, and;

WHEREAS, all transportation projects in the Oshkosh urbanized area which are to be implemented with federal funds must be included in the annual elements of the Transportation Improvement Program (TIP) and approved by the MPO as a prerequisite for funding approval, and;

WHEREAS, the Transportation Improvement Program identifies transit, pedestrian/bicycle, and highway improvement projects and programs consistent with current transportation plans, and;

WHEREAS, a completed and approved TIP is also a prerequisite for continued transportation planning certification; and,

WHEREAS, the Commission affirms the validity of the transportation plan for the urbanized areas, and;

WHEREAS, MPO staff has worked with principal elected officials of general purpose local governments, their designated staffs, and private providers to solicit their input into this TIP, and;

WHEREAS, in accordance with the Bipartisan Infrastructure Law (BIL) and Fixing America's Surface Transportation Act (FAST Act), coordination has occurred between the MPO, the state and transit operators in programming multimodal projects, and;

WHEREAS, all required public participation procedures have been followed.

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

Section 1: That the Commission, as the designated MPO, adopt the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2024-2027.

Section 2: In accordance with 23 CFR 450.336, the Commission as the Metropolitan Planning Organization for the Oshkosh MPO certifies that the metropolitan planning process is addressing major transportation issues facing the metropolitan planning area and is being conducted in conformance with all applicable requirements.

Section 3: That the Commission further certifies that the TIP contains projects that are consistent with the metropolitan plans for the urbanized area.

Effective Date: October 27, 2023

Prepared By: Transportation Committee

Prepared By: Melissa Kraemer Badtke, Executive Director/MPO Director, East Central Wisconsin

Jeff Nooyen Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Executive Director

Date Approved

TO: Transportation Committee
FROM: Jennie Mayer, Senior Transportation Planner
DATE: October 17, 2023
RE: Resolution 44-23: Authorizing the Commission to Submit and Support an Application for the 2024-2028 Transportation Alternatives Set-Aside Program Funding to Continue the Regional Safe Routes to School

The Regional Safe Routes to School (SRTS) Program started in 2009. This program has been funded through the Transportation Alternatives Program (TAP), which is now referred to the Transportation Alternatives Set-aside Program (TA Set Aside). The Wisconsin Department of Transportation (WisDOT) has opened the TA Set Aside Program Cycle for fiscal years 2024-2028, which ECWRPC staff would like to apply to fund calendar years 2026-2028.

Continued support for the funding will allow ECWRPC staff to continue to work with over 100 schools on advancing the Safe Routes to School movement through bike and walk audits, local safe routes to school action plans, events and programs, and youth led programming.

For this TA Set Aside application, ECWRPC would be requesting funding for Fall 2026 and calendar years 2027 and 2028 for the following programs:

- Local Safe Routes to School Action Plans;
- One-day events like Walk to School Day, Winter Walk to School Month, and Bike to School Day;
- Frequent Walker and Walking School Bus Programs;
- Education in classrooms on Bike Safety and Project RADAR curriculum
- Educational campaign and materials for a fourth campaign;
- Evaluation of local and Regional SRTS Programs.

The TA Set Aside program is awarded for up to 80% of eligible project costs, with the remaining 20% being a local match. If awarded, it is anticipated that the local match would be funded through levy dollars from member counties. The Regional Safe Routes to School Program is requesting a total of \$968,847.60.00 in federal funds, to be matched by \$242,211.90 in local funds provided by the Commission, for a total two-in-a-half-year project cost of \$1,211,059.59 for the Fall 2026 and calendar years 2027 and 2028.

Staff Recommendation: Staff recommends approving Resolution 44-23: Authorizing the Commission to submit and support the 2024-2028 Transportation Alternatives Program Funding to continue the Regional Safe Routes to School Program.

RESOLUTION 44-23

AUTHORIZING THE COMMISSION TO SUBMIT AND SUPPORT AN APPLICATION FOR THE 2024-2028 TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM (TAP) FUNDING TO CONTINUE THE REGIONAL SAFE ROUTES TO SCHOOL (SRTS) PROGRAM

WHEREAS, the East Central Wisconsin Regional Safe Routes to School Program assists local communities and school districts to develop and implement activities related to their local Safe Routes to School Program; and,

WHEREAS, the East Central Wisconsin Regional Planning Commission was awarded Wisconsin Department of Transportation Safe Routes to School Grant funds in October 2010; December 2012 and August, 2014; and Transportation Alternative Program funds in August 2016, August 2018, and August 2020; and,

WHEREAS, approval provides recognition of a completed 2022-2026 East Central Regional Safe Routes to School Strategic Plan and annual local Safe Routes to School coalition action plans; and,

WHEREAS, the Safe Routes to School grant funds are available through the WisDOT Transportation Alternatives Set-aside Program Cycle; and,

WHEREAS, the organization's staff will continue to work with school representatives, municipal representatives, advocacy organizations, Wisconsin Department of Transportation, The Safe Routes Partnership, and various Regional Safe Routes to School stakeholders to achieve the items outlined in the 2022-2026 East Central Wisconsin Regional Safe Routes to School Strategic Plan.

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

SECTION 1. That the Commission be authorized to develop a 2024-2028 Transportation Alternatives Set-aside Program application to the Wisconsin Department of Transportation (WisDOT) for the East Central WI Regional Safe Routes to School Program for a total of \$968,847.60 in federal funds, to be matched by \$242,211.90 in local funds provided by the Commission, for a total two-in-a-half-year project cost of \$1,211,059.50 for the Fall 2026 and calendar years 2027 and 2028.

SECTION 2. That the Commission be authorized to enter into the necessary agreements to carry out the proposed East Central Wisconsin Regional Safe Routes to School Transportation Alternatives Program from the Wisconsin Department of Transportation.

Effective Date: October 27, 2023

Prepared By: Transportation Committee

Prepared By: Jennie Mayer, Senior Planner/SRTS Coordinator

Jeff Nooyen Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Executive Director

_____ Date Approved

TO: Transportation Committee
FROM: Melissa Kraemer Badtke, Executive Director/MPO Director
DATE: October 17, 2022
RE: Resolution 45-23: Amending the 2022 Unified Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility period to complete work from Calendar Year 2023 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations

The Commission staff assessed the transportation program deliverables as outlined for the 2023 Work Program and budget and are requesting an extension of funding availability for those projects to the 2023 Work Program and Budget. Outlined below are the list of work program activities and projects along with the budget for each of them. Program deliverables and funding will need to be completed and utilized by November 30, 2023.

Amending the 2023 Transportation Work Program and Budget (Proposed Resolution 42-22)

1312A – Appleton (Fox Cities) and Oshkosh Long Range Transportation Plan - \$90,000

- East Central staff will hire a consultant to assist with program deliverables may include but are not limited to the development of training materials for new staff, an evaluation of the funding criteria, transportation improvement program format and development of a potential database, and training and the development of training materials for the travel demand model.
- East Central staff will continue to work on the Comprehensive Safety Action Plan and complete the plan in the first half of 2023.

1313A – Northeast Region Travel Demand Model - \$90,000

- Staff will hire a consultant to train new staff and the development of training materials for the travel demand model. The work is anticipated to be completed by November 30, 2024.

1321A – Short-Range Street and Highway Planning—Congestion Management Process - \$145,000

- Staff has hired a consultant to develop the Oshkosh MPO Electric Vehicle Readiness Plan. The purpose of the plan is to determine the locations of EV charging stations, what infrastructure and equipment might be needed to install the charging stations, a review of ordinances, and the development of where the locations may be for the EV charging stations. The project kicked off in August 2023, and the work is anticipated to be completed by November 30, 2024.

Due to unforeseen circumstances, including reduction in available staff time, and redirected and expanded work efforts, not all of the transportation work program activities as outlined in the 2023 Transportation Work Program and Budget will be completed as originally scheduled.

