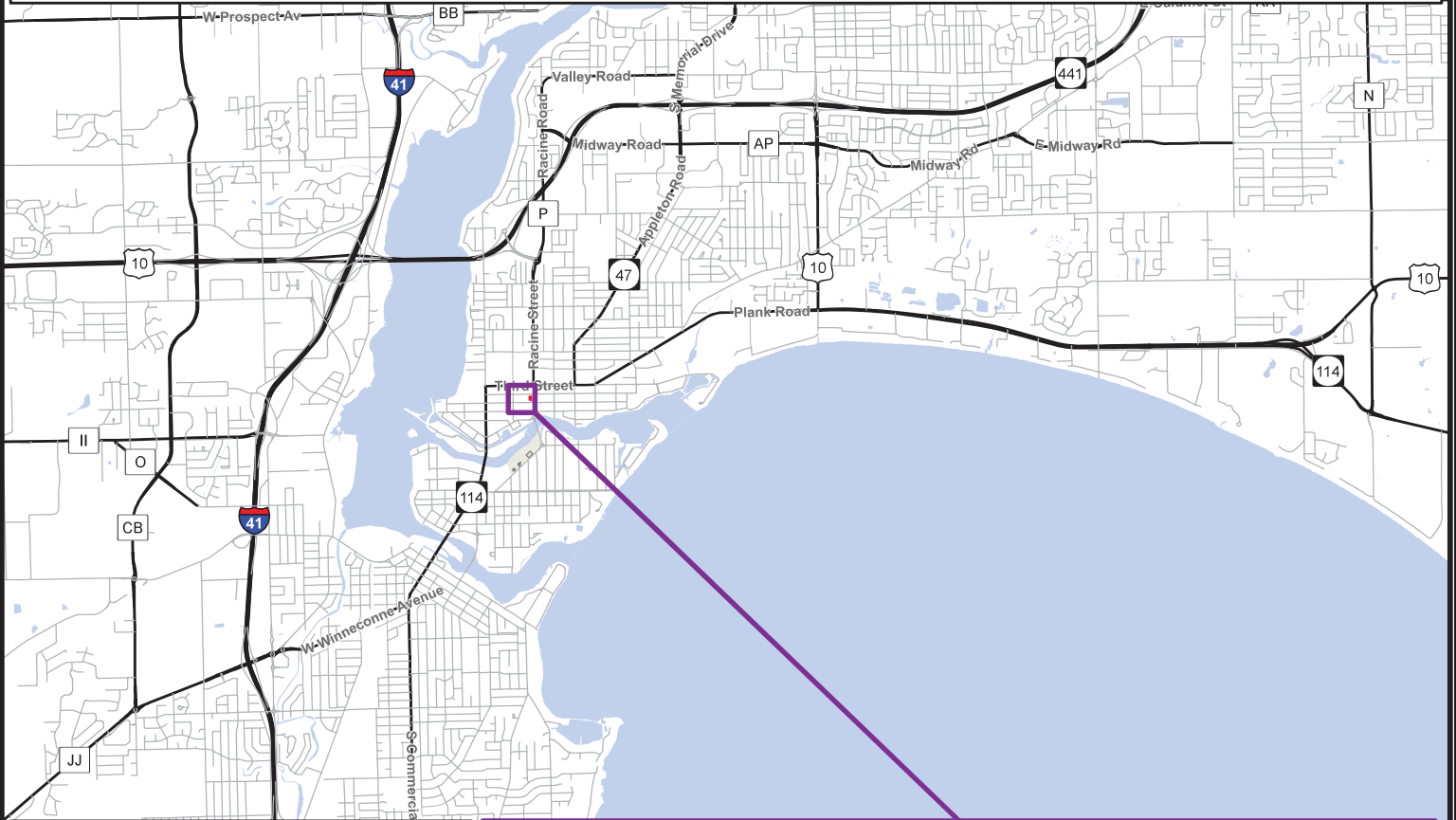


Elisha D. Smith Public Library



**Elisha D. Smith
Public Library**
440 1st Street
Menasha, WI 54952
(920) 967-3690

Parking Restrictions

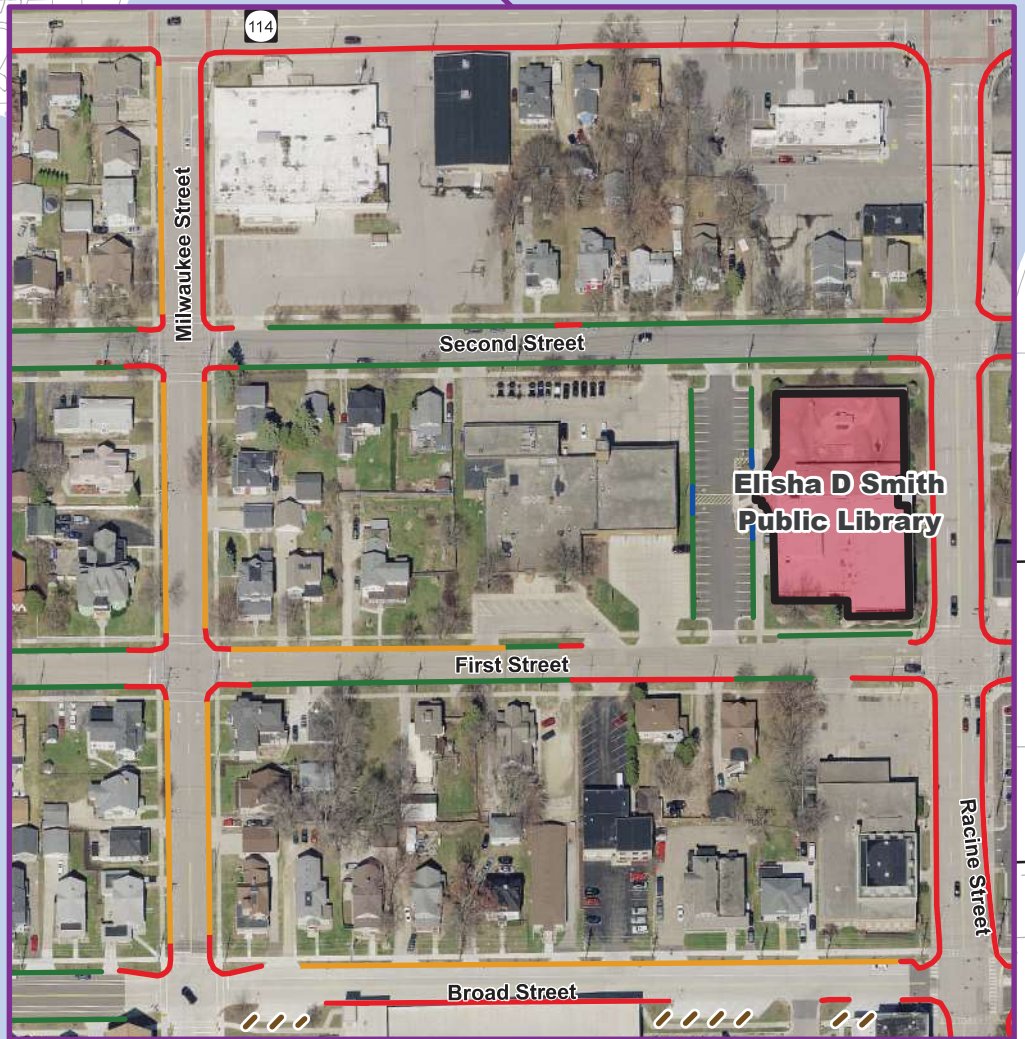
(Data collected from Google Streetview. Please obey all traffic and parking signs.)

- No Restrictions
- No Parking
- Two Hour Parking
- Handicap Parking
- Back-in Angled Parking Only
- Elisha D Smith Public Library

Source:
Base data provided by Regional Counties 2024

This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin Regional Planning Commission business.

PREPARED MARCH 2025 BY:



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

Date: Thursday, March 27, 2025

Time: 10:00 a.m.

Place: Elisha D. Smith Public Library-440 First St, Menasha WI (Company E Room)

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 30, 2025 Commission Meeting
6. **Announcements and Reports**
 - A. Director's Report
7. **Special Order of Business**
 - A. Presentation on Transportation and the State Budget Process by Debby Jackson, Executive Director, Transportation Development Association of Wisconsin
8. **Business**
 - A. **Executive Committee**
 1. Approval of the January 22, 2025 Minutes
 2. Resolution 06-25: Amending the 2025 Work Program and Budget for East Central Wisconsin Regional Planning Commission
 3. Resolution 07-25: Authorizing the Executive Director to Enter into an Agreement with the Town of Hortonia for the Preparation of their Comprehensive Plan and Zoning Ordinance Updates
 4. Resolution 08-25: Amending the 2025 Work Program and Budget for East Central Wisconsin Regional Planning Commission
 5. 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
 6. **Resolution 10-25: Amending the 2025 Work Program for East Central Wisconsin Regional Planning Commission**
 - B. **Economic Development Committee**
 1. No business
 - C. **Environmental Management Committee**
 1. Approval of the January 8, 2025 Minutes
 2. Resolution 05-25: Approving the Stockbridge 2045 Sewer Service Area Plan
 - D. **Transportation Committee**
 1. Approval of the January 14, 2025 Minutes
9. **Other Business**
10. **Establish Time and Place for Next Commission Meeting**
 - A. The next Quarterly Commission Meeting is rescheduled from ~~May 22, 2025~~ to **May 29, 2025** at 10:00 a.m. Location TBD. Meeting information 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.



MEETING NOTICE
QUARTERLY COMMISSION MEETING
East Central Wisconsin Regional Planning Commission

Date: January 30, 2025
Time: 10:00 a.m.
Place: Virtual

1. **Call to Order** – Chair Connors called the meeting to order with the time noted at 10:00 a.m.
2. **Roll Call**
 - A. Introduction of Alternates and Guests –Commissioner

Commission Members Present:

Alice Connors	Calumet County
Nick Kesler.....	Calumet County
David DeTroye (Alt. for City Mayor).....	Calumet County
Sam Kaufman	Fond du Lac County
Joe Moore (Perm Alt. for Tiffany Brault).....	Fond du Lac County
Brenda Schneider	Fond du Lac County
Jeremy Johnson (Perm Alt. for Elizabeth Moses) Virtual	Menominee County
Gene Caldwell	Menominee County
Denise Gilane	Menominee County
Kevin Englebert (Perm Alt. for Thomas Nelson)	Outagamie County
Lee Hammen	Outagamie County
Karen Lawrence.....	Outagamie County
Jake Woodford.....	Outagamie County
Dan Gabrielson.....	Outagamie County
Ken Capelle	Shawano County
Tom Kautza	Shawano County
Matt Pleshek	Shawano County
Aaron Jenson (Perm Alt. for Brian Smith)	Waupaca County
DuWayne Federwitz	Waupaca County
Dave Morack.....	Waupaca County
Brian O'Rourke (Alt. for Jon Doemel)	Winnebago County
Robert Schmeichel	Winnebago County
Austin Hammond	Winnebago County
John (Fitz) Fitzpatrick (Interim Alt. for Matt Mugerauer).....	Winnebago County
Tom Buchholz.....	Wisconsin Department of Transportation Region - Ex-Officio Member
Ronald McDonald	Valley Transit - Ex-Officio Member

Commission Members Excused:

Dean Will (Perm Alt for Steve Abel)	Fond du Lac County
Nate Gustafson (Perm Alt. for Tom Egan).....	Winnebago County

ECWRPC Staff/Guest:

Melissa Kraemer Badtke	Executive Director
Craig Moser	Deputy Director
Sara Otting.....	Controller
Mike Zuege	GIS Manager
Carmen Ebert	Environmental Mgt
Joe Stephenson.....	Economic Development
Leann Buboltz.....	Administrative Coordinator

3. **Public Comment** - None

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

5. **Approval of the Minutes** of the October 24, 2024 Commission Meeting. A motion was made by Gabrielson and a second by O'Rourke to approve of the minutes as presented. Motion carried unanimously.

6. **Announcements and Reports**

A. Director's Report – Ms. Kraemer Badtke

- **Grants Coordinator:** Currently, staff is in the process of hiring a grants coordinator, with a March hire date anticipated. It was shared that staff is also working with the League of Municipalities where staff have secured a login for their Grants Finder Program, which is available only to their members. In return, staff will provide the League updates of which communities ECWRPC is working with, including the projects and funding sources that they are considering for grants.
- **Reauthorization of EDA:** East Central staff was informed by the National Association of Development Organizations (NADO) that S. 4367 – the Thomas R. Carper Water Resources Development Act of 2024 (WRDA), which included the provision to reauthorize the Economic Development Administration – passed the House and Senate for the first time in 20 years. This reauthorization of the EDA will strengthen and protect EDA's programs and will enhance the initiatives that are of importance to NADO members and Economic Development Districts across the country.
- **Watershed Study:** Waupaca County is looking at a Watershed Study for their county and East Central staff will be hosting a convening of the County planning directors and the land conservation staff, WDNR and the US Army Corp to discuss this project and are there opportunities for collaboration.
- **Appleton (Fox Cities) and Oshkosh MPOs:** Staff met with WisDOT and the transit agencies (Valley Transit and GO Transit) to discuss the cooperative agreements of which are close to finalization. With the Commission acting as a fiscal agent for the MPOs, staff will be receiving a draft for their consideration.

B. **Discussion on Office of Management and Budget (OMB) Memos related to Federal Funding Impacts** – Ms. Kraemer Badtke gave a brief overview of how the latest governmental changes may impact ECWRPC and the federal funding cycle. She noted that the Office of Management and Budget (OMB) released a memo, pausing all federal funding. On January 29th the OMB rescinded the memo. Ms. Kraemer Badtke noted that even though the memo was rescinded, the executive orders that underlie that memo were not, and the executive orders still are being implemented. She shared with the members that ECWRPC is continuing business as normal at this point. She also reported that, staff is working with state and federal agencies to see about submitting reimbursement on a monthly basis versus quarterly basis as well as developing a continuity plan in case there would be a freeze in federal funding and how that would impact the Commission. The Commission members will be notified as staff receive updates regarding this information.

C. SERDI Implementation

SERDI Implementation Update: Mr. Moser gave an update as to where the Commission is, regarding the items listed within the SERDI assessment. One of the major areas is the communications aspect where currently staff is coordinating meetings and reaching out to all the communities within the region. He noted that roughly half of the \$50,000 funding has been spent.

Brand Refresh Update – Ms. Kraemer Badtke shared that East Central hired A2Z The Agency to develop a brand refresh. She noted that three options were presented to the Executive Committee and one was selected by a majority vote. East Central staff will work with A2Z The Agency to finalize the brand guidelines, develop a timeline for implementation and date to launch the new brand along with the website.



7. **Business**

A. **Executive Committee**

1. **Approval of the Minutes** for the September 18, 2024, October 16, 2024, October 24, 2024, and November 20, 2024 Meetings. With the members consensus, Chair Connors requested that one motion include the four minutes for approval.

A motion was made by Mr. Kesler and a second from Mr. Morack to combine the motion to include September 18, 2024, October 16, 2024, October 24, 2024, and November 20, 2024 Meetings minutes for approval as presented. Motion carried unanimously.

2. 4th Quarter, 2024 Financial Report. Fourth Quarter, 2024 Financial Report. Ms. Otting, Controller presented the 4th Quarter 2024 Financial Report in detail. It was noted that in reviewing the 2024 4th quarter balance statement, the Commission had a \$100,000 surplus before to the audit. A motion was made by Mr. Kautza and a second by Ms. Gilane to approve and receive the 4th Quarter – 2024 Financial Report and place on file as presented. Motion carried unanimously. A copy of the report is available upon request.
3. Fourth Quarter, 2024 Work Program Performance Report. Ms. Otting, Controller presented the 4th Quarter – 2024 Work Program Performance Report in detail. A motion was made by Mr. Fitzpatrick and a second by Mr. Johnson to approve and to receive the 4th Quarter – 2024 Work Program Performance Report and place on file. Ms. Kraemer Badtke commended Ms. Otting for all her efforts and hard work throughout the budgetary process and keeping the day to day deliverable budgets in line. Motion carried unanimously. A copy of the report is available upon request.
4. Resolution 01-25: Amending the 2025 Work Program and Budget for East Central Wisconsin Regional Planning Commission – Ms. Kraemer Badtke gave a brief overview of the proposed amendments for the 2025 Work Program and Budget as outlined below:
 - **Economic Development Program**: It was noted that East Central will be in the second year of the 3-year planning partnership grant through the Economic Development Administration (EDA). The budget remains the same in 2025 as in 2024, with \$116,667 available that includes \$16,667 in additional local support. It was shared that with the staffing turnover in this program area, 2024 came in under budget. Staff recommended rolling the additional local funding of \$16,667 into the 2025 budget to support the Economic Development work program, more specifically, the additional 2025 GIS/Planning Services.
 - **NADO/USDA Grant**: Staff reported that ECWRPC received a grant is for \$130,000 to fund the continuation of the Small Community Technical Assistance program in 2025. It was noted that \$65,000 will be utilized for East Central staff time and expenses. Also, the remaining portion will also be utilized to hire a consultant to assist with the project and the consultant which will be contracted through NADO.
 - **Water Quality Management Program** (also known as Sewer Service Area): It was reported that staff met with the WDNR staff in December and received a slight increase in the funding for the Water Quality Management Program of \$2,600 to help support this program.
 - **Transportation**: The Extension of Funding Availability for the Appleton (Fox Cities) and Oshkosh MPO was been reflected to include the *actual* amount.
 - **Local Contracts**: The following communities have local contracts: City of Waupaca, Village of Brandon, Village of Hortonville, and City of New London for Outdoor Recreation Plans. Staff also received feedback from other communities about having the Commission possibly provide aid on their projects. It was noted that if interests continue, there may be a need to hire a full-time planner to assist with local contracts in the future. At this time, the newly created grants coordinator position will have time to work on contracts.
 - **Overhead Expenses**: These have been updated to reflect insurance increases and other increases for expenses.

A motion was made by Mr. Woodford and a second by Ms. Schneider to approve of the amendments to Resolution 01-25: Amending the 2025 Work Program and Budget for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

5. Resolution 02-25: Amending Resolution No. 08-24 for the Employee Manual for Staff Employed by East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke presented the amendments to the Employee Manual, sharing that staff worked with legal counsel on reviewing the updates which include:
 - Pregnant Workers Fairness Act and the PUMP Act Information – Staff worked legal counsel to update this section.
 - Employee References: Language was updated to ensure legal compliance and explained what is expected from the staff if they are requested to provide an employee reference.
 - Telecommuting Policy: Clarification regarding the language about the telecommuting policy as there have been scenarios that have been encountered and additional language needed.
 - Time and Expense Report: Staff are accountable to time and expense reporting by requesting them to submit their time and expense reports on time.
 - Vacation Time Policy Clarification: Leadership are requesting that when staff, particularly supervisors, are out of the office they have a continuity plan to ensure directors can provide their staff with additional support.
 - Schedules and Meetings: Wording added that staff may need to work outside of normal working hours to attend meetings and develop program deliverables.

A motion was made by Mr. DeTroye and second by Mr. Englebert to approve of Resolution 02-25: Amending Resolution No. 08-24 for the Employee Manual for Staff Employed by East Central Wisconsin Regional Planning Commission, as presented. Motion carried unanimously.

6. Resolution 03-25: Authorizing the Executive Director to Enter into an Agreement for the Small Community Technical Assistance Grant with the National Association of Development Organizations (NADO). Mr. Moser reported that this contract is for the continuation of Small Community Technical Assistance Program through funding from USDA and a grant that was written by East Central staff and NADO. It was shared that there is \$65,000 for the East Central staff to develop the Small Community Technical Assistance Program and NADO will be hiring a consultant utilizing the remaining funding to work with staff on this project moving forward. Mr. Moser stated that the deadline for this project is September 30, 2025.

A motion was made by Mr. Johnson and a second by Mr. Kesler to approve of Resolution 03-25: Authorizing the Executive Director to Enter into an Agreement for the Small Community Technical Assistance Grant with the National Association of Development Organizations (NADO), as presented. Motion carried unanimously.

7. Resolution 04-25: Authorizing the Executive Director to Enter into a Memorandum of Understanding between Appleton International Airport and East Central Wisconsin Regional Planning Commission. Mr. Moser shared that in October, 2023, the East Central Wisconsin Regional Planning Commission (ECWRPC) Board authorized ECWRPC to act as the fiscal agent and grant administrator of a newly created Regional Aviation Development Fund, designed to help support continued growth of the aviation sector in the region as a component of East Central's core Economic Development Program area. He commended Commissioner Englebert for introducing this initiative prior to leaving ECWRPC. He also noted that East Central will serve as the fiscal agent of a segregated fund to support the development of aviation-related economic development initiatives in East Central's service area. It was the consensus of the Regional Aviation Development Fund Committee to proceed with approval of the Memorandum of Understanding through the Commission's Standing Executive Committee and Commission Board.

A motion was made by Mr. Englebert and a second by Mr. