

**MEETING NOTICE
EXECUTIVE COMMITTEE MEETING**

East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: *Dan Gabrielson, Alice Connors (Chair), Dean Will (Perm Alt for Steve Abel), Dave Morack, Thomas Kautza, Jeremy Johnson (Vice Chair), Nate Gustafson (Perm Alt for Tom Egan)*

Place: Elisha D. Smith Public Library-440 First St, Menasha WI (Company E Room)
Date: Thursday, March 27, 2025– In Person
Time: 9:15 a.m.

Members-Please contact the East Central office to confirm your attendance.

AGENDA

- 1. Welcome and Introductions**
- 2. Roll Call**
 - A. Introduction of Alternates, Staff and Guests
- 3. Approval of the Agenda/Motion to Deviate**
- 4. Public Comment**
- 5. Announcements and Discussion Items**
 - A. Discussion Regarding Commission Services for Non-Member Counties and Localities
- 6. Meeting Minutes**
- 7. New Business/Action Items**
 - A. Proposed Resolution 08-25: Amending the 2025 Work Program and Budget for East Central Wisconsin Regional Planning Commission
 - B. Proposed Resolution 09-25: Authorizing the Executive Director to Enter into an Agreement with the Town of Algoma for the Preparation of their Comprehensive Outdoor Recreation Plan Update
 - C. Proposed Resolution 10-25: Amending the 2025 Work Program for East Central Wisconsin Regional Planning Commission**
- 8. Informational/Discussion Items**
 - A. County Roundtable Discussion (*as time permits*)
- 9. Establish Time and Place for Next Meeting(s)**
 - A. **Executive Committee Meeting:** The next Executive Committee meeting will be on **Wednesday, April 16, 2025 at 1:30 p.m.** at East Central Offices (400 Ahnaip Street, Suite 100; Menasha). An agenda and meeting materials will be forthcoming.
 - B. **Commission Meeting:** The next Commission Meeting will be held on Thursday, March 27, 2025 at 10:00 a.m., located at Elisha D. Smith Public Library-440 First St, Menasha WI (Company E Room).
- 10. Adjourn**

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

DATE: March 27, 2025
TO: Executive Committee
FROM: Melissa Kraemer Badtke, Executive Director and Craig Moser, Deputy Director
RE: Discussion regarding Commission Services for Non-Member Counties and Localities

East Central staff has received an inquiry regarding planning services for non-member localities within a non-member county. Currently East Central staff has not provided planning services to counties or localities within the non-member counties and staff would like to discuss this request with the Executive Committee.

Staff Recommendation: At this time, staff requests to discuss this item and no further action is required at this time.

DATE: March 27, 2025

TO: ECWRPC Executive Committee

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

RE: Proposed Resolutions 08-25 and 09-25: Amending the 2025 Work Program and Budget for East Central WI Regional Planning Commission and Authorizing the Executive Director to Enter into an Agreement with the Town of Algoma for the Preparation of their Comprehensive Outdoor Recreation Plan Update

East Central submitted a response to the Town of Algoma's Request for Proposals for the completion of their Comprehensive Outdoor Recreation Plan update. The Town of Algoma has selected East Central to do this work. Staff evaluated current workload and capacity and determined that this work could be completed in 2025. This additional local contract increases local contract revenue by **\$16,111** and the projected 2025 surplus by an equivalent amount. Proposed Resolution 08-25 is to amend the 2025 Work Program and Budget to include the Town of Algoma Comprehensive Outdoor Recreation Plan.

Staff Recommendation: Staff recommends approval of Proposed Resolutions 08-25 and 09-25.

**PROPOSED
RESOLUTION NO. 08-25**

**AMENDING THE 2025 WORK PROGRAM AND BUDGET FOR EAST CENTRAL WISCONSIN
REGIONAL PLANNING COMMISSION**

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

WHEREAS, the 2025 Work Program and Budget was adopted by the Commission on October 24, 2024, and;

WHEREAS, the 2025 Work Program and Budget was amended on January 30, 2025, and;

WHEREAS, the Town of Algoma, Winnebago County, Wisconsin desires to enter into an agreement with the Commission to render certain technical planning services for a Comprehensive Outdoor Recreation Plan Update with work to be completed in 2025, and;

WHEREAS, the Commission has the statutory authority to enter into such agreements, and;

WHEREAS, the Town is located in Winnebago County, which is a member of the Commission, and;

WHEREAS, the Town of Algoma's current Parks and Open Space Plan was completed in 2009, and;

WHEREAS, the Commission has the staff capacity and expertise to develop the Town of Algoma's Comprehensive Outdoor Recreation Plan Update; and so

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

Section 1: That the Commission hereby amends the 2025 Work Program and Budget for East Central Wisconsin Regional Planning Commission as reflected on the attached budget summary and incorporated herein.

Effective Date: March 27, 2025
Submitted To: Executive Committee
Prepared By: Craig Moser, Deputy Director

Alice Connors, Executive Committee Chair
East Central WI Regional Planning Commission

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

Approval Date

- Town of Algoma Contract increases Local district contract revenue by \$16,111, resulting in an equivalent increase of the 2025 projected surplus. NOTE: This summary assumes approval of both the Town of Hortononia and Town of Algoma contracts, resulting in a total increase of \$31,111 to both the Local district contract revenue and 2025 projected surplus.

Amended and
Approved
3/20/2025

Table 3: East Central Wisconsin RPC 2025 Budget Summary

	2025 PROPOSED BUDGET AMENDMENT	2025 APPROVED BUDGET 1/30/2025	2024 APPROVED & AMENDED BUDGET	Difference (\$)	Difference (%)
Projected Operating Revenues					
Intergovernmental Grants	\$ 2,005,410	\$ 2,005,410	\$ 1,929,111	\$ 76,299	4.0%
Federal Grants	\$ 1,886,993	\$ 1,886,993	\$ 1,843,826	\$ 43,167	2.3%
State Grants	\$ 118,417	\$ 118,417	\$ 85,285	\$ 33,132	38.8%
Other Grants	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental Charges for Services	\$ 935,264	\$ 904,153	\$ 845,289	\$ 89,975	10.6%
Local districts membership levy	\$ 675,000	\$ 675,000	\$ 625,000	\$ 50,000	8.0%
● Local district contracts (secured & estimated)	\$ 98,992	\$ 67,881	\$ 62,133	\$ 36,859	59.3%
NR-135 program (Operator fees)	\$ 140,052	\$ 140,052	\$ 137,346	\$ 2,706	2.0%
NR-135 program (WDNR fees)	\$ 21,220	\$ 21,220	\$ 20,810	\$ 410	2.0%
Public Charges for Services	\$ 35,000	\$ 38,000	\$ 38,000	\$ (3,000)	-7.9%
Use of Prior Years Fund Balance	\$ 25,082	\$ 25,082	\$ 50,000	\$ (24,918)	-49.8%
Carry Forward EDA Local Additional from 2024	\$ 16,667	\$ 16,667			
Total Operating Revenues	\$ 3,017,423	\$ 2,986,312	\$ 2,862,400	\$ 155,023	5.4%
Projected Operating Expenses					
Salaries and wages	\$ 1,593,189	\$ 1,593,189	\$ 1,428,023	\$ 165,166	11.6%
Staff	\$ 1,573,189	\$ 1,573,189	\$ 1,411,023	\$ 162,166	11.5%
Commissioners (meeting payments)	\$ 20,000	\$ 20,000	\$ 17,000	\$ 3,000	17.6%
Employee fringe benefits	\$ 493,691	\$ 493,692	\$ 441,071	\$ 52,620	11.9%
Health Insurance	\$ 255,108	\$ 255,108	\$ 227,757	\$ 27,351	12.0%
FICA, Wkcmn's Comp, Life, WRS, etc.	\$ 238,584	\$ 238,584	\$ 213,314	\$ 25,270	11.8%
Direct grant expenses	\$ 567,786	\$ 567,786	\$ 582,343	\$ (14,557)	-2.5%
Overhead Expenses	\$ 311,689	\$ 311,689	\$ 367,579	\$ (55,890)	-15.2%
6100 Meeting Expenses & Staff Development	\$ 36,666	\$ 36,666	\$ 17,990	\$ 18,676	103.8%
6200 Supplies	\$ 8,000	\$ 8,000	\$ 7,000	\$ 1,000	14.3%
6300 Office Space & Equipment	\$ 74,123	\$ 74,123	\$ 159,804	\$ (85,681)	-53.6%
6400 Reference materials, subscriptions and dues	\$ 12,285	\$ 12,285	\$ 9,085	\$ 3,200	35.2%
6500 Printing and Publishing	\$ 3,000	\$ 3,000	\$ 33,000	\$ (30,000)	-90.9%
6600 Postage	\$ 2,000	\$ 2,000	\$ 1,000	\$ 1,000	100.0%
6700 Staff expenses	\$ 12,500	\$ 12,500	\$ 11,500	\$ 1,000	8.7%
6800 Insurance, legal, audit	\$ 63,500	\$ 63,500	\$ 55,200	\$ 8,300	15.0%
Interest	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
Depreciation	\$ 94,615	\$ 94,615	\$ 68,000	\$ 26,615	39.1%
Total Operating Expenses	\$ 2,966,356	\$ 2,966,356	\$ 2,819,016	\$ 147,340	5.2%
Projected Surplus / (Deficit) ●	\$ 51,068	\$ 19,956	\$ 43,384	\$ 7,684	17.7%

**PROPOSED
RESOLUTION NO. 09-25**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH THE TOWN
OF ALGOMA FOR THE PREPARATION OF THEIR COMPREHENSIVE OUTDOOR RECREATION
PLAN UPDATE**

WHEREAS, the Town of Algoma, Winnebago County, Wisconsin desires to enter into an agreement with the Commission to render certain technical planning services for a Comprehensive Outdoor Recreation Plan Update with work to be completed in 2025, and;

WHEREAS, the Commission has the statutory authority to enter into such agreements, and;

WHEREAS, the Town is located in Winnebago County, which is a member of the Commission, and;

WHEREAS, the Town of Algoma's current Parks and Open Space Plan was completed in 2009, and;

WHEREAS, the Commission has the staff capacity and expertise to develop the Town of Algoma's Comprehensive Outdoor Recreation Plan Update; and so

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

Section 1: That the Commission authorizes the Executive Director to enter into an agreement with the Town of Algoma for the preparation of their Comprehensive Outdoor Recreation Plan update.

Effective Date: March 27, 2025
Submitted To: Executive Committee
Prepared By: Craig Moser, Deputy Director

Alice Connors, Executive Committee Chair
East Central WI Regional Planning Commission

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

Approval Date

AMENDED

**Addition
7.C**

**C. Proposed Resolution 10-25: Amending the 2025 Work
Program for East Central Wisconsin Regional Planning
Commission**

DATE: March 27, 2025

TO: ECWRPC Executive Committee

FROM: Melissa Kraemer Badtke, Executive Director; Craig Moser, Deputy Director & Carmen Ebert, Senior Planner

RE: Proposed Resolutions 10-25: Amending the 2025 Work Program for East Central Wisconsin Regional Planning Commission

East Central staff were contacted by the Wisconsin Department of Natural Resources (DNR) on Friday, March 21st regarding the additional \$25,000 included and approved in East Central's 2025 Work Program and Budget. This is supplemental funding for the Areawide Water Quality Management Program made available through the Bipartisan Infrastructure Law (BIL). In order to better align this project's scope of work with the new administration's priorities, staff are recommending that a revised scope of work and timeline be developed and submitted to DNR for review. If approved, staff would send the revised scope of work for submittal to DNR for consideration as part of the 2025 Work Program.

Staff Recommendation: Staff recommends approval of Proposed Resolutions 10-25: Amending the 2025 Work Program for East Central Wisconsin Regional Planning Commission.

**1251 WORK PROGRAM ELEMENT: WQM URBAN AND RURAL COMMUNITIES SSA
PLANNING PROGRAM ADMINISTRATION**

Program Objective: Coordinate with the WDNR for all administration tasks under the 2025 signed contract. Develop guidance for urban and rural community planning elements in Sewer Service Area (SSA) Planning. Collaborate with the WDNR and other State and Local Agencies to develop and incorporate urban and rural community elements into SSA Plans and Policies. Focus will be on the rural community SSA plan update in 2025 (urban and possible “urban fringe” community work to be completed in 2026).

1251 Work Program Cost Summary			
WDNR	Other Funding	ECWRPC	ELEMENT TOTAL
\$25,000.00	\$0.00	\$0.00	\$25,000.00
100%	0%	0%	100%

1251 - Staff Allocations in Hours				
Executive Director/ Assistant Director	Planning Staff	GIS Staff	Administrative Staff	Total Hours
16	193	96	0	305

FY 2024 Major Accomplishments

- Obtained funding (\$50,000 to be split between 2025/2026) from WDNR

1251 Work Program – FY 2025 Schedule of Activities & Work Products

Description	Timeline
1. Coordinate with WDNR to develop outline for incorporating urban & rural elements into SSA plans	May*-June
2. Develop guidance and incorporate urban and rural community priorities into standard WQM work element	May* - December
3. Project management meetings/coordination with municipalities	Ongoing
4. Provide Quarterly Reports and Invoicing to the DNR	Quarterly
5. Submit all required program documents and deliverables to DNR	Ongoing
6. Community stakeholder engagement	Ongoing
7. Data collection & analysis, work with GIS staff to develop maps	Ongoing
8. Continuing education opportunities for East Central Staff i.e. webinars, workshops	Ongoing
9. Work with GIS staff to incorporate elements into ECW's online interactive SSA mapping, GIS HUB, and graphic pamphlet resources on the website	Ongoing
10. Complete the draft rural community SSA update (tentatively Waupaca)	December
11. Start to develop guidance for future SSA plans	September-December
12. Coordinate with WDNR for a review and updates to the rural SSA draft and template	December

*Timing subject to WDNR approval of Work Plan

**PROPOSED
RESOLUTION NO. 10-25**

**AMENDING THE 2025 WORK PROGRAM AND BUDGET FOR EAST CENTRAL WISCONSIN
REGIONAL PLANNING COMMISSION**

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

WHEREAS, the 2025 Work Program and Budget was adopted by the Commission on October 24, 2024, and;

WHEREAS, the 2025 Work Program and Budget was amended on January 30, 2025, and;

WHEREAS, the 2025 Work Program and Budget, as amended, included \$25,000 of supplemental federal funding for the Areawide Water Quality Management Program, and;

WHEREAS, based on discussions with Wisconsin Department of Natural Resources (WDNR) staff regarding alignment of the scope of work and timeline related to this supplemental funding and a recommendation has been made to revise the scope of work and timeline related to this work, and;

WHEREAS, the scope of this work would occur within the calendar year of 2025, and;

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

Section 1: That the Commission hereby amends the 2025 Work Program for East Central Wisconsin Regional Planning Commission as reflected on the attached scope of work incorporated herein.

Effective Date: March 27, 2025
Submitted To: Executive Committee
Prepared By: Craig Moser, Deputy Director

Alice Connors, Executive Committee Chair
East Central WI Regional Planning Commission

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

Approval Date