Additional details regarding the work program activities, deliverables and timeline for completion are outlined in the work program document that is included with your meeting materials. Program deliverables and the funding will need to be completed by November 30, 2024.

Staff Recommendation: Staff recommends the approval of the Resolution 45-23, which will request an extension of the period of funding availability from 2023 to the 2024 Transportation Work Program and Budget.

RESOLUTION NO. 45-23

AMENDING THE 2023 UNIFIED TRANSPORTATION WORK PROGRAM AND BUDGET AND REQUESTING AN EXTENSION OF FUNDING ELIGIBILITY PERIOD TO COMPLETE WORK FROM CALENDAR YEAR 2023

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 final 2023 Transportation Budget and Work Program was adopted by the Commission Board on October 28, 2022, and;

WHEREAS, the 2023 Transportation Budget and Work Program was amended by the Commission Board by Resolution 50-22 on October 28, 2022 and by Resolution 03-23 on January 27, 2022, and;

WHEREAS, based on circumstances not expected, including reductions in available staff time and redirected and expanded work efforts, not all of the activities in the WisDOT and FHWA Transportation Program will be completed as originally scheduled, and;

WHEREAS, the Commission will hire a consultant to assist with program deliverables, including but not limited to developing staff and committee member training materials, an evaluation of funding criteria, and a transportation improvement program the Appleton (Fox Cities) and Oshkosh MPOs, and;

WHEREAS, the total funding budgeted in 1312A for a consultant to assist with program deliverables and for staff to complete the Comprehensive Safety Action Plan is \$90,000; \$72,000 federal, \$4,500 state, and \$18,800 local share, and;

WHEREAS, the Commission staff will hire a consultant to conduct and develop training materials for the Northeast Region Travel Demand Model, and;

WHEREAS, the total funding budgeted for the 1313A the Northeast Region Travel Demand Model is \$90,000; \$72,000 federal, \$4,500 state, and \$18,800 local share, and;

WHEREAS, the Commission will continue to work with a consultant and communities to develop an Electric Vehicle (EV) Readiness Plan for the Oshkosh MPO, and;

WHEREAS, the total funding budgeted in 1321A for the EV Readiness Plan for the Oshkosh MPO and to conduct local traffic counts in the Appleton (Fox Cities) and Oshkosh MPOs is \$145,000.00: \$116,000.00 federal; \$5,800.00 state, and \$23,200.00 local share, and;

WHEREAS, work program activities and deliverables in the MPO Long Range Transportation Plan Update and Short-Range Street and Highway Planning— Congestion Management Process (CMP) will not be completed within the 2023 calendar year, and;

WHEREAS, the funding amount estimated to be approximately \$325,000 (+ or – 10%) that includes about \$260,000 federal, \$13,000 state, and \$52,000 local share would be utilized to complete the work if approved by FHWA and WisDOT, and;

WHEREAS, the capacity of the agency now exists to complete the unfinished 2023 work program activities and expend these dollars by November 30, 2024.

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

Section 1: That the Commission amends the 2023 Transportation Work Program and Budget to reflect the funding adjustment and the schedule for work based on an extended funding eligibility period to November 30, 2024.

Effective Date: October 27, 2023

Submitted By: Transportation Committee

RESOLUTION NO. 45-23

Prepared By: Melissa Kraemer Badtke, Executive Director

Robert Keller, Chair – Winnebago Co.

Attest: Melissa Kraemer Badtke, Executive Director- ECWRPC

_____ Date Approved

TO: Transportation Committee
FROM: ECWRPC Transportation Staff
DATE: October 17, 2023
RE: Resolution 46-23: Adopting the 2024 Unified Transportation Work Program and Budget and Annual MPO Self-Certification and the Regional Transportation Program Self-Certification for the East Central Wisconsin Regional Planning Commission

The Unified Planning Work Program (UPWP) is developed annually and outlines the planning priorities and projects that will be completed by the MPO staff in the upcoming year. In addition, MPO staff must ensure that the plan is consistent with federal and state regulations and that there is coordination with local communities, the Wisconsin Department of Transportation, Federal Highway Administration, and Federal Transit Administration (23 CFR 450.308(b)).

The draft 2024 Unified Planning Work Program has been developed and East Central staff has met with WisDOT, FHWA, and FTA to discuss the planning priorities and projects for 2024. There will be minor modifications to the work program based on the feedback East Central staff has received. For the 2024 Work Program, there are additional requirements per the funding letters that need to be included in the work program for next year, which includes:

- housing coordination;
- program deliverables and funding amounts related to safe and accessible transportation/complete streets deliverables;
- assistance for communities on grant applications and materials.

The Appleton (Fox Cities)/Oshkosh Metropolitan Planning Organization, the Regional Transportation Program received increases in funding levels for 2024, while the Fond du Lac Metropolitan Planning Organization and the Regional Transportation Program remained at the same funding levels for 2024. In addition, East Central staff will continue to work with the consultant and GO Transit on the development of their Transit Development Plan (5304 funding).

A copy of the draft 2024 Unified Planning Work Program can be viewed at the following website: <https://www.ecwrpc.org/programs/transportation/work-program-and-budget/>. Any questions or comments can be emailed to Melissa Kraemer Badtke at mbadtke@ecwrpc.org.

****NEW - Waiver of local match requirement for Metropolitan Planning (PL) funds in support of Section 11206 (Increasing Safe and Accessible Transportation Options) of the Bipartisan Infrastructure Law (BIL)**

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. 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 28th 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.

The following options have been identified by staff for discussion and discussed with the Executive Committee at their September Meeting:

1. Reduce the 2024 levy contribution of member counties accordingly.
2. Reallocate the levy funds for evaluation/implementation of a rural economic development program – possibly continuation of the Small Communities Technical Assistance program in 2024.
3. Reserve the funding for potential costs associated with the identified 2024 special projects based on the update of the Commission's Strategic Plan.
4. Continue to use the local match for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations Transportation Projects.

The Executive Committee decided to reserve the funding for potential costs associated with identified 2024 special projects based on the update of the Commission's Strategic Plan.

The Fond du Lac MPO Policy Board chair has requested that local match that was initially provided for the Safe Accessible Transportation Options funding remain with the Fond du Lac MPO. The total for the Fond du Lac MPO would remain at \$225,000 for 2024.

2024 Unified Work Program and Budget

The transportation program is one of the largest programs the Commission administers and the Executive Committee, as the fiscal agent for the Commission, should be aware of the financial commitments for the transportation program. The 2024 Unified Planning Work Program will be on the Transportation Committee's agenda for consideration in October. It is anticipated that there would be final approvals by the Wisconsin Department of Transportation, Federal Highway Administration and Federal Transit Administration in November/December, 2023.

Below are projects have been identified as priorities within the work program and it should be noted that this is not comprehensive list of projects.

Appleton (Fox Cities)/Oshkosh Metropolitan Planning Organization

- **Administration:** Continue to administer the Appleton (Fox Cities) MPO programming and ensuring it is consistent with federal and state regulations.
- **MPO Policy Board Structure:** East Central staff will continue to work with WisDOT, Federal Highway Administration and Federal Transit Administration to develop a separate policy board as it relates to the Appleton (Fox Cities) MPO. This will require redesignation and East Central is currently reviewing data from the
- **MPO Boundaries:** Update the Appleton (Fox Cities) Urbanized and Metropolitan Planning Area Boundaries.
- **Functional Classification Network:** Update the functional classification network to be consistent with the Urbanized and metropolitan planning area boundaries.

- **Congestion Management Process:** Begin the process to analyze data regarding efficiencies and safety issues within the transportation network and begin to develop a Congestion Management Process for the Appleton (Fox Cities) MPO.
- **Plan Implementation and Updates:** Implement and update MPO Planning documents as guidance regarding the Bipartisan Infrastructure Law (BIL) is provided. The planning documents include:
 - Long Range Transportation Plan
 - Transportation Improvement Plan (developed annually)
 - Bicycle and Pedestrian Plan
- **Northeast Travel Demand Model:** Coordinate with WisDOT to update the Northeast Travel Demand Model with the new boundaries, the functional classification network and data provided by the U.S. Census Bureau.
- **Comprehensive Safety Action Plan:** Develop the Comprehensive Safety Action Plan for Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations.

Regional Transportation Program

- **County Meetings:** East Central staff will be meeting with each of the Counties to discuss how East Central staff can assist on various transportation projects.
- **State of the Region Report:** East Central staff will be updating the State of the Region to analyze how the transportation network is functioning within the region.

Fond du Lac Metropolitan Planning Organization

- **Administration:** Continue to administer the Fond du Lac MPO programming and ensuring it is consistent with federal and state regulations.
- **MPO Boundaries:** Update the Fond du Lac Urbanized and Metropolitan Planning Area Boundaries.
- **Functional Classification Network:** Update the functional classification network to be consistent with the Urbanized and metropolitan planning area boundaries.
- **Metropolitan Transportation Plan:** Begin to review and analyze data related to the current transportation network and begin the process of updating the Metropolitan Transportation Plan.
- **Plan Development and Implementation:** East Central staff will begin the update to the Long Range Transportation Plan for the Fond du Lac MPO. The planning documents include:
 - Long Range Transportation Plan
 - Transportation Improvement Plan (developed annually)
- **MPO Bicycle and Pedestrian Plan:** This will be a comprehensive plan to evaluate and propose recommendations for the multi-modal network.

Regional Safe Routes to School Program

- **Local Safe Routes to School Action Plans:** Conduct bicycle and walk audits, surveys and work with the local coalition to develop a safe routes to school action plan.
- **Events and Programs:** Continue to work with schools and communities on events and programs such as walk to school day, walking school bus, Project RADAR, etc.
- **Youth Engagement:** Continue to work with schools to implement SRTS curriculum and also develop youth coalitions to have a voice in the planning process.

- **Evaluation:** Continue to evaluate the Regional Safe Routes to School Program by updating East Central's demographic dataset and providing best practices.

GO Transit – Transit Development Plan

- **Plan Update:** East Central staff will work with GO Transit to hire a consultant to complete the update of the transit development plan. East Central staff will administer this grant.

Staff Recommendation: Staff recommends approving Resolution 46-23: Adopting the 2024 Unified Transportation Work Program and Budget and Annual MPO Self-Certification and the Regional Transportation Program Self-Certification for East Central Wisconsin Regional Planning Commission



SECTION 2A

EXTENSION OF FUNDING AVAILABILITY

**SECTION 2A: EXTENSION OF FUNDING AVAILABILITY FROM 2023 FOR APPLETON (FOX CITIES) /OSHKOSH
METROPOLITAN PLANNING ORGANIZATION (MPO)**

Table 9: Appleton (Fox Cities) and Oshkosh MPO 2023 Transportation Work Program								
		Budget	FHWA/FTA		WisDOT		MPO/Local	
			Dollars	%	Dollars	%	Dollars	%
1312A	Long-Range Plan Implementation /PEAs Activities	\$ 90,000.00	\$ 72,000.00	80.0%	\$ 4,500.00	5.0%	\$ 18,800.00	15.0%
1313A	NE Region Travel Demand Model Program	\$ 90,000.00	\$ 72,000.00	80.0%	\$ 4,500.00	5.0%	\$ 18,800.00	15.0%
1321A	Short Range Planning	\$ 145,000.00	\$ 116,000.00	80.0%	\$ 5,800.00	5.0%	\$ 23,200.00	15.0%
	Total 1300 Appleton (Fox Cities)/Oshkosh MPO Program	\$ 325,000.00	\$ 260,000.00	80.0%	\$ 13,000.00	5.0%	\$ 52,000.00	15.0%

SECTION 2A.1—1312A WORK ITEM: APPLETON (FOX CITIES) AND OSHKOSH LONG RANGE TRANSPORTATION PLAN

Objectives: To continually monitor, evaluate and update the Public Participation Plans (PPP), the adopted LRTPs, the Title VI/ADA and Limited English Proficiency Plan, and amendments for the urbanized areas based on BIL and FAST Act. To maintain and implement transportation plans based on updates and changes to local plans and programs and maintain valid, up-to-date information that identifies future needs, current priorities and available resources.

Project Description: East Central staff will hire a consultant to assist with program deliverables may include but are not limited to the development of training materials for new staff, an evaluation of the funding criteria, transportation improvement program format and development of a potential database, and training and the development of training materials for the travel demand model.

1312A - Work Program Funding Allocation		
FHWA - PL	\$ 72,000	80%
WisDOT	\$ 4,500	4%
ECWRPC	\$ 10,800	16%
Total	\$ 90,000	100%

1312A - Staff Allocations	
Position	Hours
MPO Director	50
Principal Planner	50
Senior Planner	0
Associate Planner	300
GIS Manager	0
GIS Analyst I	150
IT Manager	0
Controller	0
Administrative Coordinator	0

*A consultant will be hired to assist in the completion of this work.

Table 10: 1312A –Appleton (Fox Cities) and Oshkosh MPOs Long Range Transportation Plan								
		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars (PL Funding)	%	Dollars	%	Dollars	%
1312A	Long Range Plan Implementation	\$ 90,000	\$72,000	80%	\$ 4,500.00	5%	\$ 18,800.00	15%

*A consultant will be hired for this project.

**East Central will be requesting an extension of the period of funding availability to November 30, 2024.

1312A Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Completion of the Comprehensive Safety Action Plan 1.2 Development of program deliverables outlined below with a consultant <ul style="list-style-type: none"> • Training materials and manual for new staff and elected leaders. 1.3 Update the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Area boundaries with the 2020 U.S. Census Data.	Jan. – Nov. '24

Section 2A.3 - 1313A Work Item: Northeast Region Travel Demand Model Improvement Program

Objective: Continue to work with WisDOT, consultants and local government agencies to update and calibrate the Northeast Region Travel Demand Model.

1313 - Work Program Funding Allocation		
FHWA - PL	\$ 72,000.00	80.0%
WisDOT - PL	\$ 4,500.00	5.0%
ECWRPC	\$ 18,800.00	15.0%
Total	\$ 90,000.00	100.0%

1313 - Staff Allocations	
Position	Hours
MPO Director	50
Deputy Director	0
Principal Planner	0
Senior Planner	0
Associate Planner	150
GIS Manager	150
GIS Analyst 1	150
IT Manager	0
Controller	0
Administrative Coordinator	0

*A consultant will be hired to assist in the completion of this work.

Table 11: 1313A –Appleton (Fox Cities) and Oshkosh MPOs Long Range Transportation Plan								
		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars (PL Funding)	%	Dollars	%	Dollars	%
1312A	Long Range Plan Implementation	\$ 90,000	\$72,000	80%	\$ 4,500.00	5%	\$ 18,800.00	15%

*A consultant will be hired for a portion of this project.

**East Central will be requesting an extension of the period of funding availability to November 30, 2024.

1313A Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Hire a consultant to develop and conduct training program with new staff and develop a travel demand model user guide.	January – December 2024

**SECTION 2A.2—1321A WORK ITEM: Short-Range Street and Highway Planning—
Congestion Management Process (CMP)**

Objective: To maintain an ongoing program of traffic operations and highway improvement project assistance that contributes to the safety and improved operation of the street and highway system in the Appleton (Fox Cities) and Oshkosh Urbanized Areas.

1321A - Work Program Funding Allocation		
FHWA - PL	\$ 116,000	80.0%
WisDOT - PL	\$ 5,800	4%
ECWRPC	\$ 23,200	16%
Total	\$ 145,000	100.0%

1321A - Staff Allocations	
Position	Hours
MPO Director	100
Principal Planner	200
Senior Planner	0
Associate Planner	450
GIS Manager	0
GIS Analyst	100
IT Manager	0
Controller	0
Administrative Coordinator	0

Project Description: Staff has hired a consultant to develop the Oshkosh MPO Electric Vehicle Readiness Plan. The purpose of the plan is to determine the locations of EV charging stations, what infrastructure and equipment might be needed to install the charging stations, a review of ordinances, and the development of where the locations may be for the EV charging stations.

Table 12: 1321A – Short Range Street and Highway Planning – Congestion Management Process (CMP)								
		FHWA/FTA			WisDOT		MPO/Local	
		Budget	Dollars (PL Funding)	%	Dollars	%	Dollars	%
1321A	Short Range Planning	\$ 145,000.00	\$ 116,000.00	80%	\$ 5,800.00	4%	\$ 23,200.00	16%
	Total Budget	\$ 145,000.00	\$ 116,000.00	80%	\$ 5,800.00	4%	\$ 23,200.00	16%

*A consultant will be hired for this project.

**East Central will be requesting an extension of the period of funding availability to November 30, 2024.

1321A Work Program – FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
1.1 Continue to work with a consultant on the Oshkosh MPO EV Charging Station Readiness Plan* <ul style="list-style-type: none"> Staff will continue to work with the consultant and local communities on the Oshkosh MPO EV Charging Station Readiness Plan (i.e. assisting with GIS data development, plan development, etc.) 	Jan- Nov. '24
1.2 Conduct traffic counts and purchase additional traffic count equipment	

*A consultant has been hired to complete this project.

RESOLUTION 46-23

ADOPTING THE 2024 UNIFIED TRANSPORTATION WORK PROGRAM AND BUDGET AND ANNUAL MPO SELF-CERTIFICATION AND THE REGIONAL TRANSPORTATION PROGRAM SELF-CERTIFICATION FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, the East Central Wisconsin Regional Planning Commission has been designated by the Governor as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) and Oshkosh, Wisconsin, Urbanized Areas; and,

WHEREAS, the Appleton (Fox Cities) MPO as a designated Transportation Management Area (TMA), and the Oshkosh MPO Policy Board, with representation from all jurisdictions within the Urbanized Areas, has the responsibility to direct, coordinate, and administer the transportation planning process in the urbanized areas; and,

WHEREAS, the Federal Highway Administration and the Federal Transit Administration, under 23 CFR and 49 CFR 616, requires the development of a Unified Planning Work Program; and,

WHEREAS, the Policy Board has reviewed the transportation planning activities outlined in the 2023 Unified Planning Work Program and finds them consistent with the transportation planning process and desires of the MPOs, WisDOT, and FHWA; and,

WHEREAS, the Regional Planning Commission (RPC) will formulate, and submit for annual approval, a Transportation Planning Work Program (TPWP), which identifies all transportation-related planning activities to be funded. In performing the activities and receiving Federal and State funding for the TPWP, the Regional Planning Commission hereby self-certifies their compliance with CFDA 20.205 Federal Funding Requirements.

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

Section 1: That the Appleton (Fox Cities) Metropolitan Planning Organization and Oshkosh Metropolitan Planning Organization adopt the 2024 Unified Planning Work Program and directs staff to submit the document to the Wisconsin Department of Transportation, the Federal Highway Administration and the Federal Transit Administration; and,

BE IT FURTHER RESOLVED BY EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Section 1: That in accordance with 23 CFR 450.336 the Appleton (Fox Cities) and Oshkosh MPOs hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and that these efforts are being conducted in accordance with all the applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, 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 (Public Law No: 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 324 of title 23 U.S.C. 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.

Effective Date: October 27, 2023

Submitted By: Transportation Committee

Prepared By: Melissa A. Kraemer Badtke, ECWRPC Executive Director/MPO Director

Jeff Nooyen Chair – Outagamie Co.

Attest: Melissa Kraemer-Badtke–ECWRPC Executive Director

Date Approved