

**MEETING NOTICE  
FULL COMMISSION MEETING**

**East Central Wisconsin Regional Planning Commission**

**Date:** Thursday, March 28, 2024

**Time:** 10:00 a.m. (Immediately following the Nominating Committee Meeting at 8:45 am)

**Place:** In Person, at The Hillside, at Plamann Park 1375 Broadway Drive, Appleton.

**AGENDA**

1. **Call to Order**
2. **Roll Call**
  - A. Introduction of Alternates and Guests
3. **Public Comment**
4. **Approval of Agenda / Motion to Deviate**
5. **Approval of the Minutes** of the January 24, 2024 Quarterly Commission Meeting
6. **Announcements and Reports**
  - A. Director's Report
7. **Special Order of Business**
  - A. 2023 Draft audited financials presented by Sara Otting-Controller on behalf of CLA
  - B. SERDI Board Assessment Update – Jim Youngquist
8. **Business**
  - A. **Executive Committee**
    1. Approval of the Minutes for
      - a. January 17, 2024 Meeting
      - b. February 21, 2024 Meeting
    2. Resolution 08-24: Adopting an updated Financial Policies and Procedures Manual for East Central Wisconsin Regional Planning Commission
    3. Resolution 18-24: Authorizing the Executive Director of the Commission to Enter into an Office Lease Amendment and a New Lease Agreement with the Gilbert Development Company, LLC for Space at 400 Ahnaip Street, Suite 100; Menasha
    4. Resolution 19-24: Authorizing the Executive Director to Enter into Contract for Professional Services with HNTB Corporation for Travel Demand Model Training
    5. Resolution 20-24: Authorizing the Executive Director of the Commission to Enter into a Contract with Traffic Analysis & Design Inc. for the Safe Routes to School Program
    6. Resolution 21-24: Amending the 2024 Transportation Section of the 2024 Work Program and Budget for the East Central Wisconsin Regional Planning Commission. <https://www.ecwrpc.org/wp-content/uploads/2024/03/Draft-Transportation-Work-Program-and-Budget-Amended.pdf>
    7. Resolution 22-24: Authorizing the Executive Director and East Central Staff to Engage Communities and Partner Organizations in the Process of Redesignation of the Appleton (Fox Cities) MPO Policy Board Structure
    8. Resolution 23-24: Authorizing the Executive Director and East Central Staff to Engage Communities and Partner Organizations in the Process of Redesignation of the Oshkosh MPO Policy Board Structure
    9. Resolution 24-24: Endorsing the Eventual Goal of Zero Roadway Fatalities and Serious Injuries for the Appleton (Fox Cities) Metropolitan Planning Organization

10. Resolution 25-24: Endorsing the Eventual Goal of Zero Roadway Fatalities and Serious Injuries for the Oshkosh Metropolitan Planning Organization
11. Resolution 26-24: Authorizing the Commission to Submit and Support an Application for FHWA Prioritization Process Pilot Program (PPPP) Grant Funding

**B. Economic Development Committee**

1. Staff Update – Informational Only

**C. Environmental Management Committee**

1. Staff Update – Informational Only

**D. Transportation Committee**

1. Approval of the Minutes for January 9, 2024 Meeting
2. Resolution 11-24: Adopting the Adjusted 2020 Urban Area Boundary for the Appleton (Fox Cities) Metropolitan Planning Organization
3. Resolution 12-24: Adopting the Adjusted 2020 Urban Area Boundary for the Oshkosh Metropolitan Planning Organization
4. Resolution 13-24: Adopting the Adjusted 2020 Metropolitan Planning Area Boundary for the Appleton (Fox Cities) Metropolitan Planning Organization
5. Resolution 14-24: Adopting the Adjusted 2020 Metropolitan Planning Area Boundary for the Oshkosh Metropolitan Planning Organization
6. Resolution 15-24: Amending the 2024-2027 Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Metropolitan Planning Organization
7. Resolution 16-24: Amending the 2024-2027 Transportation Improvement Program (TIP) for the Oshkosh Metropolitan Planning Organization
8. Resolution 17-24: Approving the 2024-2029 Surface Transportation Block Grant-Urban Project for the Oshkosh Metropolitan Planning Organization

**9. Other Business**

1. Service Awards

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

- A. The Commission's Annual meeting will be *tentatively* held at 10:00 a.m. on May 23, 2024 prior to the Full Commission Meeting.
- B. The next Commission Meeting will be *tentatively* be held on Wednesday, May 23, 2024 immediately following the Annual Meeting. Additional meeting details will be forthcoming.

**11. 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.*

# PLAMANN PARK

## OUTAGAMIE COUNTY PARKS SYSTEM

1375 E BROADWAY DR

\*\*\*MAIN ENTRANCE\*\*\*

PARK OFFICE  
832-4790

Disc Golf  
Apple Creek  
Course

Sand  
Volleyball

Hiking Trails

COUNTY  
EE  
ROAD

**The Hillside  
at Plamann**

Bathhouse

Hiking Trail

N ROSEWOOD DR

PLAMANN  
LAKE  
832-4900

PLAMANN  
CENTER

Volleyball

SMALL  
SHELTER

Nature Trail

HERITAGE CT  
E PARKVIEW WAY

Hiking Trail

Disc Golf  
Meadowview  
Course

CHRIS BRANDT  
SHELTER

COUNTY  
E  
ROAD

Pop Warner  
Football Fields

POP WARNER  
SHELTER

Volleyball

Cow Path

CHILDREN'S  
FARM

Bird Trail

Nature  
Trail

Hiking  
Trails

Bike  
Entrance  
Only

Volleyball

CRESTWAY CT  
MEADOW

SITE PL

APPLE CREEK RD  
PALOMA CT

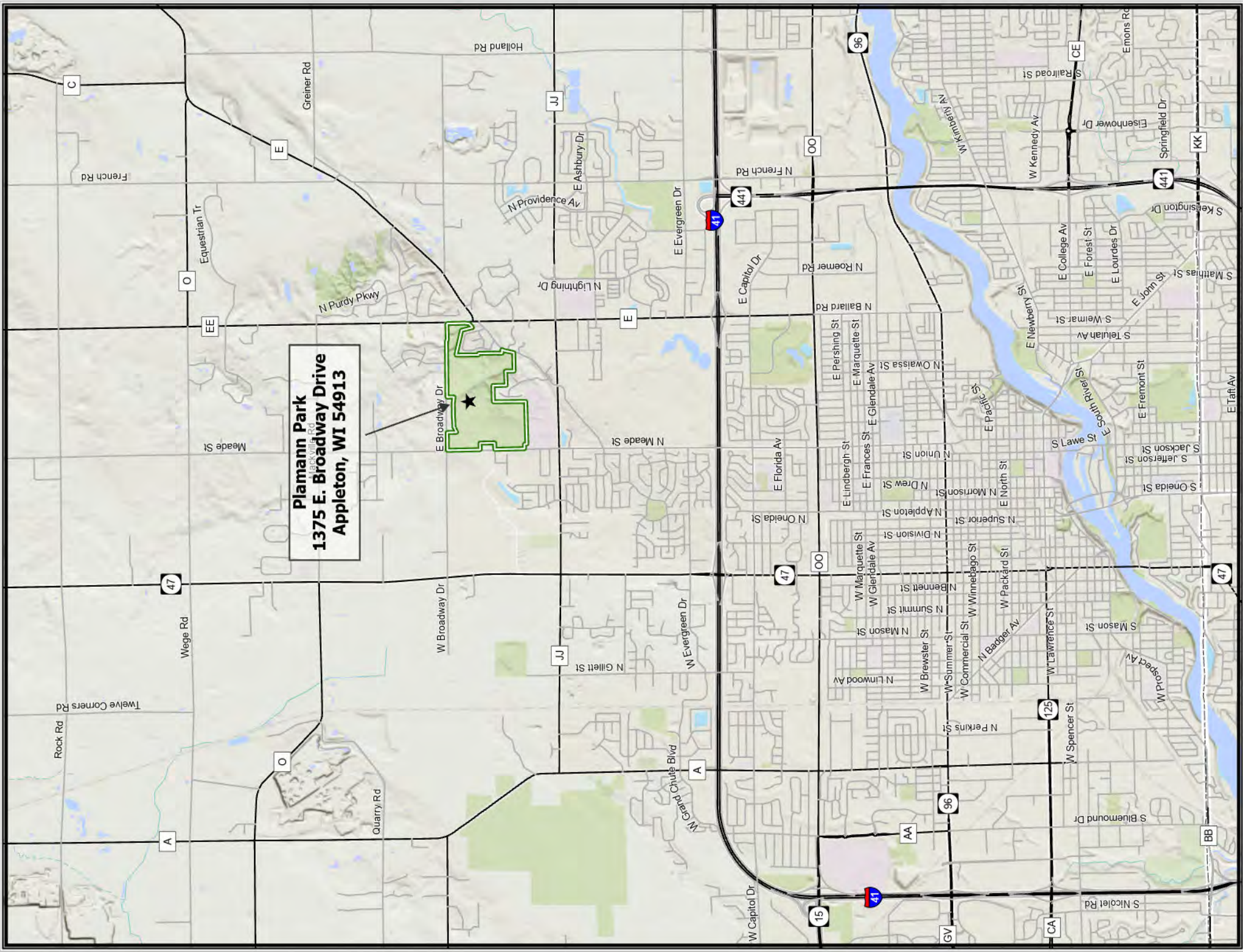


**The Hillside  
at Plamann**

1375 E. Broadway  
Drive  
Appleton, WI  
54913



**Plamann Park**  
1375 E. Broadway Drive  
Appleton, WI 54913





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

**Date:** Wednesday, January 24, 2024  
**Time:** 10:00 a.m.  
**Place:** Virtual

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 – Round Robin introductions were completed with Chair Nooyen welcoming Denise Gilane of Menominee County, who was recently appointed to the East Central WI Regional Planning Commission following the resignation of Jane Comstock.

**Commission Members Present:**

Alice Connors .....	Calumet County
Nick Kesler.....	Calumet County
David DeTroye (Alt. for Tom Reinl) .....	Calumet County
Ronald McDonald .....	Ex-Officio Member
Scott Nelson .....	Ex-Officio Member
Steve Abel .....	Fond du Lac County
Brenda Schneider.....	Fond du Lac County
Joe Moore (Alt. for Keith Heisler) .....	Fond du Lac County
Jeremy Johnson (Alt. for Elizabeth Moses).....	Menominee County
Eugene Caldwell.....	Menominee County
Denise Gilane .....	Menominee County
Kevin Englebert (Alt. for Thomas Nelson) .....	Outagamie County
Nadine Miller.....	Outagamie County
Lee Hammen .....	Outagamie County
Jeff Nooyen.....	Outagamie County
Ken Capelle .....	Shawano County
Tom Kautza .....	Shawano County
Aaron Jenson (Alt. for Brian Smith).....	Waupaca County
Dick Koeppen .....	Waupaca County
DuWayne Federwitz .....	Waupaca County
Cary Rowe for Jerry Bougie (Alt. for Jon Doemel) .....	Winnebago County
David Albrecht (Alt. for Tom Egan).....	Winnebago County
Robert Keller.....	Winnebago County
Robert Schmeichel .....	Winnebago County

**Commission Members Excused:**

Sam Kaufman .....	Fond du Lac County
Jake Woodford.....	Outagamie County
Steve Gueths .....	Shawano County
Mark Rohloff (Alt for Matt Mugerauer).....	Winnebago County

**ECWRPC Staff:**

Melissa Kraemer Badtke .....	Executive Director
Craig Moser .....	Deputy Director
Sara Otting.....	Controller
Joe Stephenson.....	Senior Planner
Kim Biedermann .....	Principal Planner
Colin Kafka .....	Associate Planner
Abby Mader .....	Associate Planner
Chris Colla .....	Associate Planner
Brice Richardson .....	Associate Planner

Mike Zuege .....GIS Manager  
Casey Peters ..... GIS Analyst 1  
Leann Buboltz..... Administrative Coordinator

**Guests:**

Mary Forlenza.....FHWA  
Bill Wheeler..... FTA  
Matthew Schreiber..... WisDOT

- 3. **Public Comment** – There was no one in attendance for public comment.
- 4. **Approval of Agenda / Motion to Deviate** - A motion was made by Mr. Schmeichel and second by Mr. Hammen to approve of the agenda as presented. Motion carried unanimously.
- 5. **Approval of the Minutes** of the October 27, 2023 Quarterly Commission Meeting. A motion was made by Mr. Keller and second by Mr. Englebert to approve of the minutes as presented. Motion carried.

**6. Announcements and Reports**

A. Director’s Report – Ms. Kraemer-Badtke shared with the members highlights from the following areas; *list not all inclusive.*

1. **Staffing Updates:**

New hire - East Central recently hired Joe Stephenson as the new Senior Planner for the Water Quality Management Program. Joe recently was the Director of Planning and Community Development with the City of Kaukauna. Prior to working with the City of Kaukauna, Joe worked at the City of Menasha as a Principal Planner in the Community Development Department.

2. **EDA 3-year Planning Partnership Grant:** Ms. Kraemer Badtke shared that the **EDA 3-year Planning Partnership** Grant Award will be modified to a multi-year award with a 3-year period of performance. She noted that previously, the full three years of funding (\$210,000) was obligated up front from the fiscal year appropriation in which the award was made. With a multi-year award, the funding is obligated one year at a time. East Central will be initially awarded \$70,000 for year one of your three-year planning award. Their goal, pending Congressional budgeting approvals, is to obligate the remaining \$140,000 for years two and three at a future date.

3. **Appleton (Fox Cities) MPO Certification Review:** ECWRPC Staff met with FHWA, FTA and WisDOT in December and again earlier this week to discuss the results of the certification review. Ms. Kraemer Badtke noted that there will be a corrective action regarding the policy board structure along with the Congestion Management Process, the Transportation Improvement Program, and the Metropolitan Transportation Plan. Staff will keep the Commission apprised of the progress.

4. **Sewer Service Area Plans:** It was shared that East Central staff will start the updating process to the Village of Sherwood SSA Plan in 2024. It was shared that once the Village of Sherwood hires an administrator, staff will begin the updating process of the SSA Plan.

B. **SERDI Board Assessment – Survey.** Mr. Craig Moser, Deputy Director shared with the members that East Central staff has been working with Jim Youngquist from SERDI on the board assessment for the Commission. He noted that the assessment will consist of a survey, one-on-one meetings, and focus group discussions. This information will be gathered and then shared with the Commission Board. Mr. Moser reported that this Survey will be sent out to the Commission Board in February.

**7. Special Order of Business**

A. Appleton (Fox Cities) Metropolitan Planning Organization Certification Review – Ms. Mary Forlenza, Federal Highway Administration (FHWA) and Mr. William Wheeler, Federal Transit

Administration (FTA) presented to the Commissioners the findings and status of the Certification Review. Mr. Wheeler shared that action is needed to correct various procedures within the organization. Ms. Forlenza complimented staff proactive response and shared that they are actively working on redesignation. She noted that they would meet on a quarterly and be available to offer technical assistance. The deadline is September 3, 2024 for East Central to submit a progress report to FHWA/FTA with deadlines for completion of various deliverables.

## 8. Business

### A. Executive Committee –

1. Approval of the minutes for the October 27, 2023 and November 29, 2023. A motion was made by Mr. Kautza and second by Mr. Koeppen to approve of the minutes for the October 27, 2023 and November 29, 2023 as presented. Motion carried unanimously.
2. 4<sup>th</sup> Quarter – 2023 Financial report presented by Sara Otting-Controller. An overview was given to the members of the 2023 Financial Report for the Fourth Quarter. A motion was made by Mr. Federwitz and a second by Ms. Miller to receive and to place on file the 4<sup>th</sup> Quarter – 2023 Financial Report. Motion carried unanimously.
3. 4<sup>th</sup> 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. A motion was made by Mr. Schmeichel and a second by Mr. DeTroye to receive and to place on file the 4<sup>th</sup> Quarter, 2023 Work Program Performance Report. Motion carried unanimously.
4. Resolution 57-23 Adopting the 2024 Cost Allocation Plan, Indirect Cost Rate, and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission. Ms. Sara Otting gave a brief overview of the Indirect Cost and how it relates to securing the fixed rate. She noted that the audit for 2022 was used to calculate an adjustment to the rate that will be effective for 2024. The Cost Allocation Plan, the Indirect Cost Proposal, and the Certificate of Lobbying acknowledges that the methodology used to determine East Central's costs are following federal requirements and standards regarding lobbying costs.

A motion was made by Mr. Abel and a second from Ms. Miller to approve of Resolution 57-23 Adopting the 2024 Cost Allocation Plan, Indirect Cost Rate, and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

5. Resolution 01-24 Adopting the Final 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke gave a brief over of the 2024 Work Program and Budget. She highlighted areas of the Staffing Plan as well as the Transportation, Economic Development, Sewer Service Area Programs. Ms. Kraemer Badtke also shared that two local contracts (Open Space Recreation Plan for the Town of Buchanan and the City of Shawano Open Space Recreation Plan) along with the Broadband Mapping contract extension with New North are included. (The Work Program and Budget can be reviewed at the following link: <https://www.ecwrpc.org/wp-content/uploads/2024/01/Draft-2024-Work-Program-and-Budget.pdf>).

A motion was made by Mr. Johnson and a second from Mr. Kesler to approve Resolution 01-24 Adopting the Final 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

6. Resolution 06-24 Adopting the Comprehensive Safety Action Plan for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations. Mr. Colin Kafka reported to the members that East Central staff has been working with local municipalities and counties regarding the Plan. He highlighted that the completion of this Plan is required prior to applying for safer streets for all grants.

A motion was made by Mr. Kautza and a second from Ms. Miller to approve of Resolution 06-24 Adopting the Comprehensive Safety Action Plan for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations. Motion carried unanimously.

Ms. Kraemer Badtke acknowledged staff, Colin Kafka and Casey Peters for a job well done on the Plan.

(The Comprehensive Safety Action Plan (CSAP) can be reviewed at the following link: <https://www.ecwrpc.org/wp-content/uploads/2024/01/Draft%20Comprehensive%20Safety%20Action%20Plan.pdf>)

7. Resolution 07-24 Amending the Employee Manual for Staff Employed by East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke shared with the members the proposed amendments made to the Employee Manual. She noted that staff worked with Ms. Becky Olejniczak-HR Consultant and Atty. Jim Macy on the updates to the manual. These updates included:
- Pregnant Workers Fairness Act (PWFA) and Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP)
  - Increased Telecommute Availability
  - Increased Vacation Time
  - Added 3 Floating Holidays
  - Paid Parental Leave – Staff added language to include that the Commission is able to request reimbursement if an employee voluntarily or involuntarily leaves the Commission prior to 6 months of service after the end of the paid parental leave period.

A motion was made by Mr. Englebert and a second from Ms. Schneider to approve of Resolution 07-24 Amending the Employee Manual for Staff Employed by East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

8. Resolution 09-24 Authorizing the Executive Director to Enter into an Agreement for Professional Services with Venable LLP. Briefly, Ms. Kraemer Badtke share with the members the redesignation process. She noted that the Commission will need to engage with legal counsel to review the redesignation agreement along with the bylaws document. East Central staff reached out to the Association of Metropolitan Planning Organizations for recommendations regarding a legal counsel that may have worked with Metropolitan Planning Organizations (MPOs) on items similar to this; they recommended Venable LLP.

Ms. Kraemer Badtke shared that Venable LLP worked with Rio Grande Valley MPO in Texas in 2019 on their own redesignation process. She reported that the engagement letter has been updated and noted that Venable LLP removed the advance waiver of the conflict of interest. As a public entity, ECWRPC could not agree and would need notification if there was a conflict.

A motion was made by Mr. Koeppen and a second by Mr. Abel to approve. Discussion took place regarding the high \$725.00 hourly wage. Ms. Kraemer Badtke explained that redesignation of the MPO Policy Board Structure does not occur very often and staff would need legal counsel that has expertise in redesignation, which is a very unique process. Staff added that conversation with Rio Grande Valley MPO and the Association of Metropolitan Planning Organizations both which included recommendation to contact with Venable LLP. Motion carried unanimously.

## **B. Economic Development Committee**

1. Approval of the Minutes for October 4, ~~2024~~ 2023 Meeting. A motion was made by Vice Chair Connors and second by Ms. Miller to approve of the minutes for the October 4, 2023 as presented with the date correction duly noted. Motion carried unanimously.



C. Environmental Management Committee

1. No Business Items

D. Transportation Committee

1. Approval of the Minutes for October 17, 2023 Meeting. A motion was made by Mr. Keller and a second by Mr. Hammen to approve of the Minutes for October 17, 2023 Meeting as presented. Motion carried unanimously.

2. **Resolution 02-24** Adopting WisDOT Transportation Performance Measures and Targets for PM1: Safety for the Appleton Metropolitan Planning Organization. Ms. Kim Biedermann reported that this resolution is to establish the new safety targets for the Appleton-Fox Cities MPO, which are the same that are established by the State. She noted that On August 31, 2023, the Wisconsin Department of Transportation (WisDOT) established 2024 targets (five-year rolling averages) for Performance Measure One (PM1) Safety. Metropolitan Planning Organizations (MPOs) are to establish PM1 targets in their 2024 Transportation Improvement Programs (TIPs) and submit them to WisDOT's Bureau of Planning and Economic Development by February 28, 2024 (180 days after August 31, 2023). Ms. Biedermann shared that in Wisconsin, most MPOs have chosen to follow and support WisDOT and their performance measure targets.

A motion was made by Mr. Hammen and a second by Mr. Englebert to approve of **Resolution 02-24** Adopting WisDOT Transportation Performance Measures and Targets for PM1: Safety for the Appleton Metropolitan Planning Organization. Motion carried unanimously.

3. **Resolution 03-24** Adopting WisDOT Transportation Performance Measures and Targets for PM1: Safety for the Oshkosh Metropolitan Planning Organization. Ms. Kim Biedermann reported that this resolution is to establish the new safety targets for the Oshkosh MPO, which are the same that are established by the State. She noted that on August 31, 2023, the Wisconsin Department of Transportation (WisDOT) established 2024 targets (five-year rolling averages) for Performance Measure One (PM1) Safety. Metropolitan Planning Organizations (MPOs) are to establish PM1 targets in their 2024 Transportation Improvement Programs (TIPs) and submit them to WisDOT's Bureau of Planning and Economic Development by February 28, 2024 (180 days after August 31, 2023). Ms. Biedermann shared that in Wisconsin, most Metropolitan Planning Organizations (MPOs) have chosen to follow and support WisDOT and their performance measure targets.

A motion was made by Mr. Schmeichel and a second by Mr. Keller to approve of **Resolution 03-24** Adopting WisDOT Transportation Performance Measures and Targets for PM1: Safety for the Oshkosh Metropolitan Planning Organization. Motion carried unanimously.

4. **Resolution 04-24** Amending the 2024 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization. Mr. Casey Peters reported that following the approval of the 2024 Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Metropolitan Planning Organization, the Wisconsin Department of Transportation (WisDOT) has provided updates on several projects in the 2024-2027 funding cycle. He noted that the projects need to be amended in the TIP to assign TIP ID numbers and ensure fiscal constraint. A full breakdown of all the projects being amended can be found below;

Table 1: Appleton (Fox Cities) MPO – Amendment Project Listing (2024-2027).

- TIP #252-22-053: Buchanan Rd. at Apple Creek Bridge – Corrected funding amounts and year
  - TIP #252-22-057: IH 41 Expansion – Significant increase in project funding
  - TIP #252-23-053: Racine Street WCL RR Xing Sig/Gate – Corrected funding amount
- WisDOT has requested new TIP ID numbers for the following projects.  
Inclusion of these projects into the TIP also require a major amendment
- TIP #252-24-024: STH 76 from STH 15 to S. Junction to CTH S – New Project

- TIP #252-24-025: USH 10 from Fire Lane 7 to CTH N – New Project  
The updated performance measures for PM1: Safety, as adopted by the Appleton (Fox Cities) MPO, must be amended for inclusion in the 2024 TIP. The TIP will utilize these values to determine progress towards meeting these safety targets within our region.

A motion was made by Mr. Miller and a second by Mr. Hammen to approve of **Resolution 04-24** Amending the 2024 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization. Motion carried unanimously.

5. **Resolution 05-24** Amending the 2024 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization. Mr. Casey Peters shared with the members that the updated performance measures for PM1: Safety, as adopted by the Oshkosh MPO, must be amended for inclusion in the 2024 TIP. The TIP will utilize these values to determine progress towards meeting these safety targets within our region.

A motion was made by Mr. Johnson and a second from Mr. Keller to approve of **Resolution 05-24** Amending the 2024 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization. Motion carried unanimously.

## 9. Other Business

- A. Appointment of Nominating Committee – Chair Nooyen gave a brief overview of the Nominating Committee’s duties and responsibilities to the members. He reported that the nominating committee will meet in March to discuss the standing committee appointments and will meet in May to reaffirm committee appointments along with Chair and Vice Chair appointments for the Commission. Mr. Nooyen also noted that the Commission Board members will continue to serve on their respective committees as well as the Commission board through March. At the Commission’s Annual meeting in May, the nominating committee will be presenting standing committee appointments which includes the proposed appointments for Commission Chair and Vice Chair.

The following individuals are proposed to be appointed to serve on the ECWRPC Nominating Committee.

- Calumet County – Nick Kesler
- Fond du Lac County – Sam Kaufman
- Menominee County – Gene Caldwell
- Outagamie County – Jake Woodford
- Shawano County – Tom Kautza
- Waupaca County – DuWayne Federwitz
- Winnebago County – Mark Rohloff

A motion was made by Mr. Abel and a second by Ms. Miller to approve of the appointment to the Nominating Committee as presented. Motion carried unanimously.

## 10. Establish Time and Place for Next Meeting.

- A. The next Quarterly Commission Meeting will be held at 10:00 a.m. on ~~Wednesday, March 27,~~ 2024 Thursday, March 28, 2024. The meeting will be held in person at The Hillside, at Plamman Park 1375 Broadway Drive, Appleton.

11. **Adjourn** – A motion was made by Mr. Kautza and second by Mr. Koeppen to adjourn with the time noted at 11:42 a.m.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC



## **East Central Wisconsin Regional Planning Commission – March 20, 2024 Report**

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

### **Administration:**

**SERDI Assessment:** Staff continue to work with Jim Youngquist with SERDI on organizing the focus groups, staff input sessions, and the one-on-one interviews the last week in March. In addition, Jim will be presenting the survey results at the March Quarterly Commission meeting.

**Appleton TMA Agreement:** Over the past two years, East Central staff has been working with the Wisconsin Department of Transportation and the Federal Highway Administration regarding an agreement between the Metropolitan Planning Organizations that are designated a Transportation Management Area (TMA), the Wisconsin Department of Transportation and the Federal Highway Administration. The agreement focuses on additional communication and transparency regarding the Surface Transportation Block Grant – Urban and Transportation Alternatives (TA Set-aside) Programs. Staff are continuing to work with the partner organizations to finalize the draft of this agreement.

**2023 Annual Report:** Staff are working to develop the 2023 Annual Report, to be presented to the Board at the May meeting.

**Former Commissioner News:** Former Commissioner Neal Strehlow passed away in January, 2024. Neal served on the Commission board for several years as a Waushara County representative.

### **Economic Development Program**

**EDA 3 Year Planning Partnership Grant:** East Central staff received the Notice of Award from the Economic Development Administration regarding the Planning Partnership Grant.

The Economic Development Administration Act of 2024 (S. 3891) has been introduced in Congress by a Bipartisan coalition of legislators which would reauthorize the Economic Development Administration (EDA) for the first time in nearly 20 years. The U.S. Senate Committee on Environment hearing on the legislation was held on Wednesday, June 21<sup>st</sup> on the legislation, at which the National Association of Development Organizations' President, Chris Fetzer, testified.

A summary of the bill is available [here](#).

A section by section of the bill is available [here](#).

The full text of the bill is available [here](#).

### **Transportation Planning Program**

**Appleton (Fox Cities) MPO Certification Review:** Staff continue to work with Venable, LLP staff regarding the development process of the new Policy Board for the Appleton (Fox Cities) and Oshkosh MPOs. In addition, staff is developing bylaws for the MPO, a draft redesignation agreement, and MPO Orientation Materials for the new policy board. Staff have not received the certification review letter and summary report and will provide those documents to the Executive Committee once we have received them.

**Congestion Management Process and Metropolitan Transportation Plans:** Staff have developed scoping documents and timelines for the Congestion Management Process and the Metropolitan Transportation Plans.

**Oshkosh MPO EV Readiness Plan:** ECWRPC and the City of Oshkosh continue to work with the contracted consultant (SRF) on the EV Readiness Plan.

**Fond du Lac MPO Bicycle and Pedestrian Plan:** The Fond du Lac MPO Bicycle and Pedestrian Plan has been approved by the Fond du Lac MPO Policy Board at their March meeting. East Central staff will be finalizing the document.

***Updating the Small Urban Areas:*** East Central staff recently worked with the Wisconsin Department of Transportation to assist the following communities: City of New London, the City of Shawano, the City of Waupaca, and the City of Ripon to update their urban area boundary. Final approvals should be moving forward within the next couple of weeks and the next steps would be to update the functional classification network.

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

***Winter Walk to School Month:*** Toolkits were provided to 43 schools this year, and we had a record number of schools participate in the weekly challenges.

***Gap Analysis Study:*** Staff have been working with Kimberly School District to collect data at the roundabout at Midway Road and County Highway N to determine the need for a crossing guard. The gap analysis study is one factor in the scoring criteria that is used to determine if or where crossing guards are needed.

***Bike Safety Presentations:*** Fifty-two schools in the region requested bike safety presentations for this school year. Staff have been able to get several presentations scheduled and are still working with schools to schedule presentations for the spring.

***Shawano Safe Routes to School Action Plan:*** Staff have been working with the Shawano School District, the City, and partners on a Safe Routes to School Action Plan. Observations were completed at the schools and staff are currently engaging the school community through surveys and Social pinpoint together information. The Action Plan should be completed by mid-May.

### **NR-135 Non-Metallic Mining Program**

Staff are continuing to process the annual operator reports were sent out at the end of December. With the warmer weather, staff have been able to begin conducting field reviews for various mines within the region.

### **Water Quality Management Program**

***Sewer Service Areas Plans:*** East Central staff have begun to update the Sherwood Sewer Service Area Plan and the Stockbridge Sewer Service Area Plan later in 2024. The Wisconsin Department of Natural Resources (WDNR) engaged with staff to address a series of edits to the Fox Cities SSA Plan Update that the Commission approved last July and submitted to DNR. These edits primarily focus on technical adjustments and do not significantly alter the essence of the Fox Cities SSA plan.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN**

**ANNUAL FINANCIAL REPORT**

**YEARS ENDED DECEMBER 31, 2023 AND 2022**

DRAFT FOR REVIEW PURPOSES

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
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MENASHA, WISCONSIN  
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DRAFT FOR REVIEW PURPOSES

## INDEPENDENT AUDITORS' REPORT

Board of Commissioners  
East Central Wisconsin Regional Planning Commission  
Menasha, Wisconsin

### Report on the Audit of the Financial Statements

#### **Opinion**

We have audited the accompanying financial statements of the East Central Wisconsin Regional Planning Commission, Menasha, Wisconsin (the Commission), as of and for the years ended December 31, 2023 and 2022, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Commission, as of December 31, 2023 and 2022, and the changes in financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.



***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

**Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the schedules relating to pensions and other postemployment benefits as listed in the table of contents be presented to supplement the financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

**Supplementary Information**

Our audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The schedule of revenues, expenses, and changes in net position – budget and actual is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedules of expenditures of federal awards and state awards are presented for purposes of additional analysis, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the *State Single Audit Guidelines*, issued by the Wisconsin Department of Administration, and are also not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the schedule of revenues, expenses, and changes in net position – budget and actual and the schedules of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated REPORT DATE, on our consideration of the Commission’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission’s internal control over financial reporting and compliance.

**CliftonLarsonAllen LLP**

Green Bay, Wisconsin  
REPORT DATE

DRAFT FOR REVIEW PURPOSES

**FINANCIAL STATEMENTS**

DRAFT FOR REVIEW PURPOSES

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
STATEMENTS OF NET POSITION  
DECEMBER 31, 2023 AND 2022**

	2023	2022
<b>ASSETS</b>		
Cash and Investments	\$ 638,105	\$ 565,532
Restricted Cash and Investments	18,200	63,811
Accounts Receivable	380,764	395,987
Prepaid Items	28,300	25,724
Net Pension Asset	-	530,176
Capital Assets - Net	90,495	159,712
Total Assets	1,155,864	1,740,942
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Other Postemployment Related Amounts	54,556	59,033
Pension Related Amounts	1,245,921	1,034,280
Total Deferred Outflows of Resources	1,300,477	1,093,313
<b>LIABILITIES</b>		
Accounts Payable	74,438	47,847
Accrued and Other Current Liabilities	15,493	21,929
Accrued Vacation Leave	23,296	21,058
Unearned Revenue	18,200	63,811
Long-Term Obligations:		
Due Within One Year	5,842	49,276
Due in More Than One Year	8,161	15,098
Net Pension Liability	330,493	-
Net Other Postemployment Benefit Liability	93,602	130,409
Total Liabilities	569,525	349,428
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Other Postemployment Related Amounts	125,490	104,043
Pension Related Amounts	696,072	1,255,796
Total Deferred Inflows of Resources	821,562	1,359,839
<b>NET POSITION</b>		
Net Investment in Capital Assets	76,492	95,338
Restricted for Pension Benefits	-	530,176
Unrestricted	988,762	499,474
Total Net Position	\$ 1,065,254	\$ 1,124,988

See accompanying Notes to Financial Statements.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION  
YEARS ENDED DECEMBER 31, 2023 AND 2022**

	2023	2022
<b>OPERATING REVENUES</b>		
Intergovernmental:		
Federal Grants	\$ 1,318,871	\$ 8,488,413
State Grants	71,514	105,989
Community Grants	16,940	62,434
Intergovernmental Charges for Services:		
Local Districts Membership Levy	625,000	487,046
Local Contracts	58,026	48,646
NR-135 Program	136,355	160,443
Public Charges for Services	9,475	6,450
Total Operating Revenues	2,236,181	9,359,421
<b>OPERATING EXPENSES</b>		
Salaries and Wages	1,195,943	1,165,468
Employee Fringes and Benefits	447,539	215,910
Direct Grant Expenses	436,345	7,414,507
Meetings and Staff Development	12,300	10,835
Supplies	6,017	4,929
Office Space and Equipment	90,311	48,892
Reference Materials, Subscriptions, and Dues	3,772	1,207
Printing and Publishing	617	1,508
Staff Expenses	(3,381)	5,266
Insurance and Professional Fees	55,399	54,145
Depreciation	72,031	95,331
Total Operating Expenses	2,316,893	9,017,997
<b>OPERATING INCOME (LOSS)</b>	(80,712)	341,424
<b>NONOPERATING REVENUES (EXPENSES)</b>		
Interest Income	22,075	4,610
Gain (Loss) on Disposal of Capital Assets		800
Interest and Fiscal Charges	(1,097)	(6,358)
Total Nonoperating Revenues (Expenses)	20,978	(948)
<b>CHANGE IN NET POSITION</b>	(59,734)	340,476
Net Position - Beginning of Year	1,124,988	784,512
<b>NET POSITION - END OF YEAR</b>	\$ 1,065,254	\$ 1,124,988

See accompanying Notes to Financial Statements.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
STATEMENTS OF CASH FLOWS  
YEARS ENDED DECEMBER 31, 2023 AND 2022**

	2023	2022
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash Received from Grants and Charges	\$ 1,377,790	\$ 7,854,014
Cash Received from Other Government Payments	828,003	692,850
Cash Paid for Employee Wages and Benefits	(1,565,605)	(1,506,406)
Cash Paid to Suppliers	(581,020)	(7,564,692)
Net Cash Provided (Used) by Operating Activities	59,168	(524,234)
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Acquisition of Capital Assets	(2,813)	(97,867)
Principal Payments on Leases Payable	(50,371)	(78,794)
Interest Paid on Debt	(1,097)	(7,158)
Net Cash Used by Capital and Related Financing Activities	(54,281)	(183,819)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest Received	22,075	4,610
<b>CHANGE IN CASH AND CASH EQUIVALENTS</b>	26,962	(703,443)
Cash and Cash Equivalents - Beginning of Year	629,343	1,332,786
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	\$ 656,305	\$ 629,343
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>		
Operating Income (Loss)	\$ (80,712)	\$ 341,424
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:		
Depreciation	72,030	95,331
Change in Liability (Asset) and Deferred Outflows and Inflows of Resources:		
Change in Pension Asset/Liability	860,669	(79,705)
Change in Pension Deferred Outflow	(211,641)	(301,125)
Change in Pension Deferred Inflow	(559,724)	257,482
Change in OPEB Liability	(36,807)	(113,972)
Change in OPEB Deferred Outflow	4,477	30,461
Change in OPEB Deferred Inflow	21,447	77,996
Changes in Operating Assets and Liabilities:		
Accounts Receivable	15,223	26,343
Prepaid Items	(2,576)	(4,080)
Accounts Payable	26,591	(20,663)
Accrued and Other Current Liabilities	(6,436)	4,985
Accrued Vacation Leave	2,238	(1,411)
Unearned Revenue	(45,611)	(837,300)
Net Cash Provided (Used) by Operating Activities	\$ 59,168	\$ (524,234)
<b>RECONCILIATION OF CASH AND CASH EQUIVALENTS TO THE STATEMENT OF NET POSITION</b>		
Cash and Cash Equivalents in Current Assets	\$ 638,105	\$ 565,532
Cash and Cash Equivalents in Restricted Assets	18,200	63,811
Total Cash and Cash Equivalents	\$ 656,305	\$ 629,343
<b>SUPPLEMENTAL DISCLOSURE OF NONCASH CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Lease Addition	\$ -	\$ 116,182

See accompanying Notes to Financial Statements.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023 AND 2022**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the East Central Wisconsin Regional Planning Commission, Menasha, Wisconsin (the Commission), have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the Commission are described below:

**A. Reporting Entity**

The Commission is a public agency formed under Section 66.0309 of the Wisconsin Statutes. The Commission provides planning and other services to Wisconsin County governments and local communities within the counties of Calumet, Fond du Lac, Green Lake, Marquette, Menominee, Outagamie, Shawano, Waupaca, Waushara, and Winnebago. In accordance with GAAP, the financial statements are required to include the Commission and any separate component units that have a significant operational or financial relationship with the Commission. The Commission has not identified any component units that are required to be included in the financial statements.

**B. Enterprise Funds**

The accounts of the Commission are accounted for in an enterprise fund as required by GAAP. Enterprise funds are used to account for government operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability and other purposes.

**C. Measurement Focus and Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Enterprise funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, liabilities, and deferred inflows and outflows of resources associated with the operation are included on the statement of net position. Enterprise fund operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net total position.

The accrual basis of accounting is utilized by enterprise funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Unpaid enterprise fund service receivables are recorded at year-end. All capital assets are capitalized at historical cost and depreciated over their useful lives.



**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023 AND 2022**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**C. Measurement Focus and Basis of Accounting**

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Commission are operating grants received from federal, state, and local governments and dues from member counties. Operating expenses for the Commission include the payroll costs of operating the Commission, occupancy costs, administrative expenses, costs associated with providing program services to its members, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first, then unrestricted resources, as they are needed.

**D. Indirect Cost Allocations**

Employee fringe benefits, including employee's time off with pay, and indirect costs are allocated to specific Commission programs based on a cost allocation plan. The cost allocation plan distributes the aforementioned expenses to specific programs based on direct salary charges and negotiated indirect cost rate (NICRA) with a fixed rate with carryforward:

Employee Fringe Benefits and Time Off with Pay	59.04 %
All Other Indirect Costs	47.51

The NICRA was received from Department of Interiors (DOI) in August 2022. The rate was used for 2023. The audit for 2021 was used to calculate any adjustment to the rate that will be effective for 2023. The audit for 2022 will be used to calculate any adjustment for the rate to be applied in 2024. This process will be ongoing.

**E. Budget**

In accordance with Wisconsin Statute 66.0309 the annual budget of a regional planning commission is adopted on or before October 1 of the preceding year. The amount of the budget charged to any local governmental unit shall be in the proportion of the equalized value for tax purposes of the land, buildings and other improvements thereon of such local governmental unit, within the region, to the total such equalized value within the region. The amount charged to a local governmental unit shall not exceed .003% of such equalized value unless the governing body of the unit expressly approves the amount in excess of such percentage. For the 2023 budget, the Commission assessed all local governmental units within the region a charge of .0011296% of equalized value.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
 MENASHA, WISCONSIN  
 NOTES TO FINANCIAL STATEMENTS  
 DECEMBER 31, 2023 AND 2022**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**F. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position**

1. Cash and Investments

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. Investments are stated at fair value. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. For purposes of the statement of cash flows, all cash deposits and highly liquid investments (including restricted assets) with a maturity of three months or less from date of acquisition are considered to be cash equivalents.

2. Accounts Receivable

Accounts receivable are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the financial statements.

3. Prepaid Items

Payments made to vendors that will benefit periods beyond the end of the current fiscal year are recorded as prepaid items and are expensed in the periods benefited.

4. Capital Assets

Capital assets, which include property and equipment are reported in the financial statements. Capital assets are defined by the Commission as assets with an initial, individual cost of \$5,000 or higher or an estimated useful life in excess of two years. Such assets are recorded at historical cost. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets of the Commission are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Vehicle	4
Computer Equipment	2-4
Other Equipment	4-10

5. Unearned Revenue

The Commission reports unearned revenues on its statement of net position. Unearned revenues arise when resources are received by the Commission before it has a legal claim to them as when grant or local project funds are received prior to the incurrence of qualifying expenses. In subsequent periods, when the Commission has a legal claim to the resources, the liability for unearned revenue is removed from the statement of net position and the revenue is recognized.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023 AND 2022**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**F. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position  
(Continued)**

6. Compensated Absences

The Commission adopted various policies in regard to the accumulation of sick leave and vacation time. Sick leave is not accrued and is expensed as costs are paid. Vacation time earned in one accounting period and carried over to the next period is recorded as a liability in the Commission's financial statements.

7. Deferred Outflows/Inflows of Resources

Deferred outflows of resources are a consumption of net position by the Commission that is applicable to a future reporting period. Deferred inflows of resources are an acquisition of net position by the Commission that is applicable to a future reporting period. The recognition of those outflows and inflows as expenses or expenditures and revenues are deferred until the future periods to which the outflows and inflows are applicable.

8. Long-Term Obligations

In the financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position.

9. Leases

The East Central Wisconsin Regional Planning Commission is a lessee for noncancellable lease of office space. The Commission recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in their financial statements.

At the commencement of a lease, the Commission initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset.

Key estimates and judgments related to leases include how the Commission determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023 AND 2022**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**F. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position  
(Continued)**

**9. Leases (Continued)**

- The Commission uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the Commission generally uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease.
- Lease payments included in the measurement of the lease liability are composed of fixed payments and the purchase option price that the Commission is reasonably certain to exercise.

The Commission monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported with other capital assets and lease liabilities are reported with long-term debt on the statement of net position.

**9. Other Postemployment Benefits Other Than Pensions (OPEB)**

Single-Employer Defined Postemployment Benefit Plan

Qualifying employees are provided with other postemployment benefits. The OPEB is a cost sharing single employer defined benefit plan administered by the State of Wisconsin Group Insurance Board on behalf of the Commission. For purposes of measuring the OPEB liability, related deferred outflows and inflows of resources and OPEB expense, the Commission has used values provided by its actuary. Benefit payments are recognized when due and payable in accordance with the benefit terms.

Local Retiree Life Insurance Fund

The fiduciary net position of the Local Retiree Life Insurance Fund (LRLIF) has been determined using the flow of economic resources measurement focus and the accrual basis of accounting. For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to other postemployment benefits, OPEB expense, and information about the fiduciary net position of the LRLIF and additions to/deductions from LRLIF's fiduciary net position have been determined on the same basis as they are reported by LRLIF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023 AND 2022**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**F. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position  
(Continued)**

10. Pensions

Wisconsin Retirement System (WRS)

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Compensation Plan

The Commission offers its employees a deferred compensation plan created in accordance with the Internal Revenue Code Section 457. The Plan, available to all Commission employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. Contributions to the Plan are entirely from employee voluntary contributions. The Commission makes no employee contributions to this Plan.

11. Net Position

Equity is classified as net position and displayed in three components:

Net Investment in Capital Assets – Amount of capital assets, net of accumulated depreciation, and capital related deferred outflows of resources less outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets and any capital related deferred inflows of resources.

Restricted Net Position – Amount of net position that is subject to restrictions that are imposed by 1) external groups, such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position – Net position that is neither classified as restricted nor as net investment in capital assets.

**G. Use of Estimates**

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023 AND 2022**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**H. Adoption of New Accounting Standards**

In June 2017, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 87, *Leases*. This standard requires the recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and as inflows of resources or outflows of resources recognized based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this standard, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources.

In 2022, the Commission adopted the requirements of the guidance effective January 1, 2022 and has applied the provisions of this standard to the beginning of the period of adoption.

DRAFT FOR REVIEW PURPOSES

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
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**NOTE 2 DETAILED NOTES**

**A. Cash and Investments**

The Commission maintains various cash and investment accounts which are displayed on the financial statements as "Cash and Investments."

Invested cash consists of deposits and investments that are restricted by Wisconsin Statutes to the following:

Time deposits; repurchase agreements; securities issued by federal, state and local governmental entities; statutorily authorized commercial paper and corporate securities; and the Wisconsin local government investment pool.

The carrying amount of the Commission's cash and investments on December 31 is summarized below:

	2023	2022
Petty Cash and Cash on Hand	\$ 100	\$ 100
Deposits with Financial Institutions	126,224	366,866
Investments:		
Wisconsin Local Government Investment Pool	529,981	262,377
Total	\$ 656,305	\$ 629,343

Reconciliation to the financial statements:

	2023	2022
Government-Wide Statement of Net Position:		
Cash and Investments	\$ 638,105	\$ 565,532
Restricted Cash and Investments	18,200	63,811
Total	\$ 656,305	\$ 629,343

**Fair Value Measurements**

The Commission categorizes its fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant observable inputs; Level 3 inputs are significant unobservable inputs. The Commission currently has no investments that are subject to fair value measurement.

Deposits and investments of the Commission are subject to various risks. Presented below is a discussion of the Commission's deposits and investments and the related risks.

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**NOTE 2 DETAILED NOTES (CONTINUED)**

**A. Cash and Investments (Continued)**

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, the Commission will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, the Commission will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Wisconsin statutes require repurchase agreements to be fully collateralized by bonds or securities issued or guaranteed by the federal government or its instrumentalities. The Commission does not have an additional custodial credit policy.

Deposits with financial institutions within the state of Wisconsin are insured by the Federal Deposit Insurance Corporation (FDIC) in the amount of \$250,000 for the combined amount of all time and savings deposits and \$250,000 for interest-bearing and noninterest-bearing demand deposits per official custodian per insured depository institution.

Deposits with financial institutions located outside the state of Wisconsin are insured by the FDIC in the amount of \$250,000 for the combined amount of all deposit accounts per official custodian per depository institution. Also, the state of Wisconsin has a State Guarantee Fund which provides a maximum of \$400,000 per public depository above the amount provided by an agency of the U.S. government. However, due to the relatively small size of the State Guarantee Fund in relation to the Fund's total coverage, total recovery of insured losses may not be available. This coverage has been considered in determining custodial credit risk.

As of December 31, 2023, none of the Commission's deposits with financial institutions were in excess of federal and state depository insurance limits. Deposits that are not covered by depository insurance and are uncollateralized.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Wisconsin statutes limit investments in securities to the top two ratings assigned by nationally recognized statistical rating organizations. The Commission's formal investment policy limits credit risk by diversifying the investment portfolio so that losses from any one type of security or from any one individual issuer will be minimized. The Commission's investment in the Wisconsin local government investment pool is not rated.



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**NOTE 2 DETAILED NOTES (CONTINUED)**

**A. Cash and Investments (Continued)**

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Commission's formal investment policy limits investment maturities to shorter-term securities, money market mutual funds, or similar investment pools and limits the average maturity of its portfolio as a means of managing its exposure to fair value losses arising from increasing interest rates. The investments held by the Wisconsin Local Government Investment Pool as of June 30, 2023 have a weighted average maturity of 28 days.

Investments

The Commission has investments in the Wisconsin Local Government Investment Pool of \$529,981 and \$262,377 at December 31, 2023 and 2022, respectively. The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2023 and 2022, the fair value of the Commission's share of the LGIP's assets was substantially equal to the carrying value.

**B. Restricted Assets**

Restricted assets on December 31, 2023 and 2022 was \$18,200 and \$63,811, respectively, and consisted of cash and investments. The amount of \$15,361 and \$6,382 for the years ended December 31, 2023 and 2022, respectively, were held for the NR-135 Mining Reclamation program and upon termination of the program would be returned to the four-member counties (Outagamie, Shawano, Waupaca, and Winnebago) based on active acreage. The liability associated with this program's restricted assets is included with unearned revenues on the statement of net position.

Restricted assets also include \$2,839 and \$57,429 for the years ended December 31, 2023 and 2022, respectively, received in advance from grantors. If the grant program would end without fulfilling the project requirements, the unspent funds would be returned to the grantors. All grant requirements are expected to be fulfilled in 2024. The liability associated with these grants' restricted assets is included with unearned revenues on the statement of net position.

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**NOTE 2 DETAILED NOTES (CONTINUED)**

**C. Grants and Projects Accounts Receivable**

The Commission performs planning and other services for its members and certain other entities under agreements to provide these services. In addition, it performs certain services under terms of state and federal grants.

The Commission bills those receiving services and/or applies grant funds (recognizes revenues from grant proceeds) based on services performed. Unrecognized grant funds and prepaid local project services are treated as unearned revenues if expenditures for the respective grant or project have not been incurred.

The amount due from various grants and local projects on December 31, 2023 and 2022 was \$380,764 and \$395,987, respectively.

**D. Capital Assets**

Capital asset activity for the year ended December 31, 2023 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital Assets, Depreciable and Amortizable:				
Vehicle	\$ 28,346	\$ -	\$ -	\$ 28,346
Computer Equipment	90,842	2,813	-	93,655
Other Equipment	133,314	-	-	133,314
Other Equipment Right-to-Use Asset	27,190	-	-	27,190
Building Right-to-Use Asset	116,182	-	-	116,182
Subtotals	<u>395,874</u>	<u>2,813</u>	<u>-</u>	<u>398,687</u>
Less Accumulated Depreciation and Amortization For:				
Vehicle	1,890	5,669	-	7,559
Computer Equipment	75,102	7,987	-	83,089
Other Equipment	75,334	9,293	-	84,627
Other Equipment Right-to-Use	10,459	6,276	-	16,735
Building Right-to-Use	73,377	42,805	-	116,182
Subtotals	<u>236,162</u>	<u>72,030</u>	<u>-</u>	<u>308,192</u>
 Total Capital Assets, Depreciable and Amortizable, Net	 <u>159,712</u>	 <u>(69,217)</u>	 <u>-</u>	 <u>90,495</u>
 Business-Type Capital Assets, Net	 <u>\$ 159,712</u>	 <u>\$ (69,217)</u>	 <u>\$ -</u>	 <u>90,495</u>
 Less: Capital Related Debt - Lease Liabilities				 <u>14,003</u>
 Net Investment in Capital Assets				 <u>\$ 76,492</u>

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**NOTE 2 DETAILED NOTES (CONTINUED)**

**D. Capital Assets (Continued)**

Capital asset activity for the year ended December 31, 2022 was as follows:

	Beginning Balance	Adjustments	Increases	Decreases	Ending Balance
Capital Assets, Depreciable and Amortizable:					
Vehicle	14,839	-	28,346	14,839	28,346
Computer Equipment	107,031	(27,190)	11,001	-	90,842
Other Equipment	74,794	-	58,520	-	133,314
Other Equipment Right-to-Use Asset	-	27,190	-	-	27,190
Building Right-to-Use Asset	-	-	116,182	-	116,182
Subtotals	<u>196,664</u>	<u>-</u>	<u>214,049</u>	<u>14,839</u>	<u>395,874</u>
Less Accumulated Depreciation and Amortization For:					
Vehicle	14,839	-	1,890	14,839	1,890
Computer Equipment	68,839	(4,183)	10,446	-	75,102
Other Equipment	71,992	-	3,342	-	75,334
Other Equipment Right-to-Use	-	4,183	6,276	-	10,459
Building Right-to-Use	-	-	73,377	-	73,377
Subtotals	<u>155,670</u>	<u>-</u>	<u>95,331</u>	<u>14,839</u>	<u>236,162</u>
Total Capital Assets, Depreciable and Amortizable, Net	<u>40,994</u>	<u>-</u>	<u>118,718</u>	<u>-</u>	<u>159,712</u>
Business-Type Capital Assets, Net	<u>\$ 40,994</u>	<u>\$ -</u>	<u>\$ 118,718</u>	<u>\$ -</u>	<u>159,712</u>
Less: Capital Related Debt - Lease Liabilities					<u>64,374</u>
Net Investment in Capital Assets					<u>\$ 95,338</u>

**E. Long-Term Obligations**

The following is a summary of changes in long-term obligations of the Commission for the year ended December 31, 2023:

	Beginning Balance	Issued	Retired	Ending Balance
Lease Liabilities	<u>\$ 64,374</u>	<u>\$ -</u>	<u>\$ 50,371</u>	<u>\$ 14,003</u>

The following is a summary of changes in long-term obligations of the Commission for the year ended December 31, 2022:

	Beginning Balance	Issued	Retired	Ending Balance
Lease Liabilities	<u>\$ 26,986</u>	<u>\$ 116,182</u>	<u>\$ 78,794</u>	<u>\$ 64,374</u>

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**NOTE 2 DETAILED NOTES (CONTINUED)**

**E. Long-Term Obligations (Continued)**

Leases

The Commission leases office space usage and a copier under long-term, noncancelable lease agreements. The lease for the space usage was canceled in 2023. The copier expires in 2026.

Total principal and interest costs for the lease was \$50,375 and \$81,875 for the years ended December 31, 2023 and 2022.

The future minimum lease payments for the copier agreement are as follows:

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	5,842	433	6,275
2025	6,080	195	6,275
2026	2,081	10	2,091
Total Minimum Payments Required	<u>\$ 14,003</u>	<u>\$ 638</u>	<u>\$ 14,641</u>

Right-to-Use assets acquired through outstanding leases are shown in Note 2.D.

**F. Pension Plan**

Plan Description

The Wisconsin Retirement System (WRS) is a cost-sharing, multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible state of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, expected to work at least 1200 hours a year and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report, which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Wisconsin Retirement System Financial Report, which can also be found using the link above.

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**NOTE 2 DETAILED NOTES (CONTINUED)**

**F. Pension Plan (Continued)**

Plan Description (Continued)

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Employees who retire at or after age 65 (54 for protective occupations and 62 for elected officials and executive service retirement plan participants, if hired on or before December 31, 2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Postretirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the floor) set at retirement.

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**NOTE 2 DETAILED NOTES (CONTINUED)**

**F. Pension Plan (Continued)**

Postretirement Adjustments (Continued)

The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment	Variable Fund Adjustment
2013	(9.6)	(9.0)
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0
2019	-	(10.0)
2020	1.7	21.0
2021	5.1	13.0
2022	7.4	15.0

Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee Category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the years ended December 31, 2023 and December 31, 2022, the WRS recognized \$79,439 and \$74,452, respectively, in contributions from the Commission.

Contribution rates for the 2023 reporting period are:

Employee Category	Employee	Employer
General (Including Executives, and Elected Officials)	6.80 %	6.80 %
Protective with Social Security	6.80	13.20
Protective without Social Security	6.80	18.10

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**NOTE 2 DETAILED NOTES (CONTINUED)**

**F. Pension Plan (Continued)**

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2023 and 2022, the Commission reported a liability (asset) of \$330,493 and (\$530,176), respectively, for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2022, and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2021 rolled forward to December 31, 2022. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Commission's proportion of the net pension liability (asset) was based on the Commission's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2022, the Commission's proportion was 0.00623842%, which was a decrease of 0.0003393% from its proportion measured as of December 31, 2021.

For the years ended December 31, 2023 and 2022, the Commission recognized pension expense (revenue) of \$168,819 and \$(48,778) respectively.

At December 31, 2023 and 2022, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	2023	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 526,372	\$ 691,535
Net Differences Between Projected and Actual Earnings on Pension Plan Investments	561,431	
Changes in Assumptions	64,988	
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	13,691	4,537
Employer Contributions Subsequent to the Measurement Date	79,439	-
Total	<u>\$ 1,245,921</u>	<u>\$ 696,072</u>

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**NOTE 2 DETAILED NOTES (CONTINUED)**

**F. Pension Plan (Continued)**

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

	2022	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 856,473	\$ 61,760
Net Differences Between Projected and Actual		
Earnings on Pension Plan Investments	-	1,186,049
Changes in Assumptions	98,912	-
Changes in Proportion and Differences Between		
Employer Contributions and Proportionate Share		
of Contributions	4,443	7,987
Employer Contributions Subsequent to the		
Measurement Date	74,452	-
Total	\$ 1,034,280	\$ 1,255,796

The \$79,439 and \$74,452 reported as deferred outflows at December 31, 2023 and 2022 related to pension resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the years ending December 31, 2024 and 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension at December 31, 2024 will be recognized in pension expense as follows:

<u>Year Ended December 31,</u>	<u>Expense</u>
2024	\$ (20,304)
2025	(98,124)
2026	(101,704)
2027	(250,280)
Total	\$ (470,412)



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**NOTE 2 DETAILED NOTES (CONTINUED)**

**F. Pension Plan (Continued)**

Actuarial Assumptions

The total pension liability in the December 31, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2021
Measurement date of Net Pension Liability (Asset):	December 31, 2022
Experience Study:	January 1, 2018 - December 31, 2020 Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	6.8%
Discount Rate;	6.8%
Salary Increases:	
Wage Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality	2020 WRS Experience Mortality Table
Postretirement Adjustments*	1.7%

*\* No postretirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.7% is the assumed annual adjustment based on the investment return assumption and the postretirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. The total pension liability for December 31, 2022 is based upon a roll-forward of the liability calculated from the December 31, 2021 actuarial valuation.

Long-Term Expected Return on Plan Assets

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

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**NOTE 2 DETAILED NOTES (CONTINUED)**

**F. Pension Plan (Continued)**

Long-Term Expected Return on Plan Assets (Continued)

The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
<b>Core Fund Asset Class:</b>			
Public Equity	48.0 %	7.6 %	5.0 %
Public Fixed Income	25.0	5.3	2.7
Inflation Sensitive Assets	19.0	3.6	1.1
Real Estate	8.0	5.2	2.6
Private Equity/Debt	15.0	9.6	6.9
Cash	(15.0)	0.9	N/A
Total Core Fund	100.0 %	7.4 %	4.8 %
<b>Variable Fund Asset Class:</b>			
U.S. Equities	70.0 %	7.2 %	4.6 %
International Equities	30.0	8.1	5.5
Total Variable Fund	100.0 %	7.7 %	5.1 %

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.50%

Asset allocations are managed within established ranges, target percentages may differ from actual monthly allocations.

The Investment policy used for the Core Fund involves reducing equity exposure by leveraging lower-volatility assets, such as fixed income securities. This results in an asset allocation beyond 100%. Currently, an asset allocation target of 15% policy leverage is used, subject to an allowable range of up to 20%.

Single Discount Rate

A single discount rate of 6.80% was used to measure the total pension liability for the current and prior year. This single discount rate is based on the expected rate of return on pension plan investments of 6.80% and a municipal bond rate of 4.05% (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-year Municipal GO AA Index" as of December 31, 2022. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.). Because of the unique structure of WRS, the 6.80% expected rate of return implies that a dividend of approximately 1.7% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate

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**NOTE 2 DETAILED NOTES (CONTINUED)**

**F. Pension Plan (Continued)**

Single Discount Rate (Continued)

and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate.

Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members.

Sensitivity of the Commission's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the Commission's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.80% for the current and prior year, as well as what the Commission's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.80%) or 1-percentage-point higher (7.80%) than the current rate:

	2023		
	1% Decrease to Discount Rate (5.80%)	Current Discount Rate (6.80%)	1% Increase to Discount Rate (7.80%)
Commission's Proportionate Share of the Net Pension Liability (Asset)	\$ 1,096,895	\$ 330,493	\$ (196,726)
	2022		
	1% Decrease to Discount Rate (5.80%)	Current Discount Rate (6.80%)	1% Increase to Discount Rate (7.80%)
Commission's Proportionate Share of the Net Pension Liability (Asset)	\$ 376,197	\$ (530,176)	\$ (1,182,596)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Payables to the Pension Plan

At December 31, 2023 and 2022, the Commission reported a payable of \$13,788 and \$12,447, respectively, for the outstanding amount of contributions to the pension plan for the years then ended.

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**NOTE 2 DETAILED NOTES (CONTINUED)**

**G. Other Postemployment Benefits**

The Commission reports OPEB related balances at December 31, 2023 and 2022 as summarized below:

	2023			
	OPEB Liability	Deferred Outflows of Resources	Deferred Inflows of Resources	OPEB Expense (Income)
Local Retiree Life Insurance Fund (LRLIF)	\$ 47,958	\$ 23,238	\$ 62,704	\$ (1,022)
Single-Employer Defined OPEB Plan	45,644	31,318	62,786	5,760
Total	<u>\$ 93,602</u>	<u>\$ 54,556</u>	<u>\$ 125,490</u>	<u>\$ 4,738</u>
	2022			
	OPEB Liability	Deferred Outflows of Resources	Deferred Inflows of Resources	OPEB Expense
Local Retiree Life Insurance Fund (LRLIF)	\$ 67,372	\$ 21,657	\$ 43,022	\$ 1,819
Single-Employer Defined OPEB Plan	63,037	37,376	61,021	6,456
Total	<u>\$ 130,409</u>	<u>\$ 59,033</u>	<u>\$ 104,043</u>	<u>\$ 8,275</u>

1. Single-Employer Defined Postemployment Benefit Plan

Plan Description

The plan is a single-employer defined benefit postemployment health plan that covers retired employees of the Commission. Eligible retired employees have access to group medical coverage through the Commission's group plan. Commission paid medical benefits are paid for as indicated below. All employees of the Commission are eligible for the plan if they meet the following age and service requirements below. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Benefits Provided and Eligibility Requirements

The Commission provides medical (including prescription drugs) coverage for retired employees through the Commission's group health insurance plan. Employees must retire from the Commission and be eligible for Wisconsin Retirement System benefits to be eligible for this other postemployment benefit.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
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**NOTE 2 DETAILED NOTES (CONTINUED)**

**G. Other Postemployment Benefits (Continued)**

1. Single-Employer Defined Postemployment Benefit Plan (Continued)

Employees Covered by Benefit Terms

At December 31, 2021, the following employees were covered by the benefit terms:

Inactive Employees or Beneficiaries Currently Receiving Benefit Payments	2
Active Employees	17
Total	19

Contributions

Certain retired plan members and beneficiaries currently receiving benefits are required to contribute 100% of the cost of insurance premiums. Commission paid medical benefits are comprised solely of the implicit rate subsidy incurred when the premium rate paid by retirees is lower than it would be if the retiree's premium was rated separately from the active employees.

Total OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At December 31, 2023 and 2022, the Commission reported a liability of \$45,644 and \$63,037, respectively. The Commission's total OPEB liability was measured as of December 31, 2022, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of December 31, 2021. No material changes in eligibility or benefit terms occurred between the actuarial valuation date and the measurement date.

At December 31, 2023 and 2022 the Commission reported deferred inflows of resources related to OPEB from the following sources:

	2023	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 5,178	\$ 43,533
Changes in Assumptions	15,750	19,253
Net Difference Between Projected and Actual Earnings on OPEB Plan Investments	-	-
Commission Contributions Subsequent to the Measurement Date	10,390	-
Total	\$ 31,318	\$ 62,786

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**NOTE 2 DETAILED NOTES (CONTINUED)**

**G. Other Postemployment Benefits (Continued)**

1. Single-Employer Defined Postemployment Benefit Plan (Continued)

Total OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

	2022	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 5,918	\$ 48,124
Changes in Assumptions	17,924	12,897
Net Difference Between Projected and Actual Earnings on OPEB Plan Investments	-	-
Commission Contributions Subsequent to the Measurement Date	13,534	-
Total	\$ 37,376	\$ 61,021

The \$10,390 and \$13,534 reported as deferred outflows at December 31, 2023 and 2022, respectively, related to OPEB resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability (asset) in the year ended December 31, 2024 and 2023. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB for December 31, 2024 will be recognized in OPEB expense as follows:

Year Ended December 31,	Expense
2024	\$ (5,887)
2025	(5,887)
2026	(5,887)
2027	(5,887)
2028	(5,887)
Thereafter	(12,423)
Total	\$ (41,858)

Actuarial Assumptions

The total OPEB liability in the December 31, 2021 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation:	2.00%
Salary Increases, Including Inflation:	0.1% to 3.5% based on years of service plus 3%
Discount Rate:	4.25%
Healthcare Cost Trend Rates:	6.5% decreasing by 0.10% down to 5.0%, and level thereafter

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NOTES TO FINANCIAL STATEMENTS  
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**NOTE 2 DETAILED NOTES (CONTINUED)**

**G. Other Postemployment Benefits (Continued)**

1. Single-Employer Defined Postemployment Benefit Plan (Continued)

Actuarial Assumptions (Continued)

Mortality rates are based on the Wisconsin 2018 Mortality Table adjusted for future mortality improvements using the MP-2018 fully generated improvement scale (multiplied 60%). The previous valuation used the Wisconsin 2012 Mortality Table.

The actuarial assumptions used in the December 31, 2021 valuation were based on an experience study conducted in 2018 using Wisconsin Retirement System experience from 2015-17. The previous valuation used the "Wisconsin Retirement System 2012 - 2014 Experience Study" conducted in 2015.

Discount Rate

A single discount rate of 4.25% was used to measure the total OPEB liability for the current year, as opposed to a discount rate of 2.0% for the prior year. The discount rate is based on the 20-year AA Municipal Bond Index as of the measurement date.

Changes in the Total OPEB Liability

	Increase (Decrease)
	Total OPEB Liability
Balance - December 31, 2021	\$ 135,549
Changes for the Year:	
Service Cost	8,233
Interest	2,936
Changes of Benefit Terms	-
Differences Between Expected and Actual Experience	(54,139)
Changes of Assumptions	(11,198)
Benefit Payments	(18,344)
Net Changes	(72,512)
Balance - December 31, 2022	\$ 63,037
Changes for the Year:	
Service Cost	5,526
Interest	1,181
Changes of Benefit Terms	-
Differences Between Expected and Actual Experience	(1,602)
Changes of Assumptions	(8,964)
Benefit Payments	(13,534)
Net Changes	(17,393)
Balance - December 31, 2023	\$ 45,644

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
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NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023 AND 2022**

**NOTE 2 DETAILED NOTES (CONTINUED)**

**G. Other Postemployment Benefits (Continued)**

1. Single-Employer Defined Postemployment Benefit Plan (Continued)

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the Commission, as well as what the Commission's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.25% for 2023 and 1.00% for 2022) or 1-percentage-point higher (5.25% for 2023 and 3.00% for 2022) than the current rate:

	2023		
	1% Decrease to Discount Rate (3.25%)	Current Discount Rate (4.25%)	1% Increase to Discount Rate (5.25%)
Total OPEB Liability	\$ 49,450	\$ 45,644	\$ 42,146
	2022		
	1% Decrease to Discount Rate (1.00%)	Current Discount Rate (2.00%)	1% Increase to Discount Rate (3.00%)
Total OPEB Liability	\$ 66,928	\$ 63,037	\$ 59,340

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability of the Commission, as well as what the Commission's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (5.5% decreasing to 4.0%) or 1-percentage-point higher (7.5% decreasing to 6.0%) than the current healthcare cost trend rates:

	2023		
	1% Decrease (5.5% Decreasing to 4.0%)	Healthcare Cost Trend Rates (6.5% Decreasing to 5.0%)	1% Increase (7.5% Decreasing to 6.0%)
Total OPEB Liability	\$ 40,429	\$ 45,644	\$ 51,931
	2022		
	1% Decrease (5.5% Decreasing to 4.0%)	Healthcare Cost Trend Rates (6.5% Decreasing to 5.0%)	1% Increase (7.5% Decreasing to 6.0%)
Total OPEB Liability	\$ 57,488	\$ 63,037	\$ 69,678

OPEB Expense

For the years ended December 31, 2023 and 2022, the Commission recognized OPEB expense (revenue) of \$820 and \$6,456 respectively.



**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
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**NOTE 2 DETAILED NOTES (CONTINUED)**

**G. Other Postemployment Benefits (Continued)**

Payable to the OPEB Plan

At December 31, 2023 and 2022, the Commission reported no outstanding contribution to the plan required for the years then ended.

2. Local Retiree Life Insurance Fund

Plan Description

The LRLIF is a cost-sharing multiple-employer defined benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides postemployment life insurance benefits for all eligible members.

Plan Description (Continued)

ETF issues a standalone Annual Comprehensive Financial Report, which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Retiree Life Insurance Financial Report, which can be found at <https://etfonline.wi.gov/ETFGASBPublicWeb/gasb75Local.do>

The LRLIF plan provides fully paid up life insurance benefits for post-age 64 retired employees and pre-65 retirees who pay for their coverage.

Contributions

The Group Insurance Board approves contribution rates annually, based on recommendations from the insurance carrier. Recommended rates are based on an annual valuation, taking into consideration an estimate of the present value of future benefits and the present value of future contributions. A portion of employer contributions made during a member's working lifetime funds a postretirement benefit.

Employers are required to pay the following contributions based on member contributions for active members to provide them with Basic Coverage after age 65. There are no employer contributions required for pre-age 65 annuitant coverage. If a member retires prior to age 65, they must continue paying the employee premiums until age 65 in order to be eligible for the benefit after age 65.

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MENASHA, WISCONSIN  
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DECEMBER 31, 2023 AND 2022**

**NOTE 2 DETAILED NOTES (CONTINUED)**

**G. Other Postemployment Benefits (Continued)**

Contributions (Continued)

Contribution rates as of December 31, 2023 are:

Coverage Type	Employer Contribution
50% Post-Retirement Coverage	40% of Employee Contribution
25% Post-Retirement Coverage	20% of Employee Contribution

Member contributions are based upon nine age bands through age 69 and an additional eight age bands for those age 70 and over. Participating members must pay monthly contribution rates per \$1,000 of coverage until the age of 65 (age 70 if active).

The member contribution rates in effect for the reporting period ended December 31, 2022 are as listed below:

Life Insurance Member Contribution Rates*		
For the Reporting Period Ended December 31, 2022		
Attained Age	Basic	Supplemental
Under 30	\$0.05	\$0.05
30 - 34	0.06	0.06
35 - 39	0.07	0.07
40 - 44	0.08	0.08
45 - 49	0.12	0.12
50 - 54	0.22	0.22
55 - 59	0.39	0.39
60 - 64	0.49	0.49
65 - 69	0.57	0.57

\*Disabled members under age 70 receive a waiver-of-premium benefit

During the years ended December 31, 2023 and 2022, the LRLIF recognized \$282 and \$243, respectively, in contributions from the Commission.

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NOTES TO FINANCIAL STATEMENTS  
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**NOTE 2 DETAILED NOTES (CONTINUED)**

**G. Other Postemployment Benefits (Continued)**

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs

At December 31, 2023 and 2022, the Commission reported a liability of \$47,958 and \$67,372, respectively, for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of December 31, 2022, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of January 1, 2022 rolled forward to December 31, 2022. No material changes in assumptions or benefits terms occurred between the actuarial valuation date and the measurement date. The Commission's proportion of the net OPEB liability was based on the Commission's share of contributions to the OPEB plan relative to the contributions of all participating employers. At December 31, 2022, the Commission's proportion was .01258800%, which was an increase of .00118800% from its proportion measured as of December 31, 2021.

For the years ended December 31, 2023 and 2022, the Commission recognized OPEB expense (income) of (\$1,022) and \$1,819 respectively.

At December 31, 2023 and 2022, the Commission reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	2023	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ -	\$ 4,693
Net Differences Between Projected and Actual Earnings on OPEB Plan Investments	900	-
Changes in Assumptions	17,229	28,308
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	4,827	29,703
Employer Contributions Subsequent to the Measurement Date	282	-
Total	<u>\$ 23,238</u>	<u>\$ 62,704</u>

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023 AND 2022**

**NOTE 2 DETAILED NOTES (CONTINUED)**

**G. Other Postemployment Benefits (Continued)**

2. Local Retiree Life Insurance Fund (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs (Continued)

	2022	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ -	\$ 3,427
Net Differences Between Projected and Actual Earnings on OPEB Plan Investments	878	-
Changes in Assumptions	20,356	3,266
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	180	36,329
Employer Contributions Subsequent to the Measurement Date	243	-
Total	<u>\$ 21,657</u>	<u>\$ 43,022</u>

The \$282 and \$243 reported as deferred outflows at December 31, 2023 and 2022, respectively, related to OPEB resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability (asset) in the year ending December 31, 2024 and 2023. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB for December 31, 2024 will be recognized in OPEB expense as follows:

Year Ended December 31,	Expense
2024	\$ (6,799)
2025	(7,167)
2026	(6,016)
2027	(7,733)
2028	(8,438)
Thereafter	(3,595)
Total	<u>\$ (39,748)</u>

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023 AND 2022**

**NOTE 2 DETAILED NOTES (CONTINUED)**

**G. Other Postemployment Benefits (Continued)**

2. Local Retiree Life Insurance Fund (Continued)

Actuarial Assumptions

The total OPEB liability in the January 1, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	January 1, 2022
Measurement Date of Net OPEB Liability (Asset):	December 31, 2022
Experience Study:	January 1, 2018 - December 31, 2020 Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
20-Year Tax-Exempt Municipal Bond Yield:	3.72%
Long-Term Expected Rate of Return:	4.25%
Discount Rate:	3.76%
Salary Increases:	
Wage Inflation	3.00%
Seniority/Merit	0.1% - 5.6%
Mortality:	2020 WRS Experience Mortality Table

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. The total OPEB liability for December 31, 2022 is based upon a roll-forward of the liability calculated from the January 1, 2022 actuarial valuation.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
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DECEMBER 31, 2023 AND 2022**

**NOTE 2 DETAILED NOTES (CONTINUED)**

**G. Other Postemployment Benefits (Continued)**

2. Local Retiree Life Insurance Fund (Continued)

Long-Term Expected Return on Plan Assets

The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Investments for the LRLIF are held with Securian, the insurance carrier. Interest is calculated and credited to the LRLIF based on the rate of return for a segment of the insurance carriers' general fund, specifically 10-year A-Bonds (as a proxy, and not tied to any specific investments). The overall aggregate interest rate is calculated using a tiered approach based on the year the funds were originally invested and the rate of return for that year. Investment interest is credited based on the aggregate rate of return and assets are not adjusted to fair market value. Furthermore, the insurance carrier guarantees the principal amounts of the reserves, including all interest previously credited thereto.

<u>Asset Class</u>	<u>Index</u>	<u>Target Allocation</u>	<u>Long-Term Expected Geometric Real Rate of Return</u>
U.S. Interim Credit Bonds	Bloomberg U.S. Interim Credit	50 %	2.45 %
U.S. Mortgages	Bloomberg MBS	50 %	2.83 %
Inflation			2.30 %
Long-Term Expected Rate of Return			4.25 %

The long-term expected rate of return and expected inflation rate remained unchanged from the prior year at 4.25%. The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation.

Single Discount Rate

A single discount rate of 3.76% was used to measure the total OPEB liability for the current and prior year, as opposed to a discount rate of 2.17% for the year 2021. The significant change in the discount rate was primarily caused by the increase in the municipal bond rate from 2.06% as of December 31, 2021 to 3.72% as of December 31, 2022. The plan's fiduciary net position was projected to be insufficient to make all projected future benefit payments of current active and inactive employees.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023 AND 2022**

**NOTE 2 DETAILED NOTES (CONTINUED)**

**G. Other Postemployment Benefits (Continued)**

2. Local Retiree Life Insurance Fund (Continued)

Single Discount Rate (Continued)

Therefore, the discount rate for calculating the Total OPEB Liability is equal to the single equivalent rate that results in the same actuarial present value as the long-term expected rate of return applied to benefit payments, to the extent that the plan's fiduciary net position is projected to be sufficient to make projected benefit payments, and the municipal bond rate applied to benefit payment to the extent that the plan's fiduciary net position is projected to be insufficient. The plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through December 31, 2036.

The projection of cash flows used to determine the single discount rate assumed that employer contributions will be made according to the current employer contribution schedule and that contributions are made by plan members retiring prior to age 65.

Sensitivity of the Commission's Proportionate Share of Net OPEB Liability to Changes in the Discount Rate

The following presents the Commission's proportionate share of the net OPEB liability calculated using the discount rate of 3.76%, as well as what the Commission's proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.76%) or 1-percentage-point higher (4.76%) than the current rate:

	2023		
	1% Decrease to Discount Rate (2.76%)	Current Discount Rate (3.76%)	1% Increase to Discount Rate (4.76%)
Commission's Proportionate Share of the Net OPEB Liability (Asset)	\$ 65,386	\$ 47,958	\$ 34,602
	2022		
	1% Decrease to Discount Rate (2.76%)	Current Discount Rate (3.76%)	1% Increase to Discount Rate (4.76%)
Commission's Proportionate Share of the Net OPEB Liability (Asset)	\$ 31,457	\$ 23,072	\$ 16,647

Payable to the OPEB Plan

At December 31, 2023 and 2022, the Commission reported no outstanding contribution to the plan for the years then ended.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023 AND 2022**

**NOTE 3 OTHER INFORMATION**

**A. Risk Management**

The Commission is exposed to various risks of loss related torts; theft of, damage to, or destruction of assets; errors and omission; workers' compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded the commercial coverage in any of the past three years. There were no significant reductions in coverage compared to the prior year.

**B. Contingencies**

The Commission participates in a number of federal and state assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. Accordingly, the Commission's compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time although the Commission expects such amounts, if any, to be immaterial.

From time to time, the Commission is party to other various pending claims and legal proceedings. Although the outcome of such matters cannot be forecast with certainty, it is the opinion of management that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Commission's financial position or results of operations.

DRAFT FOR REVIEW PURPOSES



**REQUIRED SUPPLEMENTARY INFORMATION**

DRAFT FOR REVIEW PURPOSES

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)  
WISCONSIN RETIREMENT SYSTEM  
LAST TEN FISCAL YEARS**

<u>Measurement Period Ending</u>	<u>Proportion of the Net Pension Liability (Asset)</u>	<u>Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Covered Payroll (Plan Year)</u>	<u>Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset)</u>
12/31/14	0.00780149 %	\$ (191,626)	\$ 1,105,566	17.33 %	102.74 %
12/31/15	0.00801265	130,204	1,177,775	11.06	98.20
12/31/16	0.00821119	67,680	1,221,768	5.54	99.12
12/31/17	0.00833588	(247,502)	1,228,150	20.15	102.93
12/31/18	0.00824019	293,160	1,232,174	23.79	96.45
12/31/19	0.00789283	(254,500)	1,186,316	21.45	102.96
12/31/20	0.00721547	(450,471)	1,052,602	42.80	105.26
12/31/21	0.00657772	(530,176)	1,051,362	50.43	106.02
12/31/22	0.00623842	330,493	1,145,418	28.85	95.72

**SCHEDULE OF CONTRIBUTIONS  
WISCONSIN RETIREMENT SYSTEM  
LAST TEN FISCAL YEARS**

<u>Commission Fiscal Year Ending</u>	<u>Contractually Required Contributions</u>	<u>Contributions in Relation to the Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll (Fiscal Year)</u>	<u>Contributions as a Percentage of Covered Payroll</u>
12/31/15	\$ 80,089	\$ 80,089	\$ -	\$ 1,177,775	6.80 %
12/31/16	80,637	80,637	-	1,221,768	6.60
12/31/17	83,515	83,515	-	1,228,150	6.80
12/31/18	82,556	82,556	-	1,232,174	6.70
12/31/19	77,704	77,704	-	1,186,316	6.55
12/31/20	71,051	71,051	-	1,052,602	6.75
12/31/21	70,967	70,967	-	1,051,362	6.75
12/31/22	74,452	74,452	-	1,145,418	6.50
12/31/23	79,439	79,439	-	1,168,222	6.80

See accompanying Notes to Required Supplementary Information.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS  
LAST TEN FISCAL YEARS**

	2023	2022	2021	2020	2019	2018
Total OPEB Liability:						
Service Cost	\$ 5,526	\$ 8,233	\$ 7,322	\$ 5,813	\$ 6,400	\$ 6,400
Interest	1,181	2,936	3,413	3,570	2,961	2,645
Changes of Benefit Terms	-	-	-	-	-	-
Differences Between Expected and Actual Experience	(1,602)	(54,139)	-	8,138	-	-
Changes of Assumptions	(8,964)	(11,198)	5,839	18,076	(4,415)	-
Benefit Payments	(13,534)	(18,344)	(2,973)	-	-	-
Net Change in Total OPEB Liability	(17,393)	(72,512)	13,601	35,597	4,946	9,045
Total OPEB Liability - Beginning	63,037	135,549	121,948	86,351	81,405	72,360
Total OPEB Liability - Ending	<u>\$ 45,644</u>	<u>\$ 63,037</u>	<u>\$ 135,549</u>	<u>\$ 121,948</u>	<u>\$ 86,351</u>	<u>\$ 81,405</u>
Covered-Employee Payroll	\$ 1,058,128	\$ 1,058,128	\$ 1,052,602	\$ 1,187,946	\$ 1,234,041	\$ 1,274,914
Commission's Total OPEB Liability as a Percentage of Covered-Employee Payroll	4.31 %	5.96 %	12.88 %	10.27 %	7.00 %	6.39 %

\* The amounts presented for each fiscal year were determined as of the prior fiscal year-end. Amounts for prior years were not available.

See accompanying Notes to Required Supplementary Information.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
SCHEDULE OF PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)  
LOCAL RETIREE LIFE INSURANCE FUND  
LAST TEN FISCAL YEARS**

<u>Measurement Period Ending</u>	<u>Proportion of the Net OPEB Liability (Asset)</u>	<u>Proportionate Share of the Net OPEB Liability (Asset)</u>	<u>Covered Employee Payroll (Plan Year)</u>	<u>Proportionate Share of the Net OPEB Liability (Asset) as a Percentage of Covered Employee Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability (Asset)</u>
12/31/17	0.02424000	\$ 72,928	\$ 1,164,055	6.26 %	44.81 %
12/31/18	0.02303900	59,448	1,172,123	5.07	48.69
12/31/19	0.02164100	92,152	1,139,382	8.09	37.58
12/31/20	0.01978500	108,832	1,016,477	10.71	31.36
12/31/21	0.01139900	67,372	1,051,362	6.41	29.57
12/31/22	0.01258800	47,958	1,145,418	4.19	38.81

**SCHEDULE OF CONTRIBUTIONS  
LOCAL RETIREE LIFE INSURANCE FUND  
LAST TEN FISCAL YEARS**

<u>Commission Fiscal Year Ending</u>	<u>Contractually Required Contributions</u>	<u>Contributions in Relation to the Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Employee Payroll (Fiscal Year)</u>	<u>Contributions as a Percentage of Covered Employee Payroll</u>
12/31/18	\$ 441	\$ 441	\$ -	\$ 1,172,123	0.04 %
12/31/19	433	433	-	1,139,382	0.04
12/31/20	355	355	-	1,016,477	0.03
12/31/21	223	223	-	1,051,362	0.02
12/31/22	243	243	-	1,145,418	0.02
12/31/23	282	282	-	1,168,222	0.02

See accompanying Notes to Required Supplementary Information.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
DECEMBER 31, 2023 AND 2022**

**NOTE 1 WISCONSIN RETIREMENT SYSTEM**

**Changes of Benefit Terms**

There were no changes of benefit terms for any participating employer in WRS.

**Changes of Assumptions**

Based on a three-year experience study conducted in 2021 covering January 1, 2018 through December 31, 2020, the EFT Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2021 including the following:

- Lowering the long-term expected rate of return from 7.0% to 6.8%
- Lowering the discount rate from 7.0% to 6.8%
- Lowering the price inflation rate from 2.5% to 2.4%
- Lowering the post-retirement adjustments from 1.9% to 1.7%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table.

Based on a three-year experience study conducted in 2018 covering January 1, 2015 through December 31, 2017, the EFT Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2018 including the following:

- Lowering the long-term expected rate of return from 7.2% to 7.0%
- Lowering the discount rate from 7.2% to 7.0%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Lowering the post-retirement adjustments from 2.1% to 1.9%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table.

The Commission is required to present the last ten fiscal years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
DECEMBER 31, 2023 AND 2022**

**NOTE 2 OTHER POSTEMPLOYMENT BENEFITS**

**Single-employer Defined Benefit Postemployment Benefit Plan**

Changes of Benefit Terms

There were no changes of benefit terms.

Changes of Assumptions

Several actuarial assumptions changed from the prior year, including updated WRS decrement assumptions, assumed discount rate and revised medical trend.

No assets are accumulated in a trust to provide for future benefits.

The Commission is required to present the last ten fiscal years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

**Local Retiree Life Insurance Fund**

Changes of Benefit Terms

There were no changes of benefit terms for any participating employer in LRLIF.

Changes of Assumptions

In addition to the rate changes detailed in the tables above, the State of Wisconsin Employee Trust Fund Board adopted economic and demographic assumption changes based on a three-year experience study performed for the Wisconsin Retirement System. These assumptions are used in the actuarial valuations of OPEB liabilities (assets) for the retiree life insurance programs and are summarized below.

The assumption changes that were used to measure the December 31, 2021 total OPEB liabilities, including the following:

- Lowering the price inflation rate from 2.5% to 2.4%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table

The assumption changes that were used to measure the December 31, 2018 total OPEB liabilities, including the following:

- Lowering the long-term expected rate of return from 5.00% to 4.25%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table

The amounts reported for each fiscal year were determined as of the prior fiscal year-end. The Commission is required to present the last 10 fiscal years of data; however, accounting standards allow the presentation of as many years as are available until 10 fiscal years are presented.

**SUPPLEMENTARY INFORMATION**

DRAFT FOR REVIEW PURPOSES

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION  
BUDGET AND ACTUAL  
YEAR ENDED DECEMBER 31, 2023**

	Approved Budget	Actual	Variance with Budget - Positive (Negative)
<b>OPERATING REVENUES</b>			
Intergovernmental:			
Federal Grants	\$ 1,801,490	\$ 1,318,871	\$ (482,619)
State Grants	98,535	71,514	(27,021)
Community Grants	-	16,940	16,940
Intergovernmental Charges for Services:			
Local Districts Membership Levy	625,000	625,000	-
Local Contracts	80,792	58,026	(22,766)
NR-135 Program	144,025	136,355	(7,670)
Public Charges for Services	10,000	9,475	(525)
Total Operating Revenues	<u>2,759,842</u>	<u>2,236,181</u>	<u>(523,661)</u>
<b>OPERATING EXPENSES</b>			
Salaries and Wages	1,285,494	1,195,943	89,551
Employee Fringes and Benefits	413,496	447,539	(34,043)
Direct Grant Expenses	682,758	436,345	246,413
Meetings and Staff Development	17,440	12,300	5,140
Supplies	5,600	6,017	(417)
Office Space and Equipment	26,976	90,311	(63,335)
Reference Materials, Subscriptions, and Dues	1,600	3,772	(2,172)
Printing and Publishing	12,500	617	11,883
Postage	500	-	500
Staff Expenses	9,000	(3,381)	12,381
Insurance and Professional Fees	42,840	55,399	(12,559)
Depreciation	130,500	72,031	58,469
Total Operating Expenses	<u>2,628,704</u>	<u>2,316,893</u>	<u>311,811</u>
<b>OPERATING INCOME</b>	131,138	(80,712)	(211,850)
<b>NONOPERATING REVENUES (EXPENSES)</b>			
Interest Income	4,000	22,075	18,075
Interest and Fiscal Charges	(7,500)	(1,097)	6,403
Total Nonoperating Revenues (Expenses)	<u>(3,500)</u>	<u>20,978</u>	<u>24,478</u>
<b>CHANGE IN NET POSITION</b>	127,638	(59,734)	(187,372)
Net Position - Beginning of Year	<u>1,124,988</u>	<u>1,124,988</u>	<u>(0)</u>
<b>NET POSITION - END OF YEAR</b>	<u>\$ 1,252,626</u>	<u>\$ 1,065,254</u>	<u>\$ (187,372)</u>



**ADDITIONAL INDEPENDENT AUDITORS' REPORT  
FOR FINANCIAL STATEMENTS**

DRAFT FOR REVIEW PURPOSES

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Commissioners  
East Central Wisconsin Regional Planning Commission  
Menasha, Wisconsin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of East Central Wisconsin Regional Planning Commission, Menasha, Wisconsin (the Commission) as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated REPORT DATE.

***Report on Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Commission's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Commission’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**CliftonLarsonAllen LLP**

Green Bay, Wisconsin  
REPORT DATE

DRAFT FOR REVIEW PURPOSES

**FEDERAL AND STATE AWARDS**

DRAFT FOR REVIEW PURPOSES

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
FEDERAL AND STATE PROGRAM AND REPORT ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND THE  
*STATE SINGLE AUDIT GUIDELINES***

Board of Commissioners  
East Central Wisconsin Regional Planning Commission  
Menasha, Wisconsin

**Report on Compliance for Each Major Federal and State Program**

***Opinion on Each Major Federal and State Program***

We have audited East Central Wisconsin Regional Planning Commission's (the Commission) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration that could have a direct and material effect on each of the Commission's major federal and state programs for the year ended December 31, 2023. The Commission's major federal and state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Commission complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended December 31, 2023.

***Basis for Opinion on the Major Federal and State Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration. Our responsibilities under those standards, the Uniform Guidance and the *State Single Audit Guidelines* are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal and state program. Our audit does not provide a legal determination of the Commission's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Commission's federal and state programs.

***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Commission's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the *State Single Audit Guidelines* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Commission's compliance with the requirements of each major federal and state program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the *State Single Audit Guidelines*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Commission's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of the Commission's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the *State Single Audit Guidelines*, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the *State Single Audit Guidelines*. Accordingly, this report is not suitable for any other purpose.

**CliftonLarsonAllen LLP**

Green Bay, Wisconsin  
REPORT DATE

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED DECEMBER 31, 2023**

Federal Grantor/Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Agency	Pass-Through Entity Identifying Number	Federal Expenditures	Subrecipient Payment
<b>U.S. DEPARTMENT OF COMMERCE</b>					
Economic Development Support for Planning Organizations	11.302	Direct program	N/A	\$ 103,679	\$ -
Economic Development Cluster					
Economic Adjustment Assistance	11.307	Direct program	N/A	31,635	-
Total U.S. Department of Commerce				<u>135,314</u>	<u>-</u>
<b>U.S. DEPARTMENT OF TRANSPORTATION</b>					
<b>Federal Highway Administration:</b>					
Highway Planning and Construction					
Metropolitan Transportation Planning-Fox Cities and Oshkosh	20.205	Wisconsin Department of Transportation	395-0095-05-79	550,651	-
Metropolitan Transportation Planning-Fond du Lac	20.205	Wisconsin Department of Transportation	395-0095-05-93	180,000	-
Regional Transportation Planning	20.205	Wisconsin Department of Transportation	395-0430-04-46	71,729	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-06	20,921	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-07	71,791	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-09	189,248	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-10	10,811	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-13	778	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-14	130	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-17	2,625	-
Regional Safe Routes to School	20.205	Wisconsin Department of Transportation	1009-01-18	317	-
Total Highway Planning and Construction				<u>1,099,001</u>	<u>-</u>
<b>Federal Transit Administration:</b>					
Metropolitan and State Transportation Improvement Planning:					
Transit Development Plan for GO Transit	20.505	Wisconsin Department of Transportation	Unknown	76,976	-
Total U.S. Department of Transportation				<u>1,175,977</u>	<u>-</u>
<b>ENVIRONMENTAL PROTECTION AGENCY</b>					
Water Quality Management Planning	66.454	Wisconsin Department of Natural Resources	Unknown	6,000	-
Total Environmental Protection Agency				<u>6,000</u>	<u>-</u>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>				<u>\$ 1,317,291</u>	<u>\$ -</u>

See accompanying Notes to Schedule of Expenditures of Federal and State Awards.



**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
SCHEDULE OF EXPENDITURES OF STATE AWARDS  
YEAR ENDED DECEMBER 31, 2023**

<u>Grantor Agency/State Program Title</u>	<u>State I.D. Number</u>	<u>Pass-Through Agency</u>	<u>State Identifying Number</u>	<u>Total Expenditures</u>	<u>Subrecipient Payment</u>
<b>DEPARTMENT OF NATURAL RESOURCES</b>					
Local Water Quality Management Planning Aids	370.604	Direct program	Unknown	\$ 29,000	\$ -
Total Local Water Quality Management Planning Aids				<u>29,000</u>	<u>-</u>
<b>DEPARTMENT OF TRANSPORTATION</b>					
Planning Commission Program:					
Metropolitan Transportation Planning-Fox Cities and Oshkosh	395.202	Direct program	395-0095-05-79	27,121	-
Metropolitan Transportation Planning-Fond du Lac	395.202	Direct program	395-0095-05-93	6,427	-
Regional Transportation Planning	395.202	Direct program	395-0430-94-46	<u>8,966</u>	<u>-</u>
Total Planning Commission Program				<u>42,514</u>	<u>-</u>
<b>TOTAL STATE PROGRAMS</b>				<u>\$ 71,514</u>	<u>\$ -</u>

See accompanying Notes to Schedule of Expenditures of Federal and State Awards.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS  
YEAR ENDED DECEMBER 31, 2023**

**NOTE 1 BASIS OF PRESENTATION**

The accompanying schedules of expenditures of federal and state awards for the Commission are presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration.

The schedules of expenditures of federal and state awards include all federal and state awards of the Commission. Because the schedules present only a selected portion of the operations of the Commission, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Commission.

**NOTE 2 SIGNIFICANT ACCOUNTING POLICIES**

Revenues and expenditures in the schedules are presented in accordance with the full accrual basis of accounting and are generally in agreement with revenues and expenses reported in the Commission's 2023 financial statements.

The Commission has not elected to charge a de minimis rate of 10% of modified total costs.

**NOTE 3 OVERSIGHT AGENCIES**

The federal and state oversight agencies for the Commission are as follows:

Federal – U.S. Department of Commerce

State – Wisconsin Department of Transportation

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
 MENASHA, WISCONSIN  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 YEAR ENDED DECEMBER 31, 2023**

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**Section I – Summary of Auditors’ Results**

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**Financial Statements**

1. Type of auditors’ report issued: Unmodified
2. Internal control over financial reporting:
- Material weakness(es) identified? \_\_\_\_\_ yes \_\_\_\_\_ x no
  - Significant deficiency(ies) identified? \_\_\_\_\_ yes \_\_\_\_\_ x none reported
3. Noncompliance material to financial statements noted? \_\_\_\_\_ yes \_\_\_\_\_ x no

**Federal Awards**

1. Internal control over major federal programs:
- Material weakness(es) identified? \_\_\_\_\_ yes \_\_\_\_\_ x no
  - Significant deficiency(ies) identified? \_\_\_\_\_ yes \_\_\_\_\_ x none reported
2. Type of auditors’ report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? \_\_\_\_\_ yes \_\_\_\_\_ x no

**Identification of Major Federal Programs**

<b>Assistance Listing Number(s)</b>	<b>Name of Federal Program or Cluster</b>
20.205	Highway Planning and Construction

Dollar threshold used to distinguish between Type A and Type B programs: \$ 750,000

Auditee qualified as low-risk auditee? \_\_\_\_\_ x yes \_\_\_\_\_ no

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED DECEMBER 31, 2023**

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**Section I – Summary of Auditors’ Results (Continued)**

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**State Financial Assistance**

1. Internal control over state projects:

- Material weakness(es) identified?      \_\_\_\_\_ yes        x   no
- Significant deficiency(ies) identified that are not considered to be material weakness(es)?      \_\_\_\_\_ yes        x   none reported

2. Type of auditors’ report issued on compliance for state projects:

Unmodified

3. Any audit findings disclosed that are required to be reported in accordance with state requirements?

\_\_\_\_\_ yes        x   no

**Identification of Major State Projects**

**CSFA Number(s)**

395.202

**Name of State Project**

Planning Commission Program

Dollar threshold used to distinguish between Type A and Type B state projects:

\$   250,000  

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**Section II – Financial Statement Findings**

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Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

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**Section III – Findings and Questioned Costs – Major Federal and State Programs**

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Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a) and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
MENASHA, WISCONSIN  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED DECEMBER 31, 2023**

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***Section IV – Other Issues***

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1. Does the auditor have substantial doubt as to the auditee's ability to continue as a going concern? No
2. Does the audit report show audit issues (i.e. material noncompliance, nonmaterial noncompliance, questioned cost, material weakness, significant deficiencies, management letter comment, excess revenue, or excess reserve) related to grant/contracts with funding agencies that require audits to be in accordance with the State Single Audit Guidelines:
- Department of Natural Resources No
- Department of Transportation No
3. Was a Management Letter or other document conveying audit comments issued as a result of this audit? No
4. Name and signature of partner: Leah Lasecki, CPA, Principal
- Date of report: REPORT DATE

DRAFT FOR REVIEW PURPOSES

East Central Regional Planning Commission  
Statement of Net Position

	2023	2022	2021	2023 \$ Change from 2022
<b>ASSETS</b>				
Cash and Investments	\$ 638,105	\$ 565,532	\$ 431,675	\$ 72,573
Restricted Cash and Investments	(C) 18,200	63,811	901,111	(45,611)
Accounts Receivable	380,764	395,987	420,730	(15,223)
Prepaid Items	28,300	25,724	21,644	2,576
Net Pension Asset	(A) -	530,176	450,471	(530,176)
Capital Assets - Net	(B) 90,495	159,712	40,994	(69,217)
Total Assets	<u>1,155,864</u>	<u>1,740,942</u>	<u>2,266,625</u>	<u>(585,078)</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Other Postemployment Related Amounts	54,556	59,033	89,494	(4,477)
Pension Related Amounts	1,245,921	1,034,280	733,155	211,641
Total Deferred Outflows of Resources	<u>1,300,477</u>	<u>1,093,313</u>	<u>822,649</u>	<u>207,164</u>
<b>LIABILITIES</b>				
Accounts Payable	74,438	47,847	68,510	26,591
Accrued and Other Current Liabilities	15,493	21,929	16,944	(6,436)
Accrued Vacation Leave	23,296	21,058	22,469	2,238
Unearned Revenue	(C) 18,200	63,811	901,111	(45,611)
Long-Term Obligations:				-
Due Within One Year	5,842	49,276	6,275	(43,434)
Due in More Than One Year	8,161	15,098	20,711	(6,937)
Net Pension Liability	(A) 330,493	-	-	330,493
Net Other Postemployment Benefit Liability	93,602	130,409	244,381	(36,807)
Total Liabilities	<u>569,525</u>	<u>349,428</u>	<u>1,280,401</u>	<u>220,097</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Other Postemployment Related Amounts	125,490	104,043	26,047	21,447
Pension Related Amounts	696,072	1,255,796	998,314	(559,724)
Total Deferred Inflows of Resources	<u>821,562</u>	<u>1,359,839</u>	<u>1,024,361</u>	<u>(538,277)</u>
<b>NET POSITION</b>				
Net Investment in Capital Assets	76,492	95,338	14,008	(18,846)
Restricted for Pension Benefits	-	530,176	450,471	(530,176)
Unrestricted	988,762	499,474	320,033	489,288
Total Net Position	<u>\$ 1,065,254</u>	<u>\$ 1,124,988</u>	<u>\$ 784,512</u>	<u>\$ (59,734)</u>

(A) East Central's proportionate share of state's pension fund based on actuarial assumptions - this can revalue as an asset/liability dependent upon the State's valuation and market conditions. It's now reported as a liability in 2023.

(B) In 2022, GASB 87 leases added the building as a right to use asset. The value nets to \$ in 2023.

(C) 2021 had large balance due to Mainstreet bounceback grant program

East Central Wisconsin Regional Planning Commission  
Change in Net Position Data and Adjusted for Pension and OPEB

	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2023 \$ Change from 2022</b>
<b>Operating Revenues</b>						
Intergovernmental grants (Federal, State, Community)	(B) 1,407,325	8,656,836	3,668,508	1,107,747	1,289,041	\$ (7,249,511)
Intergovernmental charges for services (Includes Levy)	819,381	696,135	818,537	1,013,693	1,024,819	123,246
Public charges for services	9,475	6,450	4,620	4,760	5,645	3,025
Other operating revenues	-	-	-	13	26	-
Total Operating Revenues	<u>2,236,181</u>	<u>9,359,421</u>	<u>4,491,665</u>	<u>2,126,213</u>	<u>2,319,531</u>	<u>(7,123,240)</u>
<b>Operating Expenses</b>						
Salaries and wages	1,195,943	1,165,468	1,076,633	1,117,986	1,202,196	30,475
Employee fringes and benefits	(c) 447,539	215,864	262,393	472,863	603,583	231,675
Direct Grant Expenses	(B) 427,697	7,414,507	2,689,540	180,905	297,585	(6,986,810)
Meetings and Staff Development	12,300	10,834	7,460	13,051	40,902	1,466
Supplies	6,017	4,929	4,059	2,290	6,068	1,088
Office Space and Equipment	(D) 90,311	48,891	124,134	142,065	144,866	41,420
Reference Materials, Subscriptions, and Dues	3,772	1,207	775	3,135	6,051	2,565
Printing and Publishing	617	1,508	88	572	10,032	(891)
Staff Expenses	5,267	5,314	994	1,575	865	(47)
Insurance and Professional Fees	55,399	54,144	43,889	36,123	22,027	1,255
Depreciation	(D) 72,031	95,331	19,360	17,329	13,665	(23,300)
Total Operating Expenses	<u>2,316,893</u>	<u>9,017,997</u>	<u>4,229,325</u>	<u>1,987,894</u>	<u>2,347,840</u>	<u>(6,701,104)</u>
Operating Income (Loss)	(80,712)	341,424	262,340	138,319	(28,309)	(422,136)
Nonoperating Revenues (Expenses)	(E) 20,978	(948)	371	722	2,389	21,926
Change in Net Position, Per Audit	(59,734)	340,476	262,711	139,041	(25,920)	(400,210)
Adjustments for other items (Decreased Expense)/Increased Expense:	(A)					
Pension	89,304	(123,348)	(125,067)	20,578	116,001	212,652
Other post-employment benefits	(10,883)	(5,515)	6,190	13,663	14,067	(5,368)
	<u>78,421</u>	<u>(128,863)</u>	<u>(118,877)</u>	<u>34,241</u>	<u>130,068</u>	<u>207,284</u>
Change in Net Position, without other items	<u>\$ 18,687</u>	<u>\$ 211,613</u>	<u>\$ 143,834</u>	<u>\$ 173,282</u>	<u>\$ 104,148</u>	<u>\$ (192,926)</u>

(A) To remove the financial impact of annually adjusting for actuarially derived asset/liability for pension and other post employment benefits, this schedule is increasing/decreasing expense to arrive at change in net position without the impact of those actuarially derived amounts. This smooths out the comparison of change in net position year over year. All adjustments for pension and OPEB are adjusted through employee fringes and benefits.

(B) Mainstreet bounceback grant program was reported here in 2021 and 2022.

(C) Can fluctuate with the changes in GASB valuation entries from year to year (WRS and OPEB)

(D) Fluctuations in 2022 are due to GASB 87 lease accounting.

(E) Increase in 2023 due to interest income up approximately \$17k from prior year.

**Balance Sheet Totals - WRS and OPEB Amounts**

	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Net Pension Asset (Liability)	(330,493)	530,176	450,471	254,500	(293,160)	247,502
Deferred Outflow - Pension Related Amounts	1,245,921	1,034,280	733,155	573,984	783,580	445,914
Deferred Outflow - Other post-employment benefits	54,556	59,033	89,494	63,213	7,483	8,347
Other post-employment benefits	(93,602)	(130,409)	(244,381)	(214,100)	(145,799)	(154,333)
Deferred Inflow - Pension related amounts	(696,072)	(1,255,796)	(998,314)	(768,239)	(409,597)	(496,592)
Deferred Inflow - Other post-employment benefits	(125,490)	(104,043)	(26,047)	(23,857)	(22,765)	(1,028)
	<u>54,820</u>	<u>133,241</u>	<u>4,378</u>	<u>(114,499)</u>	<u>(80,258)</u>	<u>49,810</u>



**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:** January 17, 2024 @ 1:30 p.m. (Virtual)

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

**Committee Members Present:**

Jeff Nooyen (Chair) ..... Outagamie County  
 Alice Connors (Vice Chair) ..... Calumet County  
 Steve Abel ..... Fond du Lac County  
 Jeremy Johnson (Perm. Alt. for Elizabeth Moses) ..... Menominee County  
 Tom Kautza ..... Shawano County  
 Dick Koeppen ..... 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  
 Colin Kafka ..... Associate Planner  
 Leann Buboltz ..... Administrative Coordinator

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Mr. Kautza and seconded Mr. Albrecht to approve of the agenda as presented. Motion carried.
4. **Public Comment** – No public comments
5. **Approval of the Minutes of the November 29, 2023 Executive Committee Meetings.** A motion was made by Vice Chair Connors and seconded Mr. Albrecht to approve of the Executive Committee Meeting as presented. Motion carried.
6. **Announcements and Discussion Items**
  - A. Director’s Report – Ms. Kraemer Badtke shared highlights from the following areas; *list not all inclusive.*
    1. **Staffing Updates:**  
 New hire - East Central recently hired Joe Stephenson as the new Senior Planner for the Water Quality Management Program. Joe recently was the Director of Planning and Community Development with the City of Kaukauna. Prior to working with the City of Kaukauna, Joe worked at the City of Menasha as a Principal Planner in the Community Development Department.
    2. **EDA 3-year Planning Partnership Grant:** Ms. Kraemer Badtke shared that the **EDA 3-year Planning Partnership** Grant Award will be modified to a multi-year award with a 3-year



period of performance. She noted that previously, the full three years of funding (\$210,000) was obligated up front from the fiscal year appropriation in which the award was made. With a multi-year award, the funding is obligated one year at a time. East Central will be initially awarded \$70,000 for year one of your three-year planning award. Their goal, pending Congressional budgeting approvals, is to obligate the remaining \$140,000 for years two and three at a future date.

3. **Appleton (Fox Cities) MPO Certification Review:** ECWRPC Staff met with Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the Wisconsin Department of Transportation (WisDOT) in December to discuss the results of the certification review. Ms. Kraemer Badtke noted that there will be a corrective action regarding the MPO policy board structure along with the Congestion Management Process, the Transportation Improvement Program, and the Metropolitan Transportation Plan. Staff will continue to keep the Commission apprised of the progress regarding these corrective actions. She shared that staff is still waiting for a Certification Review Summary Report.
  4. **Sewer Service Area Plans:** It was shared that East Central staff will start the updating process to the Village of Stockbridge SSA Plan in 2024. Work will begin with Mr. Stephenson reaching out to the Village to set up an initial meeting. It was shared that once the Village of Sherwood hires an administrator, staff will begin the updating process of the SSA Plan.
  5. **SERDI Board Assessment – Survey.** Mr. Craig Moser, Deputy Director shared with the members that East Central staff has been working with Jim Youngquist from SERDI on the board assessment for the Commission. He noted that the assessment will consist of a survey, one-on-one meetings, and focus group discussions. Mr. Moser reported that this Survey will be sent out to the Commission Board in February.
  6. **Mid-America Economic Development Council Award – Overcoming Adversity.** Staff shared that the ECWRPC Small Community Technical Assistance Program received the Overcoming Adversity – Small Division award from the Mid America Economic Development Council at their Annual Conference held in Indianapolis. It was noted that award recognizes projects or best practices that a community, region, or state utilized during a situation to overcome challenges. Ayres Associates submitted the SCTA Program for consideration. Award categories are classified by population size, with the small division reflecting a community with less than 10,000. East Central Commissioner and former East Central Deputy Director Kevin Englebert and East Central Economic Development Planner Colin Kafka attended the conference November 29th – December 1st and received the award in person, with Mr. Englebert providing some brief remarks on the program and an appreciation for the award.
7. **New Business/Action Items**
- A. **Fourth Quarter, 2023 Financial Report** - presented by Sara Otting-Controller. An overview was given to the members of the 2023 Financial Report for the Fourth Quarter. A motion was made by Mr. Johnson and a second by Mr. Koeppen to receive and to place on file the 4th Quarter – 2023 Financial Report. Motion carried unanimously.
  - B. **Fourth Quarter, 2023 Work Program Performance Report** - Ms. Otting gave an overview of the 2023 Work Program Performance Report. In addition to other items, she noted that the accounts are all on track. A motion was made by Vice Chair Connors and a second by Mr. Abel to receive and to place on file the 4th Quarter, 2023 Work Program Performance Report. Mr. Johnson noted that it is nice to see positive changes regarding the financials. Motion carried unanimously.
  - C. **Proposed Resolution 01-24:** Adopting the Final 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke gave a brief over of the 2024 Work Program and Budget. She highlighted areas of the Staffing Plan as well as the Transportation, Economic Development, Sewer Service Area Programs. Ms. Kraemer Badtke also shared that two local contracts (Open Space Recreation Plan for the Town of Buchanan and

the City of Shawano Open Space Recreation Plan) along with the Broadband Mapping contract extension with New North are included. (The Work Program and Budget can be reviewed at the following link: <https://www.ecwrpc.org/wp-content/uploads/2024/01/Draft-2024-WorkProgram-and-Budget.pdf>)

A motion was made by Mr. Kautza and a second from Mr. Koeppen to approve Proposed Resolution 01-24 Adopting the Final 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

- D. **Proposed Resolution ~~05-24~~ 06-24:** Adopting the Comprehensive Safety Action Plan for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations. Mr. Colin Kafka reported to the members that East Central staff has been working with local municipalities and counties regarding the Plan since 2022. He highlighted that the completion of this Plan is required prior to applying for safer streets for all grants.

A motion was made by Mr. Albrecht and a second from Vice Chair Connors to approve of Proposed Resolution 06-24 Adopting the Comprehensive Safety Action Plan for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations. Motion carried unanimously.

Ms. Kraemer Badtke acknowledged staff, Colin Kafka and Casey Peters for a job well done on the Plan. (The Comprehensive Safety Action Plan can be reviewed at the following link: <https://www.ecwrpc.org/wpcontent/uploads/2024/01/Draft%20Comprehensive%20Safety%20Action%20Plan.pdf>)

- E. **Proposed Resolution 07-24:** Amending the Employee Manual for Staff Employed by East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke shared with the members the proposed amendments made to the Employee Manual. She noted that staff worked with Ms. Becky Olejniczak-HR Consultant and Atty. Jim Macy on the updates to the manual. These updates included:
- Pregnant Workers Fairness Act (PWFA) and Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP)
  - Increased Telecommute Availability
  - Increased Vacation Time
  - Added 3 Floating Holidays
  - Paid Parental Leave – added language to include that the Commission is able to request reimbursement if an employee voluntarily or involuntarily leaves the Commission prior to 6 months of service after the end of the paid parental leave period.

A motion was made by Mr. Koeppen and a second from Mr. Johnson to approve of Proposed Resolution 07-24 Amending the Employee Manual for Staff Employed by East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- F. **Proposed Resolution 08-24:** Amending Resolution No. 24-23 and Subsequent Resolutions to Adopt an updated Financial Policies and Procedures Manual for East Central Wisconsin Regional Planning Commission – A motion by Mr. Kautza and a second by Mr. Albrecht to hold this line item over for action until February 21, 2024 Executive Committee Meeting
- G. **Proposed Resolution 09-24:** Authorizing the Executive Director to Enter into an Agreement for Professional Services with Venable LLP. Briefly, Ms. Kraemer Badtke share with the members the redesignation process. She noted that the Commission will need to engage with legal counsel to review the redesignation agreement along with the bylaws document. She explained that staff will be looking to separate the Policy Boards for the Appleton Fox Cities MPO and the Oshkosh MPO out of the Commission which is also called Redesignation. She noted that East Central staff reached out to the Association of Metropolitan Planning Organizations for recommendations regarding a legal counsel that may have worked with MPOs on items similar to this and they recommended Venable LLP.

Ms. Kraemer Badtke shared that Venable LLP worked with Rio Grande Valley MPO in 2019 on their own redesignation process. She reported that the engagement letter has been updated and noted that Venable LLP removed the advance waiver of the conflict of interest. Ms. Kraemer Badtke shared that as a public entity, ECWRPC could not agree and would need notification if there was a conflict. Ms. Kraemer-Badtke stated that the costs of the contract would lie between \$10,000-\$30,000. Mr. Moser went on to explain that in this situation, staff is looking for expertise in redesignation, which is a very unique process.

A motion was made by Vice Chair Connors and a second by Mr. Abel to approve. Discussion took place regarding the contract costs. Committee members concurred that it is sensible to contract with an organization that has expertise in this matter which would constitute paying the higher contracted costs. Motion carried unanimously.

- H. **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 Vice Chair Connors to go into closed session via roll call vote, with the time noted at 2:21 p.m.

- I. **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. Koeppen and a second by Mr. Abel to go into open session with the time noted at 2:45 PM

No action necessary

## 7. Informational/Discussion Items

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

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

- A. **Executive Committee Meeting:** The next Executive Committee meeting is scheduled for Wednesday, February 21, 2024 at 1:30 p.m. Virtual. An agenda and meeting materials will be forthcoming.
- B. **Commission Meeting:** The next Commission meeting will be held on Wednesday, January 24, 2024 at 10:00 a.m. – Virtually.

9. **Adjourn** – A motion was made by Vice Chair Connors and second by Mr. Kautza to adjourn with the time noted at 2:48 p.m.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC



**FINAL  
MEETING MINUTES  
EXECUTIVE COMMITTEE MEETING  
East Central Wisconsin Regional Planning Commission**

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

**Date:** Wednesday, February 21, 2024 @ 1:30 p.m. (Virtual)

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

2. **Roll Call**

A. Introduction of Alternates, Staff and Guests

**Committee Members Present:**

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

**Committee Members Absent (Excused):**

Steve Abel ..... Fond du Lac County  
 Dick Koeppen ..... Waupaca County

**ECWRPC Staff and Guests:**

Melissa Kraemer Badtke ..... Executive Director  
 Craig Moser ..... Deputy Director  
 Joe Stephenson ..... Senior Planner  
 Leann Buboltz ..... Administrative Coordinator

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

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

5. **Approval of the Minutes of the January 17, 2024 Executive Committee Meetings.** A motion was made by Mr. Johnson and seconded Vice Chair Connors to approve of the January 17, 2024 Executive Committee Meeting minutes as presented. Motion carried.

6. **Announcements and Discussion Items**

- A. Director’s Report – Ms. Kraemer Badtke shared highlights from the following areas; *list not all inclusive.*
1. New Hire – LTE Mr. Kraemer Badtke shared that ECWRPC recently hired an LTE special projects coordinator for the transportation program. Ms. Kate Blackburn will be assisting with the MPO Training Manual for staff and materials related to the redesignation process. Prior to joining East Central, Kate worked for a consulting firm working on transportation related projects.
  2. Update – Mr. Joe Stephenson has met with the Town and Village of Stockbridge along with members from Calumet County relative to their Sewer Service Area Plan and has begun working with them on their update.

7. **New Business/Action Items**

A. Discussion regarding Appleton and Oshkosh Metropolitan Planning Organization Policy Board Redesignation Process. Ms. Kraemer Badtke gave a brief overview. She shared that they met with Federal Highway Administration staff where they previously specified that a separate policy board would need to be made up from the Metropolitan Planning Area (MPA). However, upon further review Ms. Kraemer Badtke noted that the Federal Highway Administration (FHWA) does not approve the MPA area updates. This approval falls under the Wisconsin Department of Transportation (WisDOT) jurisdiction.

This being the case, the FHA is unable to issue a Corrective Action (through the Certification Review), that would require ECWRPC to have a separate policy board structure implemented. At this time, the FHWA strongly recommends this change. Ms. Kraemer Badtke stated that they will be working in coordination with the WisDOT to create a separate policy board for the Appleton (Fox Cities) Metropolitan Planning Organization and the Oshkosh Metropolitan Planning Organization because it is a Best Practice on a national level. She shared that she attempted to obtain guidance from Federal Highway Administration to no avail. It was noted that when Mr. Fred Wagner, Legal Counsel from Venable, LLP on behalf of ECWRPC, connected with the FHWA, he received the answers to questions that enabled staff to keep moving forward on this project.

Ms. Kraemer Badtke indicated that staff drafted resolutions of support for committee review. She indicated that the Transportation Advisory Committees and the Transportation Committee will discuss the draft Resolutions of Support at their March meetings. The Resolutions of Support will then be considered by the Executive Committee and Commission Board in March. It was noted that the Resolutions would approve engaging with all local impacted counties and municipalities for the establishment of a new MPO Policy Board structure for the Appleton (Fox Cities) MPO and the Oshkosh MPO, through approval of a Resolution of Support by their respective legislative bodies. Staff is tracking time and materials and may need to amend and adjust the Work Program. Also shared is that staff is creating documentation outlining the recertification process which will be available for future reference. No action needed – for informational purposes only.

- B. Proposed Resolution 08-24: Adopting an updated Financial Policies and Procedures Manual for East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke reported that recently the Financial Policies and Procedures Manual for the Commission were updated. She noted that in the past, there were several policies that were approved and recorded individually. Staff consolidated those documents into the financial Policies and Procedures Manual which assists easy retrieval. Ms. Kraemer Badtke shared that staff noted inconsistencies where the Executive Director could approve contracts that were \$15,000 or less and also found a document noting that the Executive Director could approve Local contracts that were \$25,000 or less. She reported staff removed the \$25,000 or less document sharing that if the cost is over \$15,000 it was felt that the Commissioner's should be aware of that expenditure cost. Mr. Moser noted verbiage was added to include \*Commission self certifies each year up to \$50,000\* which gives additional flexibility in the federal procurement rules.

A motion was made by Mr. Kautza and a second by Mr. Johnson to approve of Proposed Resolution 08-24: Adopting an updated Financial Policies and Procedures Manual for East Central Wisconsin Regional Planning Commission as presented. 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, March 20, 2024 at 1:30 p.m., in-person. An agenda and meeting materials will be forthcoming.
- B. **Nominating Committee Meeting:** The Nominating Committee will meet on Thursday, March 28 at 8:45 a.m. prior to the Commission meeting. Location - In person at The Hillside-Plamman Park, Appleton WI. An agenda and meeting materials will be forthcoming
- C. **Commission Meeting:** The next Commission meeting will be held on Thursday, March 28 at 10:00 a.m. (Note Date change) In person at The Hillside-Plamman Park, Appleton WI. An agenda and meeting materials will be forthcoming

10. **Adjourn** – A motion was made by Vice Chair Connors and second by Mr. Albrecht to adjourn with the time noted at 1:55 p.m.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC

**TO:** Executive Committee  
**FROM:** Sara Otting, Controller  
**DATE:** February 21, 2024  
**RE:** Proposed Resolution 08-24: Amending the Financial Policies & Procedures Manual

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On an annual basis, East Central Wisconsin Regional Planning Commission's Financial Procedures Manual is reviewed and updated as necessary. During this year's review, East Central staff discussed the opportunity to consolidate all other separate financial policies into one manual. The following policies have been incorporated into the Financial Policies & Procedures Manual:

- Record Retention Policy per Resolution 15-08
- Investment Policy per Resolution 03-12
- Fixed Asset Disposal Policy per Resolution 24-13
- Travel and Business Expense Reimbursement Policy per Resolution 29-15

Additional minor modifications and adjustments can be found throughout the document.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 08-24; Amending the Financial Policies & Procedures Manual. This will supersede Resolution No. 24-23.

**DRAFT**

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

**February 2024**

**FINANCIAL POLICIES & PROCEDURES MANUAL**

Adopted January 25<sup>th</sup>, 2019  
Amended December 4<sup>th</sup>, 2022  
Amended February 21, 2024

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## **SECTION 1. GENERAL**

- A. The East Central Wisconsin Regional Planning Commission (Commission), with recommendation from the standing Executive Committee, formulates financial policies and delegates administration of the financial policies to the Executive Director/Secretary-Treasurer. The Executive Committee reviews operations and activities.
- B. The Executive Director has responsibility for all operations and activities, including financial management.
- C. The Controller is responsible to the Executive Director for all financial operations.
- D. The lines of authority on the Organizational Chart will be followed by all employees.
- E. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, bank account reconciliation, etc.
- F. All financial and accounting practices, procedures and records will be prepared in accordance with laws and regulations relating to "best accounting practices" for governmental agencies.
- G. In the Executive Director's absence, the Deputy Director will assume the Executive Director's duties and responsibilities.
- H. The Executive Director, as specified in Article V., Section 7. of the Commission's By-Laws, is bonded in the amount of \$50,000.

## **SECTION 2. BANK DEPOSITORY AND INVESTMENT ACCOUNTS**

- A. Depository Accounts: The Commission maintains the following accounts:
  - 1. A bank depository, as specified by Article VI., Section 7. of the Commission's By-Laws, is maintained in accounts at Associated Bank.
  - 2. A savings account with The Local Government Investment Pool, Office of State Treasurer.
  - 3. A bank depository specifically designated for the deposit and disbursement of funds for the Flexible Benefits Plan (Section 125 Plan) is maintained at Associated Bank.

4. Any additional bank depository accounts when a grant or program specifies that there needs to be a separate account.
- B. Account Management: The Controller is responsible for managing the balances of these accounts. Any monies not needed for maintaining the minimum checking account balance and near-term cash flow is maintained in the higher interest-bearing money market account or the Local Government Investment Pool.
- C. Transfers between Accounts: Transfers between the checking account and the money market account or the Local Government Investment Pool are done by the Controller in accordance with cash flow needs.

### **SECTION 3. CASH RECEIPTS**

- A. Procedures for handling Receivables: Procedures for cash receipts ensure that duties are segregated.
1. The Administrative Coordinator opens all mail; date stamps it and stamps checks for deposit only. Administrative Coordinator updates a Check Log (spreadsheet) recording the date the check was received, from whom and the dollar amount.
  2. All checks are then forwarded to the office of the Controller for receipt and deposit to the Commission's checking account. The deposit slip is prepared by the IT Manager who updates the Check Log to reflect the inclusion of the check on a deposit.
  3. Deposits will be recorded into the accounting system by the Controller after assigning account numbers and verifying that the receipts match the deposit slip.
- B. Requisitioning Grant Funds and Billing Services: Invoicing for reimbursement of services or expenses will be done by the Controller (with assistance from the appropriate grant contract manager) on a monthly, quarterly or other basis specified in the particular contract. Any billings resulting from the sale of maps, reports and aerial photos are done on a more frequent basis.

### **SECTION 4. CASH DISBURSEMENTS**

- A. Procedures for handling Payables: Procedures for cash disbursements ensure that duties are segregated.
1. Upon receipt of invoices, following procedures for opening mail, the Administrative Coordinator puts a blank approval stamp on each invoice and

forwards the invoices to the Executive Director. The Executive Director reviews each invoice, indicates their approval and forwards the invoice to the Controller.

2. The Controller records the invoice into the accounting system assigning account numbers and work element numbers, if required, and a due date. If the invoice is a direct project expense, the project manager also notes their approval on the invoice via initials. A second approval of vendor invoices or direct expenses is required for any program with Federal funds.
  3. Invoices are paid on a weekly basis either by check or ACH. Manual checks may be issued and entered in the system as the need arises.
  4. The Controller then submits the check, invoice and other supporting documentation to the Executive Director for signature of the check. If the Executive Director is absent, the Deputy Director or GIS Manager performs this function. A Check Register is also initialed by the check signer.
  5. When the checks are signed, the Administrative Coordinator prepares the checks for mailing.
  6. The Controller records all checks on an excel spreadsheet used to track the daily account balance in the checking account. The Controller also files a copy of the check with the attached invoice in the appropriate vendor file.
- B. Check Security Measures: Checks are located in the office of the Controller.
1. In no event will checks be:
    - a. prepared unless these procedures are followed;
    - b. prepared unless there is backup documentation;
    - c. used in other than chronological order;
    - d. signed blank;
    - e. made out to cash, bearer, etc.; or
    - f. prepared on verbal authorization.
  2. All void checks will have "VOID" written boldly in ink across the face of the check. The original copy of the check will be filed with the other check duplicates.
  3. See Section 8. Payroll & Personnel

## **SECTION 5. PURCHASING**

- A. Petty Cash Fund: A petty cash fund will be maintained for miscellaneous purchases and expenses under \$25.00.

1. The Controller maintains a petty cash box with no more than \$100.00 at any one time. The petty cash box shall be stored in a locked facility when the Controller is not present.
  2. Petty cash disbursement slips are issued and signed by the Controller and receipts should be attached to the slip.
  3. The petty cash disbursement slips with attached receipts shall be reviewed and signed by the Executive Director on an as needed basis.
- B. Requirement for Purchase Order: A written purchase order will be prepared for non-routine purchases of capital purchases or if a vendor requires a purchase order. Purchase orders will be prepared and signed by an employee and approved by the Executive Director or Deputy Director. Approved purchase orders are forwarded to the Controller.
- C. Acceptance Procedures: On delivery of goods, the Administrative Coordinator or other staff person will check the merchandise against the packing slip and sign for delivery.
- D. Verification of Purchase: The packing slip is then forwarded to the Controller to match against the purchase order or vendor's invoice.
- E. Authorization Provisions: Based on the purchase value, the authorization and documentation provisions of the Commission's "Competitive Bid/Procurement Policy", must be followed and are reiterated below.
- | <u>Purchase amount</u> | <u>Approving authority</u>                                   |
|------------------------|--|
| Up to \$15,000         | Executive Director   |
| Up to \$50,000         | Executive Committee, acting on behalf of full Commission     |
|                        | *Or if the Commission self certifies each year (see Sec.5.J) |
| >\$50,000              | Full Commission  |
- F. Specialized Services: The Commission is allowed to use their discretion of which vendors to utilize when they need specialized services. This includes but are not limited to attorneys, software and office furniture.
- G. Monitoring: Outstanding purchase orders will be followed up on regarding items or invoices which have not been received. Any green or pink voucher sheets will be followed up on if the charge doesn't appear on the credit card statement.

- H. Restrictions: No personal purchases will be made for employees. No purchases will be made for other organizations except where offered as a specific program service of the Commission (e.g. base mapping and air photos).
- I. Variance from Procedure: Any variances from these procedures must be approved in writing by the Executive Director or documented in the meeting minutes of the Executive Committee.
- J. \* Self Certification – 2 CFR 200.320(a)(iv) provides that non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with 2 CFR 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following;
  - 1. A qualification as a low-risk auditee, in accordance with the criteria in 2 CFR 200.520 for the most recent audit
  - 2. An annual internal institutional risk assessment to identify, mitigate and manage financial risks; or,
  - 3. For public institutions, a higher threshold consistent with State law.

## **SECTION 6. PROPERTY MANAGEMENT**

- A. Definition of Capital Equipment: Capital Equipment shall be defined as all items costing over \$5,000.00 and having a useful life of more than two years.
- B. Notice of Damage or Loss: The Executive Director or Deputy Director will be notified immediately of all cases of loss, damage or destruction of equipment.
- C. Disposal of Capital Equipment: Capital equipment that is no longer usable by the Commission will be properly disposed of. Particular attention to safe disposal will be afforded to computers and other equipment that could contain sensitive information. The Commission has adopted the following Fixed Asset Disposal Policy, per Resolution 24-13.
  - 1. The Executive Director or a specific designee is authorized to sell personal property of the Commission.
  - 2. The property value should take into consideration the original purchase price, the age of the asset, an assessment of the usefulness of the asset and its possible market value.
  - 3. Disposition of any asset must be communicated to the Controller for proper recording in the accounting records of the Commission.

4. Assets with property value of less than \$50 may be offered to Commission employees at present market value or donated if no employee interest.
5. Assets with property value greater than \$50 but less than \$1,000 that were purchased with grant funds will be disposed of in accordance with the requirements of the grantor. If no restrictions then follow the next steps.
  - a. Assets will be offered at no cost first to member counties.
  - b. If no interest the asset will be offered for public sale by sealed bid or by advertising in the most appropriate means and sold to the highest offered price.
  - c. Donate the item.
6. Assets greater than \$1,000 will need the approval of the Executive Committee and follow the same steps as in #5 above.
7. The Executive Director may trade in assets to be used in the purchase of a similar type asset.

## **SECTION 7. TIMESHEETS**

- A. Purpose: The Commission uses an online time tracking software to assist employees with timesheet preparation; timesheets are maintained daily by all staff members based on actual time spent by work element/job code to record actual time worked, an adequate description of work performed, and to serve as a basis for cost distribution. Timesheets must reasonably reflect the total activity for which the employee is compensated.
- B. Verification by Supervisor: Timesheets are approved by the employee and reviewed and approved by their Supervisor. Leave requests and accruals are all approved and saved in the time keeping system. Financial review of amounts and costs per work program between the Controller, Executive Director, Deputy Director and Supervisors takes place on a quarterly and monthly basis, as deemed necessary.
- C. Analysis for Accuracy and Corroboration with other Records: The Controller will check the monthly reports (by work element) for mathematical accuracy. Detailed timesheets (by day and includes work descriptions) are saved on the S drive by the Controller at the conclusion of each month.
- D. Review and Processing: The Controller imports the number of hours worked by individual by job code into the computerized Accounting system. The Controller verifies the accuracy of the data entry and then completes the posting of time and burden in the accounting system.

## **SECTION 8. PAYROLL & PERSONNEL**

- A. Payroll Administration: Payroll files will be maintained by the Controller which contain:
  - 1. Original W-4 Withholding forms.
  - 2. Original timesheets.
  - 3. Payroll deduction authorizations for employee portions of group health insurance, optional group life insurance and deferred compensation.
  - 4. Enrollment applications for group health insurance, group life insurance, Income Continuation Insurance, the Wisconsin Retirement System, deferred compensation and other supplemental benefits.
- B. Posting Timesheets: Timesheets are imported into the Time & Billing system monthly. Reports are then run by each project number to account for all time. These reports are checked for accuracy and the indirect costs are calculated by the Accounting software, posted to the general ledger and posted to the projects/work elements.
- C. Issuing Payroll Checks: Payroll checks are prepared semi-monthly by the Controller using the accounting software which records all payroll information to the employee's computer record.
  - 1. Payroll checks are issued in twenty-four (24) equal payments for both salaried and hourly employees regardless of the actual hours worked during the specific pay period, except when hourly employee adjustments are made for overtime or for failure to work the full complement of work hours during the pay period.
  - 2. Payroll checks are issued on the 15th and the last day of each month, except when those days fall on a Saturday or Sunday, in which case the check is issued on the previous Friday.
- C. All employees are paid via direct deposit.
- D. The Executive Director reviews the semi-monthly Payroll Check Register and notes this review on the Register by posting a virtual sticky note with initials.
- D. Filing Payroll Taxes: Electronic deposits for employee federal and state withholding and employer's FICA, will be prepared and deposited by the Controller in a timely manner.

- E. Salary Adjustments: Payroll changes will be recommended by the Executive Director to the Executive Committee following procedures outlined in the Commission's employee manual and within the constraints of the annual budget. Changes authorized will be communicated in writing by the Executive Director to the Controller. Said letter will specify the amount of the new salary or hourly wage and the date it goes into effect.

**SECTION 9. TRAVEL AND OTHER EXPENSES per Resolution 29-15**

- A. All travel expenses must be accompanied by a detailed receipt and supporting documentation and identify the direct relationship to the Commission's business purpose.
- B. Use of the Commission Car: When traveling on Commission business, staff members will use the Commission's car when it is available.
  - 1. As soon as the day and destination of a trip are known, the staff member is responsible for scheduling use of the car on the Commission Car Sign-up Sheet. Information is to include name, date, time-frame in which the car is needed and destination.
  - 2. In the event of conflict, the longest trip of the day, or the combination of trips that maximizes miles driven, will use the Commission car. Other trips will be taken with the staff member's personal vehicle.
    - a. The Office Car Trip/Maintenance Log form (located in the car three-ring binder along with the car keys) must be completed for each trip identifying the date, start and end mileage, start and end location, and job code for which the car was used.
    - b. Gas or engine oil should be purchased with the employee's Commission credit card and recorded on the Office Car Trip/Maintenance Log.
    - c. Employees using the Commission car are responsible for maintaining at minimum one-quarter tank of gas after use and routinely checking the engine oil. Any suspicion of mechanical problems should be reported immediately to the staff member designated by the Executive Director to monitor and schedule car maintenance.
  - 3. When not in use, the Commission car will be parked in the office parking lot so as to be readily available for any staff member who needs it. The car may be parked overnight at a staff person's house to avoid inconvenience for early



morning or late-night trips. However, this practice cannot conflict with another scheduled trip.

- C. Use of Personal Vehicle: Staff members who choose to use their personal vehicle for trips that would otherwise qualify for use of the Commission car will be reimbursed at the prevailing IRS allowable rate, with the approval of the Executive Director. Exceptions will only be made in instances where use of the Commission car would cause extraordinary inconvenience for the staff member.
  - 1. Employees must have a valid driver's license and at least the minimum insurance coverage required by law.
  - 2. The Commission is not responsible for theft, damage or maintenance of personal vehicles or property within the vehicle.
  - 3. Carpooling is encouraged.
  - 4. If employee departs from or return to their home instead of their work site, only the miles for the "shortest route" between ECWRPC and destination or employee's home destination is allowed to be reimbursed.
- D. Parking and Toll Expenses: Necessary parking or toll expenses are reimbursable.
- E. Airline Travel: Trips extending over one day or requiring airline travel must be pre-approved by the Executive Director and accommodations will be reserved or tickets purchased by the respective employee.
  - 1. Airline travel should be coach class only and made as far in advance as possible in order to ensure the most cost-effective rates.
  - 2. Utilize local airports as long as the cost-benefit analysis proves that the local airport is the best option for the commission.
  - 3. If necessary, a charge of 1 checked bag is allowed.
  - 4. No reimbursement will be made for additional airline add-ons such as seat upgrades, early check-in fees or trip insurance.
  - 5. Employees may accept and retain frequent flyer miles for their personal use but may not deliberately patronize an airline if a less expensive comparable tickets are available on another airline.
- F. Lodging: Lodging will be reimbursed at the single room rate for the reasonable cost of hotel accommodations; convenience, travel location, and proximity to venues on the employee's itinerary shall be considered in determining reasonableness.

1. Inquire if the hotel offers a government rate.
  2. Always provide the hotel with the Commission's tax-exempt certificate.
  3. Make sure to review [gsa.gov](http://gsa.gov) for the current allowed rates by location.
- G. Meal Expenses: Meals incidental to travel or the conduct of business are reimbursable. Maximum reimbursement rates (except for out-of-region trips), including tip, are updated periodically and are consistent with [gsa.gov](http://gsa.gov).
1. Breakfast is allowed if the employee leaves home before 6:00am.
  2. Lunch is allowed if required departure is before 10:30am and return is after 2:30pm.
  3. Dinner is allowed if the return is after 7:00pm.
  4. Tipping should never exceed 20% of the cost of the meal.
  5. Alcohol is non-reimbursable.
- H. Business Meetings: reasonable expenses incurred for business meetings or other type of business-related function will be reimbursed only if the expenditures are approved in advance by the Executive Director or Deputy Director. Detailed documentation must be provided including:
1. Date and place of function.
  2. Name, titles and Commission affiliation of those in attendance.
  3. A complete description of business purpose for the activity, including the specific business matter discussed.
  4. Vendor itemized receipts showing the vendor's name, a description of the service provided, the date and the total expenses including tip.
- I. Reimbursement for Travel Expenses: To receive reimbursement for expenses, a Monthly Expense Report must be prepared identifying the appropriate job code with attached receipts. This Report is signed by the employee, the immediate supervisor and the Executive Director, and is submitted to the Controller. Generally, these reports are to be filed at the end of each month, though in exceptional cases they may be filed at any time during the month.

1. The Controller will verify the expense report, prepare an expense check (made via direct deposit), distribute the costs to appropriate direct or indirect accounts, and charges projects by the Accounting software in integrated steps.
- J. Each time an employee uses their Commission credit card, they must complete a Voucher/Charge Approval form detailing the charge and the appropriate work element/job code. Receipts are attached to this form and it is approved by either the Executive Director or the Deputy Director and the project manager. The monthly collection of Voucher/Charge Approval forms is cross-referenced to the monthly VISA bill and entered in the accounting system by the Controller. If an employee makes inappropriate or personal charges with their Commission credit card, forfeiture of commission credit card privileges may result along with immediate reimbursement to ECWRPC.
- K. Non-reimbursable expenses
1. Travel insurance – unless approved by the Executive Director
  2. First class tickets or upgrades
  3. Limousine travel or valet parking services
  4. Alcohol
  5. Membership dues at recreational organizations
  6. Clothing purchases
  7. Parking or speeding tickets
  8. Expenses for spouses, family or friends

## **SECTION 10. COMMISSIONER EXPENSES**

- A. Meeting Payments: As specified in Article VI., Section 8. of the Commission's By-Laws, the Commissioners (or their alternates) will receive a meeting payment for any services rendered on behalf of the Commission. The meeting payment is set by the Commission and is reviewed from time to time. The current per diem is \$75.00.
1. It shall be the policy of the Commission to pay the meeting payment as otherwise specified hereunder at the request of the Commissioner (or alternate). No determination of conflict with local ordinance or employee manual will be made. That determination will be the sole responsibility of the Commissioner (or alternate).
- B. Meal Expenses: Meal expenses are only reimbursable if two or more meetings are scheduled on either side of the lunch or dinner hours.
- C. Travel Expenses: Use of a personal vehicle in traveling to a scheduled meeting is reimbursable at the prevailing IRS allowable rate. Other costs incidental to travel,

(including meals and accommodations) on behalf of the Commission are reimbursable with the presentation of receipts.

- D. Reimbursement of Commissioner Expenses: A meeting attendance sign-in sheet is distributed at each meeting of the Commission and its standing committees and any other meetings where Commissioners are designated to represent the interest of the Commission. This form includes the request for per diem and provides space to identify mileage or other expenses being claimed.
1. Upon verification by the Executive Director, these forms are forwarded to the Controller to be entered into the accounting system.
  2. The Controller will prepare meeting payment and expense checks quarterly.
  3. The Controller will maintain a file of Commissioners' (and alternates) social security numbers for purposes of filing the necessary withholding of FICA taxes on per diem payments and for preparing the annual W-2 Forms for federal and state tax reporting purposes.
- E. Additional Executive Committee Chair payment: In 2020 it was approved to have an additional \$1,000 net payment made to the Executive Committee Chair on the following February commission payroll.

## **SECTION 11. PROJECT STATUS**

### **A. Work-in-Progress (WIP) Reports**

Reports are distributed monthly by the Controller to all project managers. The reports reflect base wages, indirect costs and expenses charged to each project/work element; they are a monthly accumulation of monies expended on each project. An annual project/work element budget is also loaded in the Accounting software and is displayed on another WIP report distributed monthly. These reports are then checked by each project manager to track their project expenses and progress against budget.

## **SECTION 12. PROGRAM REVENUE**

- A. Commission Tax Levy for Participating Jurisdictions. Under provisions of Section 66.0309 of Wisconsin Statutes, the Commission may establish a tax levy for purposes of supporting the Commission Work Program. The levy must be established and communicated to participating governmental jurisdictions no later than August 1 for the succeeding budget year beginning January 1. The levy cannot exceed .003 percent of real property valuation, unless the Commission shall

seek direct approval from the governing bodies of the participating governmental jurisdictions.

Typically, the Commission adopts a set levy as part of its budget that is within the 0.003 percent limitation. Each participating jurisdiction's portion (based on the equalized real property valuation from two years prior) of the tax levy is communicated prior to August 1 to the Clerk of each participating jurisdiction for inclusion in their annual budgets. As a courtesy we also communicate the tax levy to the County Board Chair and/or the County Executives.

Invoices for payment of the tax levy are forwarded during the month of January with a request for payment upon receipt. Two counties are invoiced and pay on a quarterly basis.

- B. Grants. A separate file will be maintained for each grant/contract received and entered into the Commission adopted Work Program. For each grant the Executive Director will designate a grant/contract manager who will be responsible for preparing the original or annual grant application, requests for advances (if allowed under provisions of the grant contract), any required financial reports and any required narrative progress or compliance reports per terms of the contract. Requisitions for reimbursement will be coordinated by the designated grant/contract manager with the Controller who will have primary responsibility for invoicing, per the provisions of Section 3.B.
- C. Local Contracts. Local contracts that are entered into by the Commission with local units of government that are within member Counties, will follow the same process as outlined in Section 5.E.

At the start of each contract, the Controller prepares a separate file for each local contract noting pertinent information on the cover. Billings will be invoiced by the Controller per the provisions of Section 3.B.

- D. Miscellaneous Income. Interest income is accounted for incidental to the procedures outlined in Section 2.

### **SECTION 13. PASS-THROUGH GRANTS/SUBCONTRACTS**

A separate file will be maintained for each pass-through grant or sub-contract agreement. Specific provisions of the agreement shall include all provisions of the grant agreement and any special requirements contained in the Commission's Affirmative Action Program.

**SECTION 14. AUDIT**

In accordance with the provisions of Article VI., Section 2.A.6. of the Commission's By-Laws, an audit will be prepared annually following the end of the calendar year. The Commission engages Certified Public Accountants to prepare the audit in compliance with the State Single Audit Guidelines, the Federal Single Audit Act, and consistent with generally accepted accounting principles (GAAP) as described in pronouncements of the National Council on Governmental Accounting (NCGA). The audit is submitted to the Commission at their Quarterly April Commission Meeting for acceptance.

**SECTION 15. BACKUP OF COMPUTERIZED ACCOUNTING RECORDS**

The computerized accounting files are backed up daily in the evening using Back Up Assist by Windows. The disk is taken home daily by the IT Manager and brought back the next day so that there is always a recent back-up disk off premises. There is a rotation of 3 disks. Periodically one of the backup disks is placed in the Commission's off-premise safety deposit box at Associated Bank in Neenah.

**SECTION 16. COST ALLOCATION PLAN**

An annual Cost Allocation Plan is prepared and adopted by separate resolution based on the audited financial statements. Beginning in 2020 the Commission adopted a fixed with carryforward Negotiated Indirect Cost Rate (NICRA) with US Department of Interior. After the audit is completed every year the Controller will calculate the over/under amount from the NICRA used vs the actual amounts from the audit. The over/under amount will be carried to the next even or odd year. The Commission will know what their NICRA rate is by the November and it will be included in all budget calculations for the following year. Once the NICRA is confirmed the Controller will complete the Cost Allocation Plan. The Cost Allocation Plan will be approved by the Commission Board and forwarded to states agencies where we receive funding from during the year.

**SECTION 17. RECORD RETENTION**

The Commission via Resolution 15-08 adopted a Records Retention Policy & Destruction Schedule. Records relevant to the Commission's finances (revenue and expenditure reports, including supporting documentation, federal and state grants with supporting documentation, local contracts with supporting documentation, and NR-135 program administration including contracts, revenues and expenditures) require a retention period of seven to ten years. The annual audits and management letters have a permanent retention period. Every year by July 31<sup>st</sup> their will be destruction of public records that have

passed the ten-year retention period. The destruction will be communicated to the Executive Committee

**Records Destruction Schedule  
East Central Wisconsin Regional Planning Commission**

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

\*EVT = Terminated

*The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60-day notice under §19.21(5)(d) Stats., for any record marked "W" (waived notice). SHSW must be notified prior to destruction of a record marked "N"*

*(nonwaived). Notice is also required for any record not listed in this chapter. "N/A" indicates not applicable and applies to any Commission record designated for permanent retention.*

### **Destruction Pending Litigation**

No record subject to pending litigation shall be destroyed until the litigation has Resolved.

### **Digital Storage of Commission Records**

Departments may keep and preserve public records through the use of digital providing that the applicable standards established in § 16.61(7) and 16.612 Stats., respectively are met. The Commission should consider factors such as retention periods and estimated costs and benefits of converting records between different media in deciding which records to convert to digital form.

### **Approval by Public Records and Forms Board**

This record retention policy has been reviewed and approved by the Public Records and Forms Board on August 18, 2008 (copy with signatures on file at Commission offices).

## **SECTION 18. CASH RESERVE**

A cash reserve fund is necessary to ensure that the Commission will have sufficient funds at all times in the event of an unexpected shortfall in revenue, to take advantage of unexpected opportunities, and to meet the normal fluctuations in revenue and expenses. A reserve fund equal to between 2 to 3 months of operating expenses, or approximately 15%-17% of the total annual budgeted expenses, is preferred. A reserve fund that surpasses this benchmark consistently and over the long-term could be used to make principal prepayment on any existing debt or could be used as a basis to entertain a reduction in the annual levy amount IF future revenue amounts are not expected to decline.

## **SECTION 19. INVESTMENT POLICY**

The Commission via Resolution 03-12 adopted an Investment Policy.

A. ECWRPC will consolidate cash balances from all funds to maximize investment earnings and increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation in the pool and in accordance with Generally Accepted Accounting Principles (GAAP).



B. The Executive Director or their designee is the Investment Officer of the East Central Wisconsin Regional Planning Commission and is responsible for the overall investment activities of the Commission. The Investment Officer is authorized to make investments in conformance with this policy. This policy shall conform to federal, state and other legal requirements, including Wisconsin State Statute 66.0603. The primary objective, in priority order, of investment activities shall be safety, liquidity and yield.

1. Safety – Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
  - a. Credit Risk – The Commission will minimize credit risk, which is the risk of loss due to the failure of the security issues or backer by:
    - Investing funds in accordance with Wisconsin Statute 66.0603
    - Diversifying the investment portfolio so that the losses from any one type of security or from any one individual issuer will be minimized.
  - b. Interest Rate Risk – The Commission will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:
    - Investing operating funds primarily in shorter-term securities, money market mutual funds or similar investment pools and limiting the average maturity of the portfolio.
2. Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities which offer same-day liquidity for short-term funds.
3. Yield – The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs. The investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.
  - The benchmark shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

Securities shall generally be held until maturity with the following exceptions:

- If liquidity needs of the portfolio require that the security be sold.

#### C. Standards of Care

1. Prudence – The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment Officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes.

The “prudent person” standard states that, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. Conflicts of Interest – Investment Officials involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. These conditions are reiterated in the Commission’s Conflict of Interest Policy (Resolution 05-12).

#### D. Safekeeping and Custody

1. Safekeeping – Security will be held by an independent third-party selected by the entity as evidenced by safekeeping receipts in the East Central Wisconsin Regional Planning Commission’s name.
2. Internal Controls – The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the East Central Wisconsin Regional Planning Commission are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met, while considering the nature and budget of the Commission. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls structure shall address the following points to the best of the Commission’s ability:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Clear designation of authority to subordinate staff members
- Monthly statements are reviewed and reconciled with in 10 days of receipt of Statements. Wire transfer agreements with the lead bank and third-party custodian. Accordingly, the Investment Officer shall assure compliance with policies and procedures through the East Central Wisconsin Regional Planning Commission's annual independent audit.

**RESOLUTION 08-24**

**AMENDING THE FINANCIAL POLICIES & PROCEDURES MANUAL FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION.**

**WHEREAS** the Commission is a public entity authorized by Wisconsin State Statutes 66.0309, and;

**WHEREAS** the Commission receives and expends funds from a variety of sources annually, and;

**WHEREAS** the need for formal procedures and standards exist so as to guide day to day financial operations, and;

**WHEREAS** the Commission has previously prepared and adopted a Financial Procedures Manual for this purpose;

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

That the Commission adopts the updated standards and procedures outlined in the attached document entitled "*East Central Wisconsin Regional Planning Commission Financial Policies & Procedures Manual*", which is hereby made part of this resolution.

Effective Date: March 28, 2024  
Submitted By: Executive Committee  
Prepared By: Sara Otting, Controller

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

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

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

**TO:** Executive Committee

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

**DATE:** March 20, 2024

**RE:** Proposed Resolution 18-24: Authorizing the Executive Director of the Commission to Enter into an Office Lease Amendment with the Gilbert Development Company, LLC for Space at 400 Ahnaip Street, Suite 100; Menasha

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The Commission’s current lease agreement with Gilbert Development Company, LLC for office space at 400 Ahnaip Street in Menasha terminates on July 31, 2024. However, the current lease agreement includes an option to extend the lease term for three years, through July 31, 2027.

The Executive Director, in close consultation with the Executive Committee, has evaluated available options for alternative space. This process included engagement with a commercial real estate broker familiar with the current commercial office landscape in the area. This due diligence approach resulted in the determination that exercising the lease extension option at the current location and preserving the early termination option is in the best interest of the Commission at this time.

The lease amendment proposal provided by Gilbert Development Company, LLC extends the lease term through July 31, 2027 and adjust the rent, as follows:

YEAR	MONTHLY RENT	ANNUAL RENT
1	\$ 6,431	\$ 77,175
2	\$ 6,624	\$ 79,490
3	\$ 6,823	\$ 81,875

It is important to note that when the Commission renegotiated the lease agreement in 2020, the rent was reduced at that time from \$8,243 to \$6,300 per month. The adjusted rate schedule is still very favorable relative to the prior lease agreement.

In addition, the lease amendment provides for the following improvements at landlord’s expense:

- Carpet cleaning
- Painting
- Front entrance concrete repair
- Patio stairs concrete repair
- Signage above front entrance
- Landscaping improvements

The early termination clause remains in the lease agreement providing flexibility to the Commission prior to the expiration of this lease extension.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 18-24: Authorizing the Executive Director of the Commission to Enter into an Office Lease Amendment with the Gilbert Development Company, LLC for Space at 400 Ahnaip Street, Suite 100; Menasha.

**RESOLUTION NO. 18-24**

**AUTHORIZING THE EXECUTIVE DIRECTOR OF THE COMMISSION TO ENTER INTO AN OFFICE LEASE EXTENSION WITH THE GILBERT DEVELOPMENT COMPANY, LLC FOR OFFICE SPACE AT 400 AHNAIP STREET, SUITE 100, MENASHA, WI**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission approved Resolution 09-06: Authorizing the Commission to enter into a lease agreement with Gilbert Boilerhouse Property Located in Menasha, Wisconsin on April 28th, 2006;

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, hereafter referred to as the Commission, has leased office space owned by the Gilbert Development Company, LLC at 400 Ahnaip Street, Suite 100; Menasha, WI since September 13, 2007, and;

**WHEREAS**, the Commission extended the lease on August 3, 2011; July 20, 2016; and December 21, 2020 with the Gilbert Development Company, LLC, and;

**WHEREAS**, the Commission renegotiated the lease and entered into a new lease agreement effective August 1, 2021, and;

**WHEREAS**, the renegotiated lease agreement reduced the rent from \$8,243 to \$6,300 per month, and;

**WHEREAS**, the lease agreement is a three-year lease beginning August 1, 2021 and terminating July 31, 2024, and;

**WHEREAS**, the lease for the 6,300 square feet of rentable area at 400 Ahnaip Street, Suite 100 in Menasha expires on July 31, 2024 but contains an option to extend the term of the lease an additional three (3) years, and;

**WHEREAS**, the Executive Director, in consultation with the Executive Committee, has evaluated options for alternative space and determined exercising the lease extension option at the current location is in the best interest of the Commission at this time and negotiated office improvements into the lease extension, and;

**WHEREAS**, a lease amendment has been received from Gilbert Development Company, LLC which extends the term of the lease through July 31, 2027 and adjusts the rent as follows:

<b>YEAR</b>	<b>MONTHLY RENT</b>	<b>ANNUAL RENT</b>
1	\$ 6,431	\$ 77,175
2	\$ 6,624	\$ 79,490
3	\$ 6,823	\$ 81,875

**WHEREAS**, the Commission's counsel has reviewed the lease agreement, provided revisions to the lease agreement, and the revisions have been incorporated into the lease agreement, and;

**WHEREAS**, the landlord has agreed to improvements to the office space as outlined in the lease amendment, so;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION;**

RESOLUTION NO. 18-24

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

**Section 2.** That the Executive Director is authorized to enter into a lease extension with the Gilbert Development Company, LLC for Office Space at 400 Ahnaip Street, Suite 100; Menasha, WI.

Effective Date: March 28, 2024  
Submitted By: Executive Committee  
Prepared By: Melissa Kraemer Badtke

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Jeff Nooyen, Chair – Outagamie Co.

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Melissa Kraemer Badtke–Executive Director  
East Central WI Regional Planning Commission

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Approval Date

**GILBERT DEVELOPMENT COMPANY, LLC  
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

**FIRST LEASE AMEMDMENT**

**THIS FIRST AMENDMENT TO LEASE** (this “Amendment”) is entered into and effective as of \_\_\_\_\_, 2024, by and between **GILBERT DEVELOPMENT COMPANY, LLC** as landlord (“Landlord”), and **EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**, as tenant (“Tenant”).

**W I T N E S S E T H:**

**WHEREAS**, Landlord and Tenant entered into a Lease Agreement dated December 21, 2020 (the “Lease”) pursuant to which Tenant leases from Landlord approximately 6,300 rentable square feet of office space in the building located at 400 Ahnaip Street, Menasha, Wisconsin, as more particularly described in the Lease; and

**WHEREAS**, Landlord and Tenant agree that the Lease provided Lease Commencement Date of August 1, 2021; and

**WHEREAS**, Landlord and Tenant desire to amend the Lease in order to extend the Lease Term; and

**WHEREAS**, Landlord and Tenant desire to amend the Lease to extend the early termination option in the Lease; and

**WHEREAS**, Landlord and Tenant agree that Landlord, at Landlords expense, shall perform certain maintenance and repairs including: 1. Clean Suite 100 carpeting. 2. Repair Suite 100 Paint. 3. Repair concrete at front entrance. 4. Repair patio stairs concrete. 5. Replace signage above front entrance. 6. Repair landscaping and monument signage,

**NOW, THEREFORE**, in consideration of the mutual covenants and promises herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant agree as follows:

1. Incorporation of Recitals; Capitalized Terms. The foregoing recitals are incorporated herein as though fully set forth herein. All capitalized terms used but not defined herein shall have the same meanings as set forth in the Lease.

2. Extended Term. Tenant has elected to exercise the Lease extension option pursuant to Section 4 of the Lease. The parties hereby confirm and agree that the Lease Term is hereby extended for the term of three (3) years which shall extend the Termination Date of the Lease to July 31, 2027 subject to the earlier termination as set forth herein. The Extended Term shall be upon the same terms and conditions as set forth in the Lease, except that Rent shall be adjusted as set forth below:

<u>Year</u>	<u>Monthly</u>	<u>Annual</u>
1	\$6,431	\$77,175
2	\$6,624	\$79,490
3	\$6,823	\$81,875



3. Extended Early Termination. Tenant shall have the right to terminate the extension the Lease at any time after the first day of the twenty-fourth (24) month of the Extended Term. In such event, Tenant shall provide Landlord with written notice of Tenant's intent to terminate the Lease not less than six (6) months before the termination date of the extended Lease term.

4. Authority. The individuals executing this Amendment on behalf of the parties represent and warrant that they have been duly authorized to do so.

5. Miscellaneous. This Amendment shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. All capitalized terms used but not defined herein shall have the meanings ascribed to them in the Lease. In the event of a conflict between the terms of this Amendment and the terms of the Lease, the terms of this Amendment shall control. This Amendment may be executed in counterparts, each of which is an original and all of which constitute one instrument.

6. Ratification. Except as expressly modified and amended hereby, all other terms and conditions of the Lease shall remain in full force and effect. Landlord and Tenant hereby ratify and confirm the Lease as amended hereby.

**IN WITNESS WHEREOF**, the parties have executed and delivered this Amendment as of the day and year first above written.

**LANDLORD:**

**GILBERT DEVELOPMENT COMPANY, LLC**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TENANT:**

**EAST CENTRAL WISCONSIN**

**REGIONAL PLANNING COMMISSION**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TO:** Executive Committee  
**FROM:** Casey Peters, GIS Analyst I  
**DATE:** March 21, 2024  
**RE:** Proposed Resolution 19-24: Authorizing the Executive Director to Enter into Contract for Professional Services with HNTB Corporation for Travel Demand Model Training

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In the Transportation Work Program and Budget under **1313A – Funding Extension for the Appleton (Fox Cities) and Oshkosh MPO NE Region Travel Demand Model Program**, it is written that in 2024 East Central Wisconsin Regional Planning Commission will engage with a consultant to complete a training regimen and develop a manual to aid in the use of the North East Region Travel Demand Model (NERTDM). The NERTDM is a traffic forecasting model which encompasses parts or all of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Oconto, Shawano, Waupaca, and Winnebago counties. ECWRPC operates the NERTDM as part of an operating agreement with the Wisconsin Department of Transportation (WisDOT) in order to provide technical assistant to communities in regards to transportation planning using data acquired from the model.

ECWRPC issued a Request for Proposals (RFP) to solicit a consultant to provide up to 13 training sessions on an array of topics intrinsic to the understanding and operation of the NERTDM. In addition to the training sessions, the consultant would also be responsible for compiling a manual detailing all activities discussed during the sessions for future training and documentation. The consultant would also be utilized to assist with ongoing forecast requests received by the Commission to assist new staff.

There were two proposals received following the issuance of the RFP. Of the two proposals, HNTB Corporation was determined by the Selection Committee to have provided the most qualified proposal. The proposed contract would enter HNTB Corporation into service with the Commission up to the amount of \$60,000.00 for the services previously described.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 19-24, which authorizes the Executive Director to enter into a contract with HNTB Corporation.

**RESOLUTION NO. 19-24**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT FOR PROFESSIONAL SERVICES WITH HNTB CORPORATION FOR TRAVEL DEMAND MODEL TRAINING**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, hereafter referred to as the Commission, has an operating agreement with the Wisconsin Department of Transportation to utilize the North East Wisconsin Travel Demand Model to provide technical assistance to local communities, and;

**WHEREAS**, the Commission has approved in its budget and work program to pursue training to better utilize the Travel Demand Modeling software and develop training materials for new staff working with the Travel Demand Model, and;

**WHEREAS**, the Commission approved the 2024 Transportation Work Program and Budget on October 27, 2023, and;

**WHEREAS**, the Wisconsin Department of Transportation and Federal Highway Administration has approved the 2024 Transportation Work Program and Budget, and;

**WHEREAS**, the Commission issued a Request for Proposals to provide Travel Demand Modeling training, for which two proposals were received, with HNTB Corporation being the highest scoring proposal, and;

**WHEREAS**, the Commission and its selection committee selected HNTB Corporation to be awarded the contract, and;

**WHEREAS**, the contract begins on March 31, 2024 and concludes October 31, 2024, with all task to be completed by October 31, 2024, and;

**WHEREAS**, the contract is a financial commitment by the Commission of up to \$60,000;

**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 HNTB Corporation.

Effective Date: March 28, 2024  
Submitted By: Executive Committee  
Prepared By: Casey Peters, GIS Analyst I

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

\_\_\_\_\_  
Attest: Melissa Kraemer Badtke—Executive Director  
East Central WI Regional Planning Commission

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

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

**TO:** Executive Committee  
**FROM:** Jennie Mayer, Safe Routes to School Coordinator  
**DATE:** March 20, 2024  
**RE:** Proposed Resolution 20-24: Authorizing the Executive Director of the Commission to Enter into a Contract with Traffic Analysis & Design Inc. for the Safe Routes to School Program

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As part of the Safe Routes to School Program, getting children safely to and from school is a key function of a community because how kids get to school can shape their physical and mental health. Access needs to be equitable and easy, and often communities don't fully realize what the barriers are.

The goal of the Built Environment and Active Transportation to and from School (BEATS) study is to help school communities better understand their existing transportation situations, adapt to changing needs and conditions, and alleviate the pedestrian and bicycle accessibility and safety issues that they face for children traveling to and from school.

On February 7, 2024, the Commission issued a Request for Proposals; three firms responded to the request. A selection committee reviewed the proposals, which resulted in Traffic Analysis & Design Inc. being selected to enter into contract negotiations with the Commission. The total cost for the 12-month contract will be no more than \$65,000. The funding associated with this program will require a three-party contract between the Wisconsin Department of Transportation, the Commission, and the Consultant.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 20-24, which authorizes the Executive Director to enter into and negotiate a contract with the Wisconsin Department of Transportation (WisDOT) and Traffic Analysis & Design Inc.

**RESOLUTION NO. 20-24**

**AUTHORIZING THE EXECUTIVE DIRECTOR OF THE COMMISSION TO ENTER INTO A CONTRACT WITH TRAFFIC ANALYSIS & DESIGN INC. FOR THE SAFE ROUTES TO SCHOOL PROGRAM**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, hereafter referred to as the Commission, received Transportation Alternatives Program funding from the Wisconsin Department of Transportation to administer the Regional Safe Routes to School Program, and;

**WHEREAS**, the Commission has approved in its budget and work program the hiring of a consultant to conduct a Built Environment and Active Transportation to and from School study, and;

**WHEREAS**, the Commission issued a Request for Proposals on February 7, 2024 and received three qualified proposals, and;

**WHEREAS**, the Commission and its selection committee selected Traffic Analysis & Design Inc. to be awarded the contract, and;

**WHEREAS**, the contract is a twelve-month contract beginning April 1, 2024 and ending on April 19, 2025, and;

**WHEREAS**, the federal funding associated with this program requires a three-party contract between the Commission, the Consultant, and the Wisconsin Department of Transportation, and;

**WHEREAS**, the contract is a financial commitment by the Commission of up to \$65,000;

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

**Section 1.** That the Executive Director is authorized to enter into and negotiate a contract with the Wisconsin Department of Transportation and Traffic Analysis & Design Inc.

Effective Date: March 28, 2024

Submitted By: Executive Committee

Prepared By: Jennie Mayer, Safe Routes to School Coordinator

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

\_\_\_\_\_  
Attest: Melissa Kraemer Badtke—Executive Director  
East Central WI Regional Planning Commission

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

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

**TO:** ECWRPC Commissioners  
**FROM:** Melissa Kraemer Badtke, Executive Director  
**DATE:** March 20, 2024  
**RE:** Proposed Resolution 21-24: Amending the 2024 Transportation Section of the 2024 Work Program and Budget for the East Central Wisconsin Regional Planning Commission

East Central staff has been tracking and closely monitoring the time and expenses incurred related to the process of redesignating the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organization’s Policy Boards. Through February, this effort has consumed nearly 25% of the total available funding in the relevant Work Program element: 1311 – Appleton (Fox Cities)/Oshkosh MPO Program Administration and Support. Reviewing all of the planned activity related to this effort through 2024, the current estimate is that at least an additional \$50,000 will be needed to complete this work. The following adjustments to the 2024 Transportation Work Program and Budget are proposed to provide additional funding for the redesignation effort, as outlined below.

- 1313: Reduced budget and correlating staff hours by \$20,000. Proposals for a pending contract came in under the budgeted amount. While this contract will be charged to 1313A, it will increase staff time in this category, thus reducing the staff time needed in 1313, as these two program ID numbers are interrelated.
- 1323: Reduced budget and correlating staff hours by \$10,000. Many of the work program deliverables are eligible to be charged to Work Program Element 1324F, which is for Safe and Accessible Transportation Options (SATO)
- 1324: Reduced budget and correlating staff hours by \$ 20,000. Many of the work program deliverables are eligible to be charged to Work Program Element 1324F, which is for Safe and Accessible Transportation Options (SATO).

Work Program Element	2024 Budget	Adjustment	Revised 2024 Budget
1311	\$ 75,000	\$ 50,000	\$ 125,000
1313	\$ 75,000	\$ (20,000)	\$ 55,000
1323	\$ 76,019	\$ (10,000)	\$ 66,019
1324	\$ 50,000	\$ (20,000)	\$ 30,000

**Staff Recommendation:** Staff recommends the ECWRPC Commission approve Proposed Resolution 21-24, which incorporates the adjustments reflected above into the Transportation Section of the 2024 ECWRPC Work Program and Budget.

## RESOLUTION NO. 21-24

### AMENDING THE 2024 TRANSPORTATION SECTION OF THE 2024 WORK PROGRAM AND BUDGET FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

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

**WHEREAS**, an annual Transportation Work Program and Budget, required by the Federal Highway Administration, the Federal Transit Administration, and the Wisconsin Department of Transportation, was approved by the Commission on October 27, 2023, and;

**WHEREAS**, the Commission Board approved the Commission's 2024 Work Program and Budget, which included the 2024 Transportation Work Program and Budget, on January 24, 2024, and;

**WHEREAS**, transportation work program and budget amendments are allowable under certain circumstances, including adjusting funding to perform existing to additional work program activities, and;

**WHEREAS**, the Transportation Management Area Certification Review provided corrective actions and recommendations to ECWRPC, and;

**WHEREAS**, the recommendation to redesignate the policy board for the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) and, by extension, the Oshkosh MPO requires significant staff and financial resources that were not anticipated at the time the Transportation Work Program and Budget was adopted, and;

**WHEREAS**, ECWRPC staff have deemed it necessary and reasonable to adjust the 2024 Transportation Work Program and Budget to better align with its deliverables for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations to ensure compliance with federal and state regulations, and;

**WHEREAS**, the 2024 Work Program and Budget will be amended to reallocate existing funding to cover the projected costs of the redesignation of the Appleton (Fox Cities) and Oshkosh MPO's Policy Boards as noted on the attached Transportation Work Program amendment, and;

**WHEREAS**, this amendment is budget neutral, as no additional federal, state, or local levy is being utilized;

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

**Section 1:** That the Commission hereby amends the 2024 Transportation Work Program and Budget as reflected on the attached and incorporated herein.

**Section 2:** That the Commission hereby amends the 2024 Work Program and Budget as reflected on the attached and incorporated herein.

RESOLUTION NO. 21-24

Effective Date: March 28, 2024

Submitted By: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

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

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

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

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



**TO:** Executive Committee

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

**DATE:** March 20, 2024

**RE:** Resolution 22-24 & 23-24 Discussion regarding the Appleton and Oshkosh Metropolitan Planning Organization (MPO) Policy Board Redesignation Process

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## **Background**

East Central WI Regional Planning Commission (ECWRPC) was designated as the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) by Wisconsin Governor Patrick Lucey on January 15, 1974. Since that time, the ECWRPC Board, comprised of elected officials from East Central's 10-county region, has acted as the Policy Board for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs).

The restructuring of the MPO Policy Board, to be comprised of local elected officials representing at least 75 percent of the impacted population, was included in ECWRPC's 2020 reorganization plan. However, that action was deferred until the 2020 Census data became available, due to the possibility that the Appleton (Fox Cities) and Oshkosh MPOs would be agglomerated. The Appleton (Fox Cities) Urban Area was posted on the federal register in January, 2023 and the Appleton (Fox Cities) and Oshkosh MPOs did not agglomerate.

During the 2023 federal certification review of the Appleton (Fox Cities) MPO, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) included a strong recommendation to redesignate the Appleton (Fox Cities) MPO policy board, to ensure compliance with federal requirements as outlined in [23 CFR 450.310](#). A deadline of September 3, 2024 has been established to complete the redesignation process.

East Central staff is actively working in coordination with FHWA, FTA, and the Wisconsin Department of Transportation and contracted outside legal counsel to ensure the various components of the redesignation of the Appleton (Fox Cities) MPO Policy Board structure are compliant with federal regulations. East Central staff has also discussed redesignating the Oshkosh MPO Policy Board at the same time. Oshkosh City Manager Mark Rohloff is supportive of this approach.

The initial step of the redesignation process will begin with the ECWRPC Board approving Resolutions of Support (Proposed Resolutions 23-24 and 24-24) to proceed with the redesignation process by engaging with all local impacted counties and municipalities on the establishment of new MPO Policy Board structures for both the Appleton (Fox Cities) and Oshkosh MPOs. Each impacted county and municipality will, in turn, be required to pass a Resolution of Support approving of the new Policy Board structure. A formal request will then be made to the Governor's office for the redesignation of the Policy Board structures. The Governor will then formally redesignate the Policy Boards for the Appleton (Fox Cities) and Oshkosh MPOs. The new Policy Boards will then be convened to adopt new Bylaws for each entity.

## **Redesignation Implementation Timeline**

### **January 2024**

- ✓ Work session with FHWA/FTA/WISDOT
- ✓ FHWA/FTA presentation to ECWRPC Board
- ✓ Draft Policy Board options, Bylaws, Redesignation Agreement, Resolution developed

### **February 2024**

- ✓ Draft Policy Board options, Bylaws, Redesignation Agreement, Resolution currently being reviewed by contracted legal counsel
- ✓ Executive Committee discussion
- ✓ Initial engagement with key stakeholders

### **March 2024**

- ✓ Technical Advisory Committee discussions with a presentation by Federal Highway Administration
- ✓ Transportation Committee discussions
- ECWRPC Board Resolution approving engagement with impacted counties and municipalities

### **April 2024**

- Spring Elections

### **May – July 2024**

- Engagement with impacted counties and municipalities
- All counties and municipalities approve Resolutions in support of redesignation and policy board structure
- ECWRPC Board approves new Appleton MPO Policy Board Structure and Oshkosh MPO Policy Board Structure

### **August 2024**

- Redesignation request submitted to Governor's office
- Upon redesignation by Governor, new Policy Board established and convened to approve Bylaws

### **September 3 2024**

- FHWA/FTA deadline for new Policy Board to be in place

**Staff Recommendation:** Staff recommends approval of Proposed Resolutions 22-24 and 23-24.

## RESOLUTION NO. 22-24

### **AUTHORIZING THE EXECUTIVE DIRECTOR AND EAST CENTRAL STAFF TO ENGAGE COMMUNITIES AND PARTNER ORGANIZATIONS IN THE PROCESS OF REDESIGNATION OF THE APPLETON (FOX CITIES) MPO POLICY BOARD STRUCTURE**

**WHEREAS**, the Federal Aid Highway Act of 1962 requires a continuing, comprehensive transportation planning process carried out cooperatively by the State and local communities of each urban area of more than 50,000 population in order to qualify transportation projects for federal aid, and;

**WHEREAS**, East Central WI Regional Planning Commission (ECWRPC) was designated as the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) by Wisconsin's Governor Lucey in January 15, 1974, and;

**WHEREAS**, due to a population in excess of 200,000 in the 2010 U.S. Census Bureau, the Appleton (Fox Cities) Metropolitan Planning Organization was designated as a Transportation Management Area (TMA) in 2012, and;

**WHEREAS**, the ECWRPC Board, consisting of elected and appointed officials from East Central's ten county region, has served as the Policy Board for the Appleton (Fox Cities) MPO, and;

**WHEREAS**, the East Central Wisconsin Regional Commission Board approve a reorganization plan on April 24, 2020, which identified a need for a separate policy board for the Appleton (Fox Cities) Metropolitan Planning Organization, and;

**WHEREAS**, the Appleton (Fox Cities) Urban Area was posted on the federal register in January, 2023 and the Appleton (Fox Cities) MPO and the Oshkosh MPO did not agglomerate, and;

**WHEREAS**, a change to the Appleton (Fox Cities) MPO Policy Board structure was identified as necessary by ECWRPC, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to ensure that local elected officials representing 75% of the affected population serve on the MPO Policy Board, consistent with federal requirements as outlined in 23 CFR 450.310, and;

**WHEREAS**, a new Appleton (Fox Cities) MPO Policy Board structure must be developed by ECWRPC staff, in close coordination with FHWA, FTA, the Wisconsin Department of Transportation (WisDOT), and local impacted communities within the Appleton (Fox Cities) Metropolitan Planning Area (MPA), and;

**WHEREAS**, the main functions of the new Appleton (Fox Cities) MPO Policy Board shall be to provide policy guidance throughout the transportation planning process, approve the Metropolitan Transportation Plan (MTP), Congestion Management Process, Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and promote the implementation of the TIP and UPWP, and;

**WHEREAS**, support and approval of each governing body of the municipalities and counties located within the Appleton (Fox Cities) Metropolitan Planning Area is needed to formally request that the Governor redesignate the structure of the Appleton (Fox Cities) MPO Policy Board, so;

RESOLUTION NO. 22-24

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

**Section 1:** That the Commission approves and authorizes ECWRPC Executive Director and staff to proceed with the creation of a new MPO Policy Board, in coordination with FHWA, FTA, WisDOT, and local impacted communities within the Appleton (Fox Cities) Metropolitan Planning Area.

Effective Date: March 28, 2024  
Submitted By: Executive Committee  
Prepared By: Melissa Kraemer Badtke

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Jeff Nooyen, Chair – Outagamie Co.

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Melissa Kraemer Badtke–Executive Director  
East Central WI Regional Planning Commission

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Approval Date

## RESOLUTION NO. 23-24

### **AUTHORIZING THE EXECUTIVE DIRECTOR AND EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION STAFF TO ENGAGE COMMUNITIES AND PARTNER ORGANIZATIONS IN THE PROCESS OF REDESIGNATION OF THE OSHKOSH MPO POLICY BOARD STRUCTURE**

**WHEREAS**, the Federal Aid Highway Act of 1962 requires a continuing, comprehensive transportation planning process carried out cooperatively by the State and local communities of each urban area of more than 50,000 population in order to qualify transportation projects for federal aid, and;

**WHEREAS**, East Central WI Regional Planning Commission (ECWRPC) was designated as the Oshkosh Metropolitan Planning Organization (MPO) by Wisconsin's Governor Lucey in January 15, 1974, and;

**WHEREAS**, the ECWRPC Commission Board, consisting of elected and appointed officials from East Central's ten county region, has served as the Policy Board for the Oshkosh MPO, and;

**WHEREAS**, the East Central Wisconsin Regional Commission Board approve a reorganization plan on April 24, 2020, which identified a need for a separate policy board for the Oshkosh Metropolitan Planning Organization, and;

**WHEREAS**, the Oshkosh Urban Area was posted on the federal register in January, 2023 and the Appleton (Fox Cities) MPO and the Oshkosh MPO did not agglomerate, and;

**WHEREAS**, a change to the Oshkosh MPO Policy Board structure was identified as necessary by ECWRPC, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to ensure that local elected officials representing 75% of the affected population serve on the MPO Policy Board, consistent with federal requirements as outlined in 23 CFR 450.310, and;

**WHEREAS**, a new Oshkosh MPO Policy Board structure must be developed by ECWRPC staff, in close coordination with FHWA, FTA, Wisconsin Department of Transportation (WisDOT), and local impacted communities within the Oshkosh Metropolitan Planning Area (MPA), and;

**WHEREAS**, the main functions of the new Oshkosh MPO Policy Board structure shall be to provide policy guidance throughout the transportation planning process, approve the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and promote the implementation of the TIP and UPWP, and;

**WHEREAS**, support and approval of each governing body of the municipalities and counties located within the Oshkosh Metropolitan Planning Area is needed to formally request that the Governor redesignate the MPO Policy Board, so;

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

**Section 1:** That the Commission approves and authorizes ECWRPC Executive Director and staff to proceed with the creation of a new MPO Policy Board, in coordination with FHWA, FTA, WisDOT, and local impacted communities within the Oshkosh Metropolitan Planning Area.

RESOLUTION NO. 23-24

Effective Date: March 28, 2024  
Submitted By: Executive Committee  
Prepared By: Melissa Kraemer Badtke

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Jeff Nooyen, Chair – Outagamie Co.

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Melissa Kraemer Badtke—Executive Director  
East Central WI Regional Planning Commission

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Approval Date

**TO:** Executive Committee  
**FROM:** Colin Kafka, Associate Planner  
**DATE:** March 20, 2024  
**RE:** Proposed Resolution 24-24: Endorsing the Eventual Goal of Zero Roadway Fatalities and Serious Injuries for the Appleton (Fox Cities) Metropolitan Planning Organization

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The ECWRPC Comprehensive Safety Action Plan (CSAP) is a roadway safety action plan developed for both the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) and Oshkosh MPO, as well as the municipalities within the MPOs. The document is designed to satisfy the action plan requirements of the Safe Streets and Roads for All (SS4A) Grant Program, a federal discretionary program with \$5 billion in appropriated funds over five years (2022-2026).

A completed Action Plan is required for local governments to be eligible to apply for Safe Streets and Roads for All Demonstration and Supplemental Planning and/or Implementation Grants. SS4A Demonstration and Supplemental Planning Grants and Implementation Grants are two separate funding sources, the former provides federal funding for municipalities to conduct demonstration activities and further planning while the latter provides funding to implement and construct roadway safety projects identified in the Action Plan. The current CSAP, adopted in January 2024, meets all eligibility criteria according to SS4A Demonstration and Supplemental Planning Grant parameters. However, in order for municipalities within the MPO to be eligible to apply for SS4A Implementation Grants, a governing body must commit to an eventual goal of zero roadway fatalities and serious injuries, a key initiative encouraged by USDOT. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following: (1) the target date for achieving zero roadway fatalities and serious injuries, OR (2) an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries. Furthermore, the Wisconsin Department of Transportation has committed to joining USDOT's Allies in Action campaign as part of the USDOT's National Roadway Safety Strategy to eliminate crash injuries and fatalities, highlighting the Wisconsin Department of Transportation's commitment to USDOT initiatives.

To address this requirement and support this initiative, the following proposed resolution commits the Appleton (Fox Cities) MPO to an eventual goal of zero roadway fatalities and serious injury crashes by reducing such crashes by 80% over the next 25 years. This reduction in fatal and serious injury crashes will be achieved by encouraging, supporting, and implementing the recommended projects, goals, and actions identified within the Comprehensive Safety Action Plan. In addition, the CSAP will be amended to include this endorsement as an addendum.

**Staff Recommendation:** Staff recommends approving Proposed Resolution 24-24 to formally endorse the eventual goal of zero roadway fatalities and serious injuries for the Appleton (Fox Cities) Metropolitan Planning Organization

**RESOLUTION NO. 24-24**

**ENDORISING THE EVENTUAL GOAL OF ZERO ROADWAY FATALITIES AND SERIOUS INJURIES FOR THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION**

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

**WHEREAS**, the Comprehensive Safety Action Plan (CSAP) meets SS4A Action Plan requirements by identifying MPO and municipal High-Injury Networks (HIN), distinguishing priority projects to enhance roadway safety, recommending effective safety countermeasures to reduce potential future crashes, and outlining Safe Systems Approach goals and actions all with the intention to reduce fatal and serious injury crashes for all roadway users, and;

**WHEREAS**, to further enhance the efficacy of an SS4A Action Plan and support the initiatives of the National Roadway Safety Strategy, USDOT encourages a governing body to commit to an eventual goal of zero roadway fatalities and serious injuries by either setting a target date to reach zero, or setting one or more targets to achieve significant declines in roadway fatalities and serious injuries by a specific date, and;

**WHEREAS**, the Wisconsin Department of Transportation has committed to joining USDOT's Allies in Action campaign as part of the USDOT's National Roadway Safety Strategy to eliminate crash injuries and fatalities, and;

**WHEREAS**, to support this USDOT initiative, the Appleton (Fox Cities) MPO will work toward an eventual goal of zero roadway fatalities and serious injury crashes, with a commitment to reduce fatalities and injuries by 80% over the next 25 years through encouraging, supporting, and implementing the recommended projects, goals, and actions identified within the Comprehensive Safety Action Plan,

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

**Section 1:** That the Commission, serving as the Appleton (Fox Cities) MPO Policy Board, commits to reduce fatalities and injuries by 80% over the next 25 years through encouraging, supporting, and implementing the recommended projects, goals, and actions identified within the Comprehensive Safety Action Plan,

**Section 2:** That the Commission endorses the eventual goal of zero roadway fatalities and serious injuries for the Appleton (Fox Cities) Metropolitan Planning Organization,

**Section 3:** That the Commission, serving as the Appleton (Fox Cities) MPO Policy Board, amends the CSAP to include this endorsement as an addendum to the plan.

Effective Date: March 28, 2024

Submitted By: Executive Committee

Prepared By: Colin Kafka, Associate Planner

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

\_\_\_\_\_  
Attest: Melissa Kraemer-Badtke—Executive Director  
East Central WI Regional Planning Commission

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

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



**TO:** Executive Committee  
**FROM:** Colin Kafka, Associate Planner  
**DATE:** March 20, 2024  
**RE:** Proposed Resolution 25-24: Endorsing the Eventual Goal of Zero Roadway Fatalities and Serious Injuries for the Oshkosh Metropolitan Planning Organization

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The ECWRPC Comprehensive Safety Action Plan (CSAP) is a roadway safety action plan developed for both the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) and Oshkosh MPO, as well as the municipalities within the MPOs. The document is designed to satisfy the action plan requirements of the Safe Streets and Roads for All (SS4A) Grant Program, a federal discretionary program with \$5 billion in appropriated funds over five years (2022-2026).

A completed Action Plan is required for local governments to be eligible to apply for Safe Streets and Roads for All Demonstration and Supplemental Planning and/or Implementation Grants. SS4A Demonstration and Supplemental Planning Grants and Implementation Grants are two separate funding sources, the former provides federal funding for municipalities to conduct demonstration activities and further planning while the latter provides funding to implement and construct roadway safety projects identified in the Action Plan. The current CSAP, adopted in January 2024, meets all eligibility criteria according to SS4A Demonstration and Supplemental Planning Grant parameters. However, in order for municipalities within the MPO to be eligible to apply for SS4A Implementation Grants, a governing body must commit to an eventual goal of zero roadway fatalities and serious injuries, a key initiative encouraged by USDOT. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following: (1) the target date for achieving zero roadway fatalities and serious injuries, OR (2) an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries. Furthermore, the Wisconsin Department of Transportation has committed to joining USDOT's Allies in Action campaign as part of the USDOT's National Roadway Safety Strategy to eliminate crash injuries and fatalities, highlighting the Wisconsin Department of Transportation's commitment to USDOT initiatives.

To address this requirement and support this initiative, the following proposed resolution commits the Oshkosh MPO to an eventual goal of zero roadway fatalities and serious injury crashes by reducing such crashes by 80% over the next 25 years. This reduction in fatal and serious injury crashes will be achieved by encouraging, supporting, and implementing the recommended projects, goals, and actions identified within the Comprehensive Safety Action Plan. In addition, the CSAP will be amended to include this endorsement as an addendum.

**Staff Recommendation:** Staff recommends approving Proposed Resolution 25-24 to formally endorse the eventual goal of zero roadway fatalities and serious injuries for the Oshkosh Metropolitan Planning Organization

**RESOLUTION NO. 25-24**

**ENDORISING THE EVENTUAL GOAL OF ZERO ROADWAY FATALITIES AND SERIOUS INJURIES FOR THE OSHKOSH METROPOLITAN PLANNING ORGANIZATION**

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

**WHEREAS**, the Comprehensive Safety Action Plan (CSAP) meets SS4A Action Plan requirements by identifying MPO and municipal High-Injury Networks (HIN), distinguishing priority projects to enhance roadway safety, recommending effective safety countermeasures to reduce potential future crashes, and outlining Safe Systems Approach goals and actions all with the intention to reduce fatal and serious injury crashes for all roadway users, and;

**WHEREAS**, to further enhance the efficacy of an SS4A Action Plan and support the initiatives of the National Roadway Safety Strategy, USDOT encourages a governing body to commit to an eventual goal of zero roadway fatalities and serious injuries by either setting a target date to reach zero, or setting one or more targets to achieve significant declines in roadway fatalities and serious injuries by a specific date, and;

**WHEREAS**, the Wisconsin Department of Transportation has committed to joining USDOT's Allies in Action campaign as part of the USDOT's National Roadway Safety Strategy to eliminate crash injuries and fatalities, and;

**WHEREAS**, to support this USDOT initiative, the Oshkosh MPO will work toward an eventual goal of zero roadway fatalities and serious injury crashes, with a commitment to reduce fatalities and injuries by 80% over the next 25 years through encouraging, supporting, and implementing the recommended projects, goals, and actions identified within the Comprehensive Safety Action Plan,

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

**Section 1:** That the Commission, serving as the Oshkosh MPO Policy Board, commits to reduce fatalities and injuries by 80% over the next 25 years through encouraging, supporting, and implementing the recommended projects, goals, and actions identified within the Comprehensive Safety Action Plan,

**Section 2:** That the Commission endorses the eventual goal of zero roadway fatalities and serious injuries for the Oshkosh Metropolitan Planning Organization,

**Section 3:** That the Commission, serving as the Oshkosh MPO Policy Board, amends the CSAP to include this endorsement as an addendum to the plan.

Effective Date: March 28, 2024

Submitted By: Executive Committee

Prepared By: Colin Kafka, Associate Planner

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

\_\_\_\_\_  
Attest: Melissa Kraemer-Badtke—Executive Director  
East Central WI Regional Planning Commission

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

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

**TO:** Executive Committee  
**FROM:** Chris Colla  
**DATE:** March 15, 2024  
**RE:** Proposed Resolution 26-24: Authorizing the Commission to Submit and Support an Application for Prioritization Process Pilot Program (PPPP) Grant Funding

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Federal Highway Administration (FHWA) recently publicized a Notice of Funding Opportunity for a new grant program, the Prioritization Process Pilot Program (PPPP). Applications are due May 1<sup>st</sup>. The PPPP was authorized through the Bipartisan Infrastructure Law (BIL) to provide funding to MPO's with a population over 200,000 or to states to develop and implement a publicly accessible, transparent prioritization process to guide project selection in the development of short-range and long-range transportation plans and the Transportation Improvement Program for the planning area. The goal is to create greater public involvement in the process of selecting transportation improvement projects. Data-driven planning processes are used to determine potential projects which are then presented to the public for input, with public input used to advise the final determination of the projects selected.

Metropolitan Planning Organizations with populations over 200,000 are designated as Transportation Management Areas; the Appleton (Fox Cities) MPO is census designated as a TMA. Every four years, a certification review of the TMA is conducted. The review is performed by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), with the Wisconsin Department of Transportation as an active participant in the review. The most recent review for the Appleton (Fox Cities) MPO was conducted in August 2023, with several corrective actions issued as a result. These corrective actions must be rectified regardless, however, several corrective actions neatly align with the criteria to be addressed under PPPP funding. The following list of potential projects and usage of PPPP funding is not final as ECWRPC staff continue to work to develop the application. Projects that will address a corrective action have been denoted with \*\*\*.

- Improvement and expansion of public engagement activities for the Metropolitan Transportation Plan, Congestion Management Process, and future TIP, Surface Transportation Block Grant program funding, and project selection processes;
- \*\*\* Development of improved performance measures for the CMP and MTP;
- \*\*\* Funding to improve the process behind identifying, modeling, and mapping level of service (LOS) and deficiencies in the CMP network;
- \*\*\* Improved integration and flow of project selection criteria and performance measures between the Metropolitan Transportation Plan, Congestion Management Process, and TIP
- Processes and purchasing of TIP software.

Funds from Federal fiscal years 2022-2024 are combined in the first application cycle; there is no required local match and projects can be federally funded up to 100% of the total project cost. The total funding available is \$30 million, with applicants limited to applying for a maximum of \$2 million.

The Appleton (Fox Cities) TMA meets the criteria to submit an application, and ECWRPC staff have been encouraged to apply by FHWA. ECWRPC anticipates to have the Oshkosh MPO and the Fond du Lac MPO listed as partners in this application.

**Staff Recommendation:** Staff recommend the Commission approve Proposed Resolution 26-24 Authorizing the Commission to Submit and Support an Application for the Prioritization Process Pilot program (PPP).

**RESOLUTION NO. 26-24**

**AUTHORIZING THE COMMISSION TO SUBMIT AND SUPPORT AN APPLICATION FOR FHWA PRIORITIZATION PROCESS PILOT PROGRAM GRANT FUNDING**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission serves as the designated planning agency for the Appleton (Fox Cities) MPO, and;

**WHEREAS**, the Appleton (Fox Cities) MPO has a population of over 200,000 and has been census-designated as a Transportation Management Area, and;

**WHEREAS**, ECWRPC staff are involved in revising the Metropolitan Transportation Plan, Congestion Management Process, the Transportation Improvement Program, and related documents and processes to comply with corrective actions issued by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as a result of the August 2023 Appleton (Fox Cities) TMA Certification Review, and;

**WHEREAS**, Federal Highway Administration has publicized a Notice of Funding Opportunity for the Prioritization Process Pilot Program and encouraged ECWRPC staff to apply, and;

**WHEREAS**, funding from the Prioritization Process Pilot Program can be used to address corrective actions to improve data-driven planning processes, develop project ranking criteria, and expand ECWRPC's public engagement activities in the context of those plans, and;

**WHEREAS**, this federal funding opportunity requires no local or state match, and;

**WHEREAS**, activities that would be undertaken as part of this grant funding align with the 2024 Transportation Work Program and Budget, and;

**WHEREAS**, the Federal Highway Administration requires letters of support in the application and the Commission requests approval from the Executive Committee to pursue an application for this funding opportunity;

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

**Section 1:** That the Commission be authorized to develop and submit an application to Federal Highway Administration for fiscal year 2024 funding from the Prioritization Process Pilot Program.

**Section 2:** The Chair of the Commission is authorized to sign a letter of support for submission to Federal Highway Administration as part of the application materials.

Effective Date: March 28, 2024

Submitted By: Executive Committee

Prepared By: Chris Colla, Associate Transportation Planner

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

\_\_\_\_\_  
Attest: Melissa Kraemer Badtke—Executive Director  
East Central WI Regional Planning Commission

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

**TO:** Economic Development Committee  
**FROM:** Colin Kafka, Associate Planner  
**DATE:** March 6, 2024  
**RE:** Staff Report - Economic Development Program

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### **EDA Partnership Planning Grant**

In late-February 2023, the Economic Development Administration (EDA) notified East Central that our 2024-2026 Partnership Planning Grant application submitted in October 2023 was approved. While funding from previous Partnership Planning Grants was obligated up front from the fiscal year appropriation in which the award was made, the 2024-2026 award was modified by EDA to a multi-year award with a 3-year period of performance with funding to be obligated one year at a time. ECWRPC will be initially awarded \$70,000 for year one of our three-year planning award. Pending Congressional budgeting approvals, ECWRPC will be obligated the remaining \$140,000 for years two and three at a future date. Staff are working with EDA to take the final steps necessary to accept the award.

This deviation from the norm is a result of EDA currently operating under a continuing resolution due to Congress not passing a budget for the 2024 fiscal year. While EDA is hopeful that a budget will be passed before the continuing resolution ends, EDA has a responsibility to ensure that grant award obligations do not exceed appropriation from Congress for investment assistance programs. As such, EDA changed to the structure of the three-year Partnership Planning awards in the manner outlined above. These dynamics did not interrupt continued collaboration with regional economic development partners and stakeholders nor did they disrupt staff from implementing economic development work program deliverables for 2024.

During the initial months of 2024, East Central staff participated with regional stakeholders on an array of projects and initiatives. Staff continued to provide support for the EDA Menominee Resiliency Project, participated on the Outagamie County ARPA Housing Grant Evaluation Committee, and participated on the Housing Alliance Task Force facilitated by the Community Foundation for the Fox Valley Region. These initiatives address both economic resiliency and housing challenges, key priorities identified in multiple objectives and actions of the 2023 CEDS.

In addition to project specific collaboration, East Central staff continued to regularly meet with stakeholders to keep a pulse on economic development priorities throughout the region. At the regional level, staff participated in the Fox Cities Economic Development Partnership (FCEDP), Northeast Wisconsin Regional Economic Partnership (NEWREP), and the NEW North Local Partner Huddle. Staff also attended regular meetings with state and federal agencies namely Bay-Lake Regional Planning Commission, WEDC Office of Rural Prosperity, the Wisconsin Department of Transportation, and EDA. Staff will continue to participate in regular meetings with these groups and any others that may present themselves.

Concurrent with navigating administration of the 2024-2026 Partnership Planning Grant and collaborating with stakeholders, staff completed final reporting for the 2021-2023 Planning Partnership Grant, began to make updates to the Economic Development Hub webpage, and are actively exploring grant opportunities to continue the Small Community Technical Assistance Program. Looking ahead, among many other deliverables in coming months, staff will begin the annual process of updating the 2023 CEDS in the coming months. EDA requires an annual update to the CEDS with the purpose of updating economic and demographic data to the current year, reviewing the goals, objectives, and actions of the strategic direction and action plan where necessary, and monitoring the performance towards meeting the CEDS goals.

TO: Environmental Management Committee  
FROM: Joe Stephenson, Senior Planner  
DATE: March 13, 2024  
RE: Water Quality Management Program Updates

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### **Fox Cities Sewer Service Plan 2040 – WDNR Update and Approval**

The Fox Cities 2040 Sewer Service Area (SSA) Plan Update, initiated in 2020, marks the fifth iteration of the plan, following updates in 1985, 1991, 1997, 2006, and 2023. Covering four distinct sewer service areas and planning areas across 20 municipalities and three counties, the plan is closely tied to the operations of four wastewater treatment facilities: Neenah-Menasha Sewerage Commission, Fox West Regional Sewerage Commission, Appleton Wastewater Treatment Plant, and the Heart of the Valley Metropolitan Sewerage District.

The Environmental Management Committee gave its approval for the Fox Cities SSA 2040 Plan on June 14th, 2023, followed by the Commission's approval on July 28th, 2023. Subsequently, the Wisconsin Department of Natural Resources (WDNR) engaged with staff to address a series of edits. These edits primarily focus on technical adjustments and do not significantly alter the essence of the Fox Cities SSA plan. A summary of the edits includes:

- Grammatical corrections and content clarifications.
- Introduction of definitions for key terms such as Sewer Service Area, Planning Area, and Environmentally Sensitive Areas. (pg. 13)
- Clarification of methodology concerning vacant acreage calculations. (pg. 52 and Tables 13 and 14)
- Updates and clarifications to sewerage flow calculation tables. (Tables 16, 17, 19, 20, and 21)
- Inclusion of additional information elucidating the functioning of each Waste Treatment Facility. (Chapter 7)
- Addition of guidance on protocol to be followed if an endangered species is discovered during construction activities. (pg. 29)

It's important to note, that despite these updates, the core components of the sewer service area, planning area, and plan recommendations remain unchanged. Following these revisions, the WDNR has granted approval for the Fox Cities SSA 2040 plan and will soon issue a certificate of approval letter

The full plan with all the edits can be found at the link below:

<https://www.ecwrpc.org/wp-content/uploads/2024/03/Draft-Fox-Cities-SSA-Plan-2040.pdf>

### **Other Sewer Service Planning Updates**

Staff is currently in the process of updating the Stockbridge and Sherwood Sewer Service Plans for 2024. Initial discussions have been held regarding both plans, and recently, kick-off meetings were conducted for the Stockbridge SSA Plan. These meetings, held on February 19th for the Town of Stockbridge and February 20th for the Village of Stockbridge, provided valuable insights into the upcoming developments in the Stockbridge area.

Moving forward, the next steps involve gathering demographic information and reviewing the Stockbridge Wastewater Treatment Facility Compliance Maintenance Annual Report (CMAR). This data will be crucial for updating various tables and maps within the SSA Plan. Following this, further discussions will be held with the communities to identify necessary service locations and potential growth patterns.

Meanwhile, the WDNR is scheduled to host a workshop in Stevens Point in mid-March. The primary objective of this workshop is to identify opportunities for program improvement, discuss climate and equity considerations in water quality planning, and brainstorm grant proposals. The workshop is expected to bring together stakeholders from government agencies that work with Sewer Service Area and Water Quality Management Planning.

In addition to participating in the workshop, staff will stay informed about regulatory updates and industry best practices related to wastewater management. This may involve attending conferences, webinars, and engaging with other professionals in the field.

Overall, these initiatives demonstrate a proactive approach towards addressing wastewater management challenges and promoting sustainable water resource management practices in the East Central Wisconsin Planning Commission service area.

**NR-135 Regional Non-Metallic Mining Reclamation Program Update – Scott Konkle-Senior Planner**

The following noteworthy activities were conducted in the 1<sup>st</sup> quarter of 2024 for the NR-135 Non-Metallic Mining Reclamation Program:

- The Operator Annual Reports sent out in January were received and processed in the 1<sup>st</sup> Quarter. This process includes review of the reclamation plans and any changes or updates to the financial assurance amounts and documents;
- The WDNR Annual Report, along with the Department's share of the 2023 Non-Metallic Mining Reclamation Program fees, will be submitted at the end of March;
- Seven (7) Operator Annual Reports, due on February 15, 2024, are past due. Late notices were sent and return of these Operator Annual Reports is expected by March 11, 2024;
- No new reclamation plans or modifications for review were received in the 1<sup>st</sup> Quarter;
- No other non-compliance issues exist at this time.



**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), Vacant, Lee Hammen, Ron McDonald, Nick Weber*

Date: Tuesday, January 9, 2024 (Virtual)

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  
 John Zorn (Alt. for Steve Abel) ..... Fond du Lac County  
 Lee Hammen, Vice Chair (call-in)..... Outagamie County  
 Dick Koeppen (call-in) ..... Waupaca County  
 Robert Keller, Chair ..... Winnebago County  
 Nick Weber ..... WisDOT – NE Region Rep  
 Joe Moore (*Perm Alt for Keith Heisler*)..... Fond du Lac County  
 Ron McDonald ..... Valley Transit

Committee Members Excused:

Vacant..... Menominee County  
 Tom Kautza ..... Shawano County

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. Koeppen 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 October 17, 2023** Transportation Committee Meeting Minutes – A motion was made by Mr. Zorn and second by Mr. Kesler to approve of the minutes as presented. Motion carried unanimously.

**6. Announcements and Updates**

A. Staff Report presented by Kim Biedermann-Principal Planner

**Roadways**

1. **Congestion Management Process and Long Range Transportation Plan:** Ms. Biedermann shared that one of the key deliverables that ECWRPC staff will be working on throughout 2024 are the Congestion Management Process for the Appleton (Fox Cities) MPO and a Long Range Transportation Program for each of the three MPOs (Appleton (Fox Cities), Oshkosh, and Fond du Lac). She noted that these are federal requirements, providing a vision and framework for the investment of federal and state dollars to meet the needs of the future transportation network.



- PASER Studies:** ECWRPC staff conducted Pavement Surface Evaluation and Rating (PASER) studies for the towns of Auburn and Empire in the fall of 2023. Ms. Biedermann stated that PASER studies provide a system to visually rate conditions along segments of roadways.

### **Active Transportation—Bicycle and Pedestrian Planning**

- Grant Award: Community Connectors Program – College Avenue Project:** ECWRPC partnered with Outagamie County's Development & Land Services Department to apply for the Community Connectors Grant Program and was selected as one of 15 teams from across the country as the inaugural cohort for this program. Ms. Biedermann reported that the team's project focus is the College Avenue Corridor from Mall Drive in Appleton to Richmond Street in Grand Chute. The Core Team consists of Outagamie County, ECWRPC, Town of Grand Chute, City of Appleton, Appleton Area School District, Fox Cities Convention and Visitors Bureau, WisDOT, and the Boys and Girls Club of the Fox Valley. Partner Organizations include ECWRPC Safe Routes to School, Appleton COTS, Pillars, Inc., Valley Transit, Appleton International Airport, and Outagamie County Public Health Division. Members of the team attended a gathering in Atlanta, GA, November 13 -15, 2023 to kick off the project.
- Fond du Lac Bicycle and Pedestrian Plan:** Ms. Biedermann reported that work is continuing on the plan with a goal to have the plan adopted in early 2024. She noted that in the summer of 2023, an interactive site was launched to gain feedback from the public, which can be found at <https://ecwrpc.mysocialpinpoint.com/fond-du-lac-mpo-bike-ped-plan/>. ECWRPC staff will continue to develop the plan and bring it forward to the Fond du Lac MPO TAC and Policy Board for consideration in March 2024.

### **Safe Routes to School**

- Shawano Safe Routes to School Action Plan:** Ms. Biedermann shared with the members that work is continuing on this plan with a targeted completion in spring 2024. She reported that school surveys will be sent out in early January to learn more from the school community about the traffic concerns they have around the school.
- The Built Environment and Active Transportation Study:** The American Academy of Pediatrics (AAP) recently updated their policy statement on child pedestrian safety. It was reported that in order to reduce the number of fatalities from childhood pedestrian injury, promote active transportation, and increase physical activity, the AAP calls for communities to adopt and promote policies, programs, and legislation that result in a safer environment for youth pedestrians. Ms. Biedermann shared that staff submitted a Request for Proposal to study how policies, programs, and the built environment affects whether children travel to school using active transportation, injury and fatality rates, and physical activity.

### **Transit and Specialized Transportation**

- Valley Transit Rider Survey and Neenah Transfer Center Project:** Ms. Biedermann reported that the work for this project is complete and final draft documents have been delivered to ECWRPC staff.
- GO Transit (City of Oshkosh) Transit Development Plan:** ECWRPC and GO Transit are working with SRF Consulting Group on the agency's Transit Development Plan. Ms. Biedermann shared that recently, staff have completed the third steering committee meeting, and are moving forward to the recommendations draft stage. She noted that the plan is anticipated to be completed in April 2024.

### **Special Projects**

- Oshkosh MPO EV Readiness Plan:** Ms. Biedermann shared with the members that ECWRPC and the City of Oshkosh continue to work with the contracted consultant (SRF) on the EV Readiness Plan. She reported that a community survey was distributed with nearly 500 responses collected. The first round of in-person community engagement was conducted in December 2023, with a stakeholder group meeting and a community engagement meeting.

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

- Proposed Resolution 02-24:** Adopting WisDOT Transportation Performance Measures and Targets for PM1: Safety for the Appleton (Fox Cities) Metropolitan Planning Organization. Ms.

Biedermann gave a brief overview of the Transportation Performance Management (TPM). She shared that it is a strategic planning approach set by the Federal Highway Administration and the Federal Transit Administration to help decision makers better understand the impacts of transportation investment decisions. The goal of Transportation Performance Measures is to ensure objective data and research inform investment and policy decisions to maximize the performance of the transportation. Ms. Biedermann also noted that this is to establish the new safety targets for the Appleton MPO, which are the same that are established by the state.

A motion was made by Mr. Zorn and a second by Mr. Hammen to approve of **Proposed Resolution 02-24**: Adopting WisDOT Transportation Performance Measures and Targets for PM1: Safety for the Appleton (Fox Cities) Metropolitan Planning Organization as presented. Motion carried unanimously.

- B. **Proposed Resolution 03-24**: Adopting WisDOT Transportation Performance Measures and Targets for PM1: Safety for the Oshkosh Metropolitan Planning Organization. Ms. Biedermann shared that this request covers the Oshkosh MPO where the goal of Transportation Performance Measures is to ensure objective data and research inform investment and policy decisions to maximize the performance of the transportation. Ms. Biedermann also noted that this is to establish the new safety targets for the Oshkosh MPO, which are the same that are established by the state.

A motion was made by Mr. Hammen and a second by Mr. Kesler to approved of **Proposed Resolution 03-24**: Adopting WisDOT Transportation Performance Measures and Targets for PM1: Safety for the Oshkosh Metropolitan Planning Organization as presented. Motion carried unanimously.

- C. **Proposed Resolution 04-24** Amending the 2024 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization. Mr. Casey Peters reported that following the approval of the 2024 Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Metropolitan Planning Organization, the Wisconsin Department of Transportation (WisDOT) has provided updates on several projects in the 2024-2027 funding cycle. He noted that the projects need to be amended in the TIP to assign TIP ID numbers and ensure fiscal constraint. A full breakdown of all the projects being amended can be found below:

Table 1: Appleton (Fox Cities) MPO – Amendment Project Listing (2024-2027).

- TIP #252-22-053: Buchanan Rd. at Apple Creek Bridge – Corrected funding amounts and year
- TIP #252-22-057: IH 41 Expansion – Significant increase in project funding
- TIP #252-23-053: Racine Street WCL RR Xing Sig/Gate – Corrected funding amount WisDOT has requested new TIP ID numbers for the following projects.

Inclusion of these projects into the TIP also require a major amendment

- TIP #252-24-024: STH 76 from STH 15 to S. Junction STH S – New Project
- TIP #252-24-025: USH 10 from Fire Lane 7 to CTH N – New Project

The updated performance measures for PM1: Safety, as adopted by the Appleton (Fox Cities) MPO, must be amended into the 2024 TIP. The TIP will utilize these values to determine progress towards meeting these safety targets within our region. This was open for a 15-day public comment period; no comments were received.

A motion was made by Mr. Koeppen and a second by Mr. Kesler to approve of **Proposed Resolution 04-24** Amending the 2024 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization. Motion carried unanimously.

- D. **Proposed Resolution 05-24** Amending the 2024 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization. Mr. Casey Peters shared with the members that the updated performance measures for PM1: Safety, as adopted by the Oshkosh MPO, must be amended for inclusion in the 2024 TIP. The TIP will utilize these values to determine progress

towards meeting these safety targets within our region. This was open for a 15-day public comment period; no comments were received.

A motion was made by Mr. Hammen and a second from Mr. Kesler to approve of **Proposed Resolution 05-24** Amending the 2024 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization. Motion carried unanimously.

## 8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*) –
  - 1. Mr. Keller – Winnebago County shared that Executive Jon Doemel proposed a change in the budget process this year where expenditures are not listed; using a priority based (expenditures listed by Program)
  - 2. Mr. Koeppen – Waupaca County shared that due to health issues he will not be running again for reelection. He expressed that he held the County Chair for 20 years as well as serving on the ECWRPC. The members acknowledged and thanked Mr. Koeppen for his service and wished him well.
- B. North Central WisDOT Updates – Mr. Nick Weber shared that coming up is the Bicycle Pedestrian Safety Webinar that is free for all those that are interested. - <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, April 9, 2024 at 1:30 p.m. Further details will be forthcoming.
- B. **Commission Meeting:** The next Commission meeting will be held on Wednesday, January 24, 2024 at 10:00 a.m. TBD- An agenda and meeting materials will be forthcoming.

**10. Adjourn** – A motion was made by Mr. Koeppen and second by Mr. Kesler to adjourn with the time noted 1:55 p.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator  
ECWRPC

**TO:** ECWRPC Transportation Committee  
**FROM:** ECWRPC Transportation Staff  
**DATE:** March 12, 2024  
**RE:** Proposed Resolution 11-24: Adopting the Adjusted 2020 Urban Area Boundary for the Appleton (Fox Cities) Metropolitan Planning Organization

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The US Census Bureau establishes new Urban Area Boundaries (UAB) with each decennial census. Within these urbanized areas, those with a population of 50,000 or more are designated as a Metropolitan Planning Organization (MPO), while areas with a population between 5,000 – 49,000 are considered Urban Areas. Areas that do not meet either of these population thresholds are considered Rural. This distinction is important, as the designation affects eligibility for federal Surface Transportation Block Grant (STBG) funds, functional classification designations, and is also a factor for Federal Highway Administration's (FHWA) Highway Performance Monitoring System (HPMS) reporting.

The criteria used by the US Census Bureau for defining urban areas does not align well with transportation planning needs. Additionally, the criteria from the US Census have changed, causing unanticipated changes to the UAB. Due to these considerations, Urban Areas are allowed to adjust their boundaries to align with planning and development needs provided they align with guidance from the Wisconsin Department of Transportation (WisDOT).

As the Metropolitan Planning Organization for the Appleton (Fox Cities) MPO, ECWRPC staff worked with local communities to adjust the boundary provided by the US Census Bureau to align with transportation planning initiatives. Following approval of the UAB, updates to the Metropolitan Planning Area were made. Updates to the functional classification network will then be made accordingly.

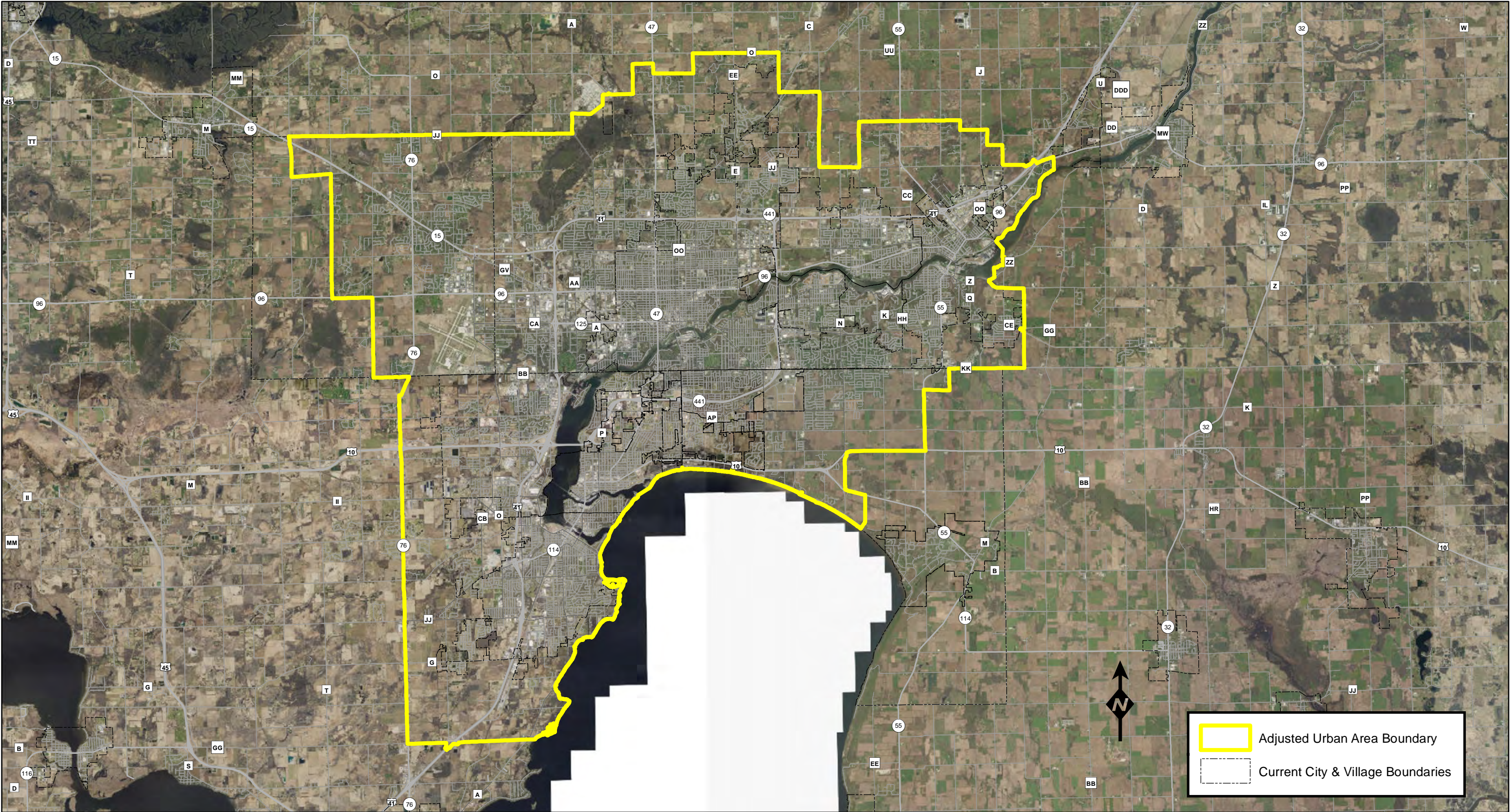
A map of the proposed Adjusted Urban Area Boundary can be found on the map labeled "Appleton MPO 2020 Urban Boundary." The proposed urban boundary adjustment is indicated by the red line on the map. The adjusted boundary was approved by the Appleton (Fox Cities) Technical Advisory Committee.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 11-24 Adopting the Adjusted 2020 Urban Area Boundary for the Appleton (Fox Cities) Metropolitan Planning Area.

# Appleton Urban Area

(Proposed Adjusted Boundary)

**DRAFT**



0 0.5 1 2 3 4 5 Miles

Population (2020): 230,967  
Housing Units: 98,811  
Map Date: 03/05/24

**RESOLUTION NO. 11-24**

**ADOPTING THE ADJUSTED 2020 URBAN AREA BOUNDARY FOR THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION**

**WHEREAS**, the Appleton (Fox Cities) MPO was designated by the Governor of the State of Wisconsin for the purpose of carrying out cooperative, comprehensive, and continuing urban transportation planning in the Appleton (Fox Cities) Urban Area, and;

**WHEREAS** every ten years, the US Census Bureau defines the boundaries for geographic areas meeting the urban area criteria as published in the Federal Register, and;

**WHEREAS** the Federal Highway Administration allows states to adjust the Census-defined urban area boundaries for planning and funding purposes, and;

**WHEREAS** the Wisconsin Department of Transportation, following the release of decennial census data, leads a process to adjust Census-defined Urban Area Boundaries (UABs) within the state, in conjunction with the respective state office of the Federal Highway Administration, and;

**WHEREAS** after review by local officials MPO staff, the MPO Technical Advisory Committee, the Wisconsin Department of Transportation, and the Federal Highway Administration, the proposed adjusted Urban Area Boundary has been found to be justified, and;

**WHEREAS** the Wisconsin Department of Transportation will, after local approval of the boundary, submit the proposed adjusted urban area boundary to the respective FHWA division office;

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

**Section 1:** That the Commission informs the Wisconsin Department of Transportation that the Adjusted Urban Area Boundary as reflected in the attached map is hereby approved and adopted.

Effective Date: March 28, 2024  
Prepared for: ECWRPC Commission  
Prepared by: ECWRPC Transportation Staff

\_\_\_\_\_  
Jeff Nooyen, Chair - Outagamie County

\_\_\_\_\_  
Melissa Kraemer-Badtke—Executive Director  
East Central WI Regional Planning Commission

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

**TO:** ECWRPC Transportation Committee  
**FROM:** ECWRPC Transportation Staff  
**DATE:** March 12, 2024  
**RE:** Proposed Resolution 12-24: Adopting the Adjusted 2020 Urban Area Boundary for the Oshkosh Metropolitan Planning Organization

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The US Census Bureau establishes new Urban Area Boundaries (UAB) with each decennial census. Within these urbanized areas, those with a population of 50,000 or more are designated as a Metropolitan Planning Organization (MPO), while areas with a population between 5,000 – 49,000 are considered Urban Areas. Areas that do not meet either of these population thresholds are considered Rural. This distinction is important, as the designation affects eligibility for federal Surface Transportation Block Grant (STBG) funds, functional classification designations, and is also a factor for Federal Highway Administration's (FHWA) Highway Performance Monitoring System (HPMS) reporting.

The criteria used by the US Census Bureau for defining urban areas does not align well with transportation planning needs. Additionally, the criteria from the US Census has changed, causing unanticipated changes to the UAB. Due to these considerations, Urban Areas are allowed to adjust their boundaries to align with planning and development needs provided they align with guidance from the Wisconsin Department of Transportation (WisDOT).

As the Metropolitan Planning Organization for the Oshkosh MPO, ECWRPC staff have worked with local communities to adjust the boundary provided by the US Census Bureau to align with transportation planning initiatives. Following approval of the UAB, updates to the Metropolitan Planning Area and functional classification network will be made accordingly. This updated boundary has been approved by the Oshkosh Technical Advisory Committee.

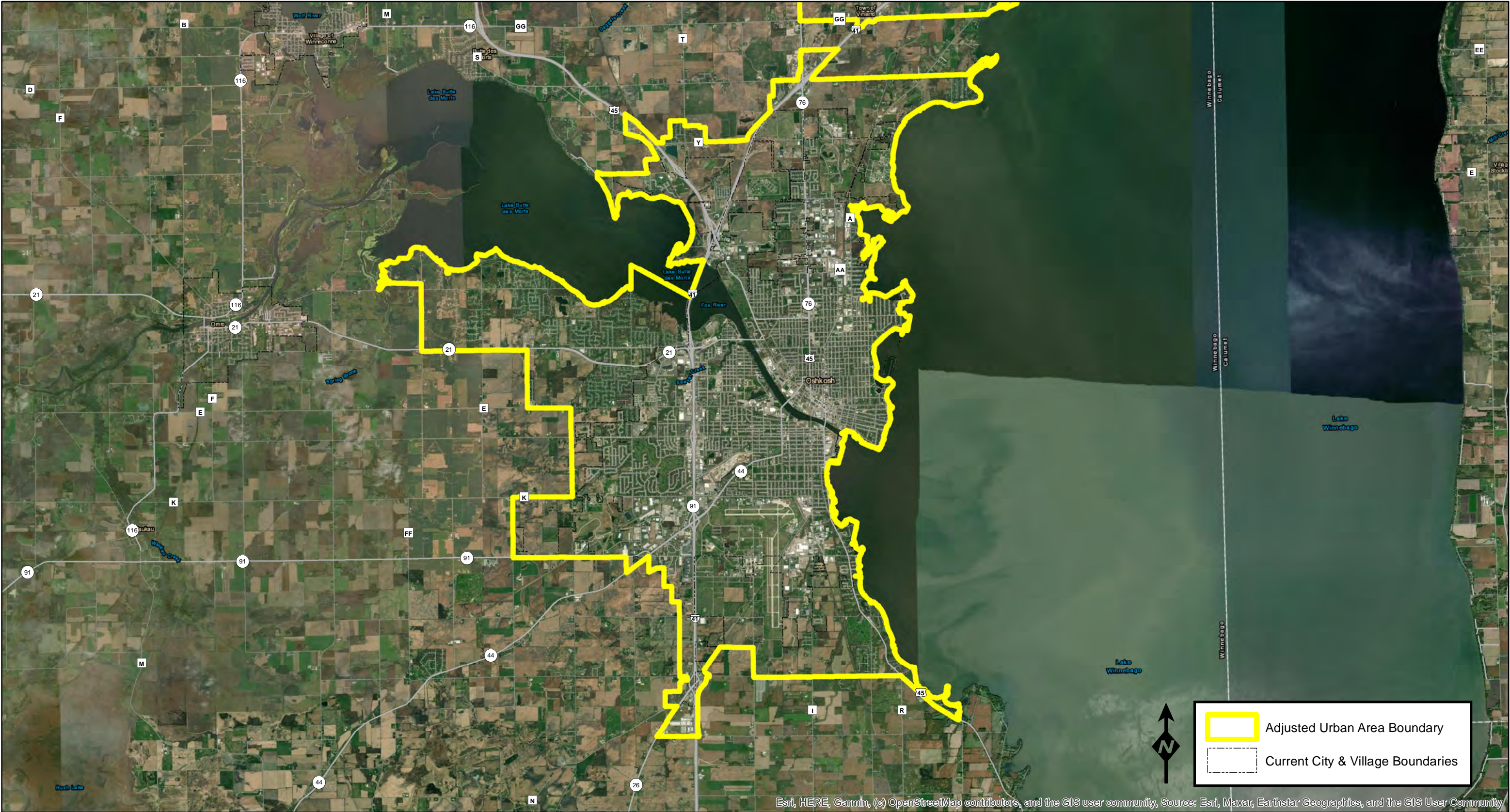
A map of the proposed Adjusted Urban Area Boundary can be found on the map labeled "Oshkosh MPO 2020 Urban Boundary." The proposed urban boundary adjustment is indicated by the red line on the map. This boundary was agreed upon by the Oshkosh MPO Technical Advisory Committee

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 12-24 Adopting the Adjusted 2020 Urban Area Boundary for the Oshkosh Metropolitan Planning Area.

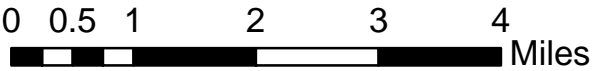
# Oshkosh Urban Area

(Proposed Adjusted Boundary)

**DRAFT**



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



Population (2020): 76,190  
Housing Units: 33,084  
Map Date: 03/05/24



**RESOLUTION NO. 12-24**

**ADOPTING THE ADJUSTED 2020 URBAN AREA BOUNDARY FOR THE OSHKOSH METROPOLITAN PLANNING ORGANIZATION**

**WHEREAS**, the Oshkosh MPO was designated by the Governor of the State of Wisconsin for the purpose of carrying out cooperative, comprehensive, and continuing urban transportation planning in the Oshkosh Urban Area; and,

**WHEREAS** every ten years, the US Census Bureau defines the boundaries for geographic areas meeting the urban area criteria as published in the Federal Register; and,

**WHEREAS** the Federal Highway Administration allows states to adjust the Census-defined urban area boundaries for planning and funding purposes; and,

**WHEREAS** the Wisconsin Department of Transportation, following the release of decennial census data, leads a process to adjust Census-defined Urban Area Boundaries (UABs) within the state, in conjunction with the respective state office of the Federal Highway Administration; and,

**WHEREAS** after review by local officials MPO staff, the MPO Technical Advisory Committee, the Wisconsin Department of Transportation, and the Federal Highway Administration, the proposed adjusted Urban Area Boundary has been found to be justified; and,

**WHEREAS** the Wisconsin Department of Transportation will, after local approval of the boundary, submit the proposed adjusted urban area boundary to the respective FHWA division office;

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

**Section 1:** That the Commission informs the Wisconsin Department of Transportation that the Adjusted Urban Area Boundary as reflected in the attached map is hereby approved and adopted.

Effective Date: March 28, 2024  
Prepared For: ECWRPC Commission  
Prepared By: ECWRPC Transportation Staff

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Jeff Nooyen, Chair - Outagamie County

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Melissa Kraemer-Badtke—Executive Director  
East Central WI Regional Planning Commission

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Approval Date

**TO:** Transportation Committee

**FROM:** ECWRPC Transportation Staff

**DATE:** March 12, 2024

**RE:** Proposed Resolution 13-24: Adopting the Adjusted Metropolitan Planning Area Boundary for the Appleton (Fox Cities) Metropolitan Planning Organization

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Following the approval of the updated Urban Area Boundary (UAB) for the Appleton (Fox Cities) Metropolitan Planning Organization (MPO), the Metropolitan Planning Area (MPA) boundary must be adjusted. While the UAB is reflective of the 10-year growth horizon for the MPO, the MPA typically extends beyond that to encompass the area of expected urbanization with a 20-year growth horizon. This MPA boundary must include the entire area designated by the adjusted UAB.

Unlike the process of updating the UAB, the MPO holds the right of final approval of the MPA, with the Wisconsin Department of Transportation (WisDOT) taking an advisory role. For this reason, WisDOT does not provide criteria for consideration when creating changes to the MPA.



ECWRPC staff have developed a recommended MPA boundary for the Appleton (Fox Cities) MPO to coincide with the adjusted UAB. This process has been expedited to coincide with the planning efforts of the Congestion Management Plan and the updated Long-Range Transportation Plan (which will be renamed the Metropolitan Transportation Plan (MTP) in accordance with 49 USC 5303(i)) and 23 CFR 450.306. The updated MPA will be integral to the process of developing these planning documents.

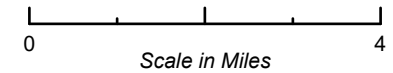
Given that the criteria used by the US Census Bureau to create the Urban Areas resulted in few changes to the UAB, ECWRPC anticipates that the MPA would remain very similar to the previously established MPA. There is a notable change in the boundary in the Town of Neenah, where the Oshkosh MPO's UAB and MPA have advanced into the Appleton MPA.

A map of the proposed MPA boundary can be found on the map labeled "Appleton MPO 2020 Urban Boundary," which immediately follows this memo. This map was approved at the March 4, 2024 Appleton MPO Technical Advisory Committee meeting. The proposed MPA boundary adjustment is indicated by the gray line on the map.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 13-24: Adopting the Adjusted Metropolitan Planning Area Boundary for the Appleton (Fox Cities) Metropolitan Planning Organization.

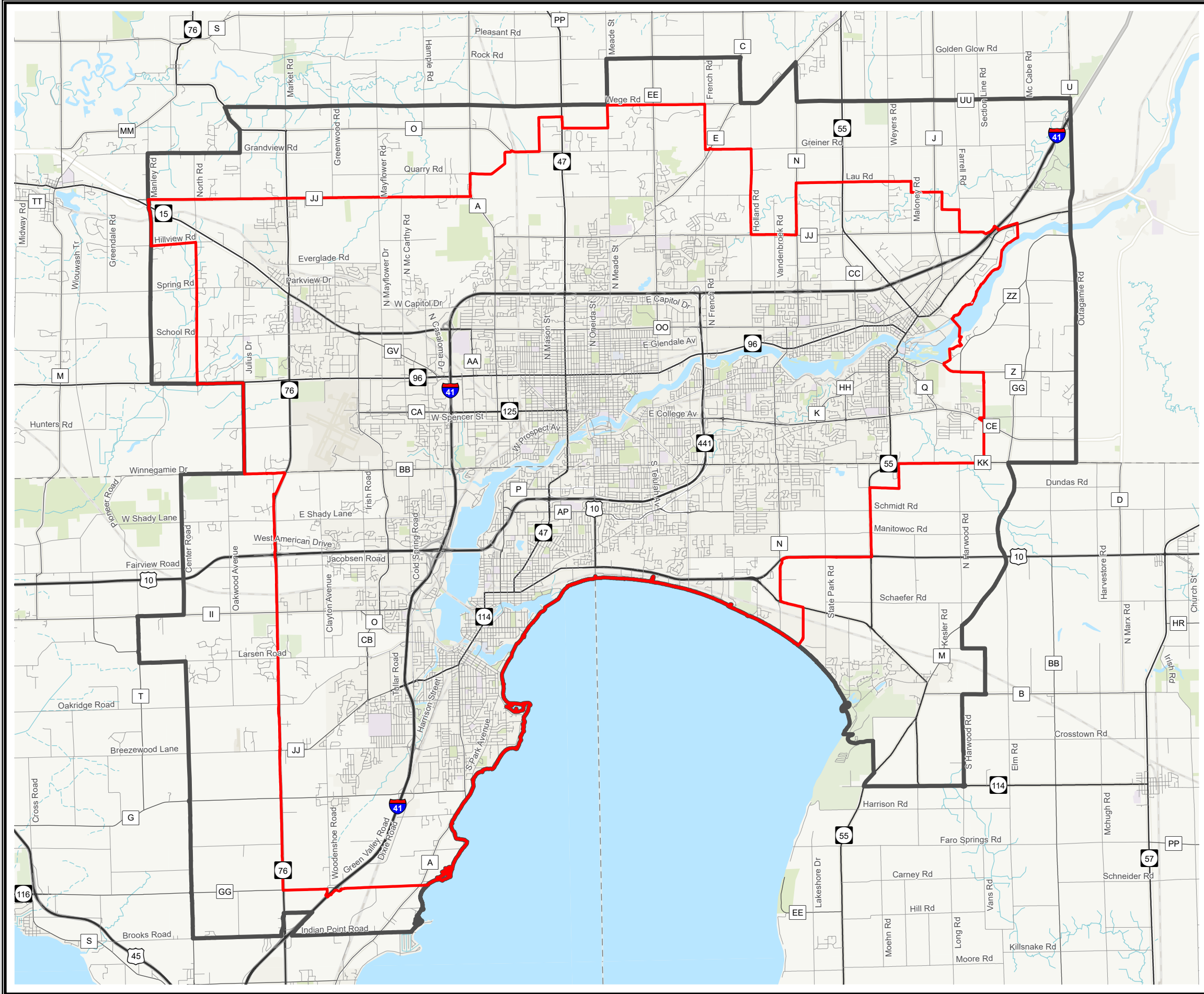
# Appleton MPO 2020 Metropolitan Planning Area

-  2020 Urban Area Boundary
-  2020 Metropolitan Planning Area Boundary



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PREPARED MARCH 2024 BY:



**RESOLUTION NO. 13-24**

**ADOPTING THE ADJUSTED 2020 METROPOLITAN PLANNING AREA BOUNDARY FOR THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION**

**WHEREAS**, the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) was designated by the Governor of the State of Wisconsin for the purpose of carrying out cooperative, comprehensive, and continuing urban transportation planning in the Appleton (Fox Cities) Urban Area, and;

**WHEREAS**, every ten years, the US Census Bureau defines the boundaries for geographic areas meeting the urban area criteria as published in the Federal Register, and;

**WHEREAS**, the Federal Highway Administration allows states to adjust the Census-defined urban area boundaries for planning and funding purposes, and;

**WHEREAS**, communities within the Appleton (Fox Cities) MPO boundaries and the Appleton (Fox Cities) MPO Technical Advisory Committee have agreed upon the newly established urban area boundaries based on the 2020 US Decennial Census data, and;

**WHEREAS**, MPOs are required to adjust the Metropolitan Planning Area (MPA) boundary based on the adjusted urban area boundary, and;

**WHEREAS**, the MPA boundary typically extends beyond the urban area boundary and reflects a 20-year growth horizon, and;

**WHEREAS**, communities within the Appleton (Fox Cities) MPO boundaries and the Appleton (Fox Cities) MPO Technical Advisory Committee have agreed upon the updated MPA boundary, and;

**WHEREAS**, the final MPA boundary decision belongs to the MPO, and;

**WHEREAS**, the official MPA boundary map will be attached to this resolution as an official record of acceptance, and;

**WHEREAS**, the MPA boundary has to be signed off by the Wisconsin Department of Transportation Secretary as the designee of the Governor;

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

**Section 1:** That the Commission approves the adjusted Metropolitan Planning Area boundary for the Appleton (Fox Cities) MPO.

**Section 2:** That the Commission provides a copy of the adjusted Metropolitan Planning Area boundary to the Secretary of the Wisconsin Department of Transportation for signature.

Effective Date: March 28, 2024

Submitted By: ECWRPC Transportation Committee

Prepared By: ECWRPC Transportation Planning Staff

\_\_\_\_\_  
Jeff Nooyen, Chair - Outagamie County

\_\_\_\_\_  
Melissa Kraemer-Badtke—Executive Director  
East Central WI Regional Planning Commission

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

**TO:** Transportation Committee

**FROM:** ECWRPC Transportation Staff

**DATE:** March 12, 2024

**RE:** Proposed Resolution 14-24: Adopting the Adjusted Metropolitan Planning Area Boundary for the Oshkosh Metropolitan Planning Organization

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Following the approval of the updated Urban Area Boundary (UAB) for the Oshkosh Metropolitan Planning Organization (MPO), the Metropolitan Planning Area (MPA) boundary must be adjusted. While the Urban Area Boundary (UAB) is reflective of the 10-year growth horizon for the MPO, the MPA typically extends beyond that to encompass the area of expected urbanization with a 20-year growth horizon. This MPA boundary must include the entire area designated by the adjusted UAB.

Unlike the process of updating the UAB, the MPO holds the right of final approval of the MPA, with the Wisconsin Department of Transportation (WisDOT) taking an advisory role. For this reason, WisDOT does not provide criteria for consideration when creating changes to the MPA.



ECWRPC staff have developed a recommended MPA boundary for the Oshkosh MPO to coincide with the adjusted UAB. This process has been expedited to coincide with the planning efforts of the Long-Range Transportation Plan (which will be renamed the Metropolitan Transportation Plan (MTP) in accordance with 49 USC 5303(i)) and 23 CFR 450.306. The updated MPA will be integral to the process of developing these planning documents.

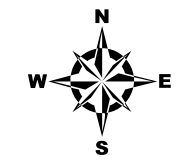
Given that the criteria used by the US Census Bureau to create the Urban Areas resulted in few changes to the UAB, ECWRPC anticipates that the MPA would remain very similar to the previously established MPA. There is a notable change in the boundary in the Town of Neenah, where the Oshkosh MPO's UAB and MPA have advanced into the Appleton MPA.

A map of the proposed MPA boundary can be found on the map labeled "Oshkosh MPO 2020 Urban Boundary," which immediately follows this memo. This boundary was approved at the March 5, 2024 Oshkosh MPO Technical Advisory Committee meeting. The proposed MPA boundary adjustment is indicated by the gray line on the map.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 14-24: Adopting the Adjusted Metropolitan Planning Area Boundary for the Oshkosh Metropolitan Planning Organization.

# Oshkosh MPO 2020 Metropolitan Planning Area

-  2020 Metropolitan Planning Area Boundary
-  2020 Urban Area Boundary



0 2  
Scale in Miles

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PREPARED MARCH 2024 BY:



**RESOLUTION NO. 14-24**

**ADOPTING THE ADJUSTED 2020 METROPOLITAN PLANNING AREA BOUNDARY FOR THE OSHKOSH METROPOLITAN PLANNING ORGANIZATION**

**WHEREAS**, the Oshkosh Metropolitan Planning Organization (MPO) was designated by the Governor of the State of Wisconsin for the purpose of carrying out cooperative, comprehensive, and continuing urban transportation planning in the Oshkosh Urban Area, and;

**WHEREAS**, every ten years, the US Census Bureau defines the boundaries for geographic areas meeting the urban area criteria as published in the Federal Register, and;

**WHEREAS**, the Federal Highway Administration allows states to adjust the Census-defined urban area boundaries for planning and funding purposes, and;

**WHEREAS**, communities within the Oshkosh MPO boundaries and the Oshkosh MPO Technical Advisory Committee have agreed upon the newly established urban area boundaries based on the 2020 US Decennial Census data, and;

**WHEREAS**, MPOs are required to adjust the Metropolitan Planning Area (MPA) boundary based on the adjusted urban area boundary, and;

**WHEREAS**, the MPA boundary typically extends beyond the urban area boundary and reflects a 20-year growth horizon, and;

**WHEREAS**, communities within the Oshkosh MPO boundaries and the Oshkosh MPO Technical Advisory Committee have agreed upon the updated MPA boundary, and;

**WHEREAS**, the final MPA boundary decision belongs to the MPO, and;

**WHEREAS**, the official MPA boundary map will be attached to this resolution as an official record of acceptance, and;

**WHEREAS**, the MPA boundary has to be signed off by the Wisconsin Department of Transportation Secretary as the designee of the Governor;

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

**Section 1:** That the Commission approves the adjusted Metropolitan Planning Area boundary for the Oshkosh MPO.

**Section 2:** That the Commission provides a copy of the adjusted Metropolitan Planning Area boundary to the Secretary of the Wisconsin Department of Transportation for signature.

Effective Date: March 28, 2024  
Prepared For: ECWRPC Commission  
Prepared By: ECWRPC Transportation Staff

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Jeff Nooyen, Chair –Outagamie Co.

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Melissa Kraemer-Badtke–Executive Director  
East Central WI Regional Planning Commission

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Approval Date

**TO:** Transportation Committee  
**FROM:** ECWRPC Transportation Planning Staff  
**DATE:** March 12, 2024  
**RE:** Proposed Resolution 15-24: Amending the 2024-2027 Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Metropolitan Planning Organization

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Since the 2024-2027 Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Urbanized Area was adopted on October 4, 2023, Wisconsin Department of Transportation (WisDOT) has requested TIP numbers on several new project for the 2024-2027 program cycle. These projects to be amended into the TIP must be assigned TIP numbers, as well as be considered in the Appleton (Fox Cities) MPO's fiscal constrain table.

Projects to be included fall into two categories. The first includes general reconstruction and maintenance of the transportation network within the Appleton (Fox Cities) MPO. These projects include the following:

- TIP # 252-22-012 – NHPP, IH 41, Wrightstown SWEF 34/Post-Bldg.: Updated funding
- TIP # 252-22-052 – NHPP, IH 41, Expansion: Updated funding and state project IDs
- TIP # 252-22-057 – NHPP, IH 41, Expansion: Updated funding and state project IDs
- TIP # 252-23-015 – NHPP, STH 441 Interchange: Updated funding
- TIP # 252-23-016 – NHPP, STH 441 & CTH OO Interchange: Updated funding and date
- TIP # 252-23-017 – NHPP, STH 441 & CTH N Interchange: Updated funding
- TIP # 252-23-018 – NHPP, IH 41, STH 55 Interchange: Updated funding and date
- TIP # 252-23-019 – NHPP, IH 41, Maloney Rd: Updated date
- TIP # 252-23-045 – NHPP, IH 41, Ballard Rd Interchange: Updated funding
- TIP # 252-23-046 – NHPP, IH 41, Railroad Structures: Updated funding
- TIP # 252-23-047 – NHPP, IH 41, French Rd Overpass: Updated funding and date
- TIP # 252-23-063 – NHPP, STH 47, 9<sup>th</sup> Street to NCL: Updated funding and scope
- TIP # 252-23-071 – NHPP, IH 41, Wrightstown SWEF 34/Post-Site: Updated funding

The second category includes transit programs which have received Section 5310 funding. The operators receiving these funds may not be located within the Appleton (Fox Cities) MPO urbanized area. However, these providers service areas within the urbanized area, therefore requiring for these funds to be cataloged within this TIP. These include the following:

- TIP # 252-24-026 – Section 5310, ADVOCAP, Inc: Operating assistance
- TIP # 252-24-027 – Section 5310, Brooke Industries, Inc: Vehicle replacement
- TIP # 252-24-028 – Section 5310, County of Calumet: Vehicle replacement
- TIP # 252-24-029 – Section 5310, County of Calumet: Operating assistance
- TIP # 252-24-030 – Section 5310, Lutheran Social Services: Mobility management
- TIP # 252-24-031 – Section 5310, Lutheran Social Services: Operating assistance
- TIP # 252-24-032 – Section 5310, New Hope Center, Inc: Mobility Management
- TIP # 252-24-033 – Section 5310, New Hope Center, Inc: Mobility Management



Please see the attached Transportation Improvement Program in the attached table: Appleton (Fox Cities) Urbanized Area – Project Listing (2024-2027) later in this memo for project details.

These projects were posted for public review for 15 days starting February 25<sup>th</sup>, 2024 and ending on March 11<sup>th</sup>, 2024. No public comment has been received to date.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 15-24: Amending the 2024-2027 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization.

Primary Jurisdiction	Project Description	Type of Cost	2024				2025				2026				2027				Comments		
			Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total			
WisDOT Appleton	IH 41, Appleton-Green Bay Wrightstown SWEF 34/Post-Bldg 1130-44-74	DESIGN ROW CONST				0				0				0			0				
252-22-012	NHPP .22 miles (P)	TOTAL	21128	5282	0	26410				0				0			0				
WisDOT Outagamie	IH 41 Expansion Appleton - De Pere 1130-63-71,89/1130-64- 71,77,81/1130-66- 80,81,82,83/1130-67-71,72,76,86	DESIGN ROW CONST				0				0				0			0			3600	
252-22-052	NHPP 23.596 miles (E)	TOTAL	16868	4295	21	21184	117600	29400	0	147000	22880	5720	0	28600	0	3600	0	3600			Project scheduled for 2/13/29
WisDOT Outagamie	IH 41 Expansion Appleton - De Pere 1130-63-21,22/ 1130-64- 72,73,76,78/ 1130-65-71, 88/ 1130- 66-71,72,78/1130-65-72,73,74,78	DESIGN ROW CONST				0				0				0			0				
252-22-057	NHPP 23.596 miles (E)	TOTAL	28304	7095	52	35451	37920	10880	0	48800	231120	68560	0	299680							Construction scheduled for 7/14/26 & 1130-65-72 7/13/27
WisDOT Outagamie	STH 441, Appleton-DePere STH 441 Intchg B440326,327,328 1130-65-77	DESIGN ROW CONST				0				0				0			0				
252-23-015	NHPP 0.059 miles (P)	TOTAL	0	0	0	0	0	0	0	47001	11750	0	58751	47001	11750	0	58751				Construction is scheduled for 7/14/26.
WisDOT Outagamie	STH 441, Appleton-DePere CTH OO Intchg B440127, B4400128 1130-65-79	DESIGN ROW CONST				0				0				3226	807	0	4033				
252-23-016	NHPP 0.399 miles (P)	TOTAL	0	0	0	0	0	0	0	3226	807	0	4033	3226	807	0	4033				Construction is scheduled for 7/14/2026.
WisDOT Outagamie	CTH N, Appleton-DePere CTHN Intchg B440179 1130-66-76	DESIGN ROW CONST				0				0				0			0				
252-23-017	NHPP 0.507 miles (P)	TOTAL	0	5510	0	5510	0	0	0	0	0	0	0	0	0	0	0				Construction is scheduled for 5/14/2024.
WisDOT Outagamie	IH 41, Appleton-DePere STH 55 Intchg B440334, B440335 1130-66-77	DESIGN ROW CONST				0				0				1395	349	0	1744				
252-23-018	NHPP 0.349 miles (P)	TOTAL	0	0	0	0	0	0	0	1395	349	0	1744	1395	349	0	1744				Construction is scheduled for 11/1/2026.
WisDOT Outagamie	IH 41, Appleton-DePere Maloney Rd B440336, B440337 1130-66-84	DESIGN ROW CONST				0				0				436	109	0	545				
252-23-019	NHPP 0.203 miles (P)	TOTAL	0	0	0	0	0	0	0	436	109	0	545	436	109	0	545				Construction is scheduled for 11/10/26.
WisDOT Outagamie	IH 41 Expansion Appleton - De Pere Ballard Rd. (CTH E) Interchange 1130-65-76	DESIGN ROW CONST				0				0				18312	4578	0	22890				
252-23-045	NHPP .741 miles (P)	TOTAL	0	0	0	0	18312	4578	0	22890	0	0	0	0	0	0	0				Construction scheduled for 2/11/25
WisDOT Outagamie	IH 41 Expansion Appleton - De Pere Railroad Structures 1130-64-87	DESIGN ROW CONST				0				0				6366	1591	0	7957				
252-23-046	NHPP 4.02 miles (P)	TOTAL	0	0	0	0	6366	1591	0	7957	0	0	0	0	0	0	0				Construction scheduled for 2/10/26
WisDOT Outagamie	IH 41 Expansion Appleton - De Pere French Rd. Overpass B440329 1130-65-81	DESIGN ROW CONST				0				0				8546	2136	0	10682				
252-23-047	NHPP .067 miles (P)	TOTAL	0	0	0	0	8546	2136	0	10682	0	0	0	0	0	0	0				Construction scheduled for 11/11/25
WisDOT Winnebago	STH 47, Menasha - Appleton 9th St - NCL 4660-08-00	DESIGN ROW CONST				248	62	311	621					0			0				
252-23-063	NHPP 1.787 miles (P)	TOTAL	248	62	311	621	0	0	0	0	0	0	0	0	0	0	0				Construction scheduled for 9/10/30
WisDOT Outagamie	IH 41, Appleton-Green Bay IH 41 Wrightstown SWEF 34/Post-Site 1130-44-75	DESIGN ROW CONST				0				0				9926	2482	0	12408				
252-23-071	NHPP .22 miles (P)	TOTAL	0	0	0	0	9926	2482	0	12408	0	0	0	0	0	0	0				Construction scheduled for 5/13/25



## RESOLUTION NO. 15-24

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

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Metropolitan Planning Area, approved the 2024-2027 Transportation Improvement Program for the Appleton (Fox Cities) MPO at the October 27, 2023 quarterly Commission meeting, and;

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

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

**WHEREAS**, WisDOT has requested the MPO advance the following WisDOT projects to be amended to the 2024-2027 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization in the Appleton (Fox Cities) Urbanized Area:

- TIP # 252-22-012 – NHPP, IH 41, Wrightstown SWEF 34/Post-Bldg: Updated funding
- TIP # 252-22-052 – NHPP, IH 41, Expansion: Updated funding and state project IDs
- TIP # 252-22-057 – NHPP, IH 41, Expansion: Updated funding and state project IDs
- TIP # 252-23-015 – NHPP, STH 441 Interchange: Updated funding
- TIP # 252-23-016 – NHPP, STH 441 & CTH OO Interchange: Updated funding and date
- TIP # 252-23-017 – NHPP, STH 441 & CTH N Interchange: Updated funding
- TIP # 252-23-018 – NHPP, IH 41, STH 55 Interchange: Updated funding and date
- TIP # 252-23-019 – NHPP, IH 41, Maloney Rd: Updated date
- TIP # 252-23-045 – NHPP, IH 41, Ballard Rd Interchange: Updated funding
- TIP # 252-23-046 – NHPP, IH 41, Railroad Structures: Updated funding
- TIP # 252-23-047 – NHPP, IH 41, French Rd Overpass: Updated funding and date
- TIP # 252-23-063 – NHPP, STH 47, 9<sup>th</sup> Street to NCL: Updated funding and scope
- TIP # 252-23-071 – NHPP, IH 41, Wrightstown SWEF 34/Post-Site: Updated funding
- TIP # 252-24-026 – Section 5310, ADVOCAP, Inc: Operating assistance
- TIP # 252-24-027 – Section 5310, Brooke Industries, Inc: Vehicle replacement
- TIP # 252-24-028 – Section 5310, County of Calumet: Vehicle replacement
- TIP # 252-24-029 – Section 5310, County of Calumet: Operating assistance
- TIP # 252-24-030 – Section 5310, Lutheran Social Services: Mobility management
- TIP # 252-24-031 – Section 5310, Lutheran Social Services: Operating assistance
- TIP # 252-24-032 – Section 5310, New Hope Center, Inc: Mobility Management
- TIP # 252-24-033 – Section 5310, New Hope Center, Inc: Mobility Management

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

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

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

**Section 1:** That the Commission approves the amendment as presented to include proposed projects in the approved 2024-2027 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization.

**RESOLUTION 15-24**

Effective Date: March 28, 2024

Prepared For: ECWRPC Transportation Committee

Prepared By: ECWRPC Transportation Planning Staff

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Jeff Nooyen, Chair – Outagamie Co.

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Melissa Kraemer-Badtke–Executive Director  
East Central WI Regional Planning Commission

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Approval Date

**TO:** Transportation Committee  
**FROM:** ECWRPC Transportation Planning Staff  
**DATE:** March 12, 2024  
**RE:** Proposed Resolution 16-24: Amending the 2024-2027 Transportation Improvement Program (TIP) for the Oshkosh Metropolitan Planning Organization

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Since the previous approval of the Transportation Improvement Program (TIP) for the Oshkosh Metropolitan Planning Organization was adopted on October 27<sup>th</sup>, 2023, the Wisconsin Department of Transportation (WisDOT) has requested TIP Numbers on multiple new projects in the 2024-2027 funding cycle. These projects need to be amended into the TIP to receive the TIP numbers required for federal funding. These projects consist of Section 5310 funds, which provide enhanced mobility of seniors and individuals with disabilities within the Oshkosh MPO.

These projects include:

- TIP # 253-24-011 – Section 5310, ADVOCAP Inc: Operating Assistance
- TIP # 253-24-012 – Section 5310, Brooke Industries Inc: Vehicle Replacement
- TIP # 253-24-013 – Section 5310, Lutheran Social Services: Mobility Management
- TIP # 253-24-014 – Section 5310, Lutheran Social Services: Operating Assistance

Please see the attached Table 1: Oshkosh Metropolitan Planning Organization – Project Listing (2024-2027) in the meeting materials for additional project details.

These projects were under public review for 15 days from February 25<sup>th</sup>, 2024 to March 11<sup>th</sup>, 2024. No public comment has been received to date.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 16-24: Amending the 2024-2027 Transportation Improvement Program (TIP) for the Oshkosh Metropolitan Planning Organization.



**RESOLUTION NO. 16-24**

**AMENDING THE 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR THE OSHKOSH METROPOLITAN PLANNING ORGANIZATION**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission designated as the Metropolitan Planning Organization (MPO) for the Oshkosh Urbanized Area, approved the 2024-2027 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization, at the October 27, 2023 quarterly Commission meeting, and;

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

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

**WHEREAS**, WisDOT has requested the MPO advance the following WisDOT projects to be amended to the 2024-2027 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization in the Oshkosh Urbanized Area:

- TIP # 253-24-011 – Section 5310, ADVOCAP Inc: Operating Assistance
- TIP # 253-24-012 – Section 5310, Brooke Industries Inc: Vehicle Replacement
- TIP # 253-24-013 – Section 5310, Lutheran Social Services: Mobility Management
- TIP # 253-24-014 – Section 5310, Lutheran Social Services: Operating Assistance

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

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

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

**Section 1:** That the Commission approves the amendment as presented to include the proposed projects in the approved 2024-2027 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization.

Effective Date: March 28, 2024  
Prepared For: ECWRPC Commission  
Prepared By: ECWRPC Transportation Staff

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Jeff Nooyen, Chair – Outagamie Co.

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Attest: Melissa Kraemer Badtke–Executive Director  
East Central WI Regional Planning Commission

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Approval Date



**TO:** Transportation Committee

**FROM:** Transportation Staff

**DATE:** March 12, 2024

**RE:** Proposed Resolution 17-24: Approving the 2024-2029 Surface Transportation Block Grant-Urban Project for the Oshkosh Metropolitan Planning Organization

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The Surface Transportation Block Grant (STBG) - Urban Program Cycle for 2024-2029 program cycle opened on June 3, 2023 and closed on October 27, 2023. STBG projects are funded up to 80% federal funding and 20% local match, with a requirement that selected projects must be at least 50% federally funded.

The Wisconsin Department of Transportation submitted its SFY 2024 Federal Expenditure Plan to the Joint Committee on Finance in December 2023. The Joint Committee on Finance had an opportunity to provide comments and/or modifications to the plan. The Wisconsin Department of Transportation was informed in early January 2024, that the plan had been approved with no modifications. Allocations were received by the MPOs in February 2024.

The Oshkosh MPO had two projects that were submitted:

- City of Oshkosh: Jackson Street – Marion to High Avenue
  - Total construction cost: \$3,757,835
  - Total participating cost: \$2,212,835
  - Federal funding request: \$1,547,702 (69.9%)
- City of Oshkosh: Oregon Street – 6<sup>th</sup> Avenue -8<sup>th</sup> Avenue
  - Total construction cost: \$1,708,446
  - Total participating cost: \$941,721
  - Federal funding request: \$649,883 (69%)

The total allocation for this cycle for the Oshkosh MPO is \$2,197,585; the total amount of Federal funding requested from both projects equals that amount. The requested Federal funding amount for the Jackson Street project is 69.9% of the total participating costs; for the Oregon street project the requested Federal funding amount is 69% of the total participating costs. Both projects fall within the Federally-mandated 50% - 80% range.

East Central staff ranked the projects based on the criteria within the Oshkosh MPO Transportation Improvement Program 2024-2027 (<https://www.ecwrpc.org/wp-content/uploads/2023/11/2024-Oshkosh-TIP.pdf>) and the Technical Advisory Committee approved the projects at their March 5<sup>th</sup> meeting.

**Staff Recommendation:** Staff recommends the Transportation Committee approves Proposed Resolution 17-24: Approving the 2024-2029 Approving the 2024-2029 Surface Transportation Block Grant-Urban Project for the Oshkosh Metropolitan Planning Organization.

**RESOLUTION NO. 17-24**

**APPROVING THE 2024-2029 SURFACE TRANSPORTATION BLOCK GRANT-URBAN PROJECT FOR THE OSHKOSH METROPOLITAN PLANNING ORGANIZATION**

**WHEREAS**, East Central Wisconsin Regional Planning Commission, as the Metropolitan Planning Organization (MPO) carrying out cooperative, comprehensive, and continuing urban transportation planning in the Oshkosh Metropolitan Planning Area, and;

**WHEREAS**, in accordance with the Bipartisan Infrastructure Law (BIL), coordination has occurred between the MPO, the state, and transit operators in programming multimodal projects, and;

**WHEREAS**, the Oshkosh MPO has a competitive process to select and approve Surface Transportation Block Grant-Urban projects, and;

**WHEREAS**, the Jackson Street – Marion Road to High Avenue Project has requested Surface Transportation Block Grant-Urban federal funding for the amount of \$1,547,702, and;

**WHEREAS**, the Oregon Street – 6<sup>th</sup> Avenue to 8<sup>th</sup> Avenue Project has requested Surface Transportation Block Grant-Urban federal funding for the amount of \$649,883, and;

**WHEREAS**, the Oshkosh MPO’s allocation for the 2024-2029 STGB-Urban cycle is \$2,197,585 in federal funding, and;

**WHEREAS**, the Oshkosh MPO has a competitive process to select and approve surface transportation block grant projects, and;

**WHEREAS**, the selected local governments and their designated staffs have approved the following projects:

<b>Jackson Street—Marion Rd. to High Ave.</b>			
<b>Project Cost</b>	<b>Federal Funding Request</b>	<b>Participating Costs</b>	<b>Percent Federal Funding</b>
	\$1,547,702	\$2,212,835	69.9%

<b>Oregon Street—6<sup>th</sup> Ave. to High Ave.</b>			
<b>Project Cost</b>	<b>Federal Funding Request</b>	<b>Participating Costs</b>	<b>Percent Federal Funding</b>
	\$649,883	\$941,721	69%

**NOW THEREFORE, BE IT RESOLVED BY OSHKOSH MPO**

**Section 1:** That Commission approves awarding \$1,547,702 or up to 80% of eligible project costs of STGB-Urban funding to the Jackson Street project within the City of Oshkosh.

**Section 2:** That the Commission approves awarding \$649,883 or up to 80% of eligible project costs of STGB-Urban funding to the Oregon Street project within the City of Oshkosh.

**RESOLUTION NO. 17-24**

Effective Date: March 28, 2024  
Submitted For: ECWRPC Commission  
Prepared By: ECWRPC Transportation Staff

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Jeff Nooyen, Chair      Outagamie County

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Attest: Melissa Kraemer Badtke—Executive Director  
East Central WI Regional Planning Commission

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Approval Date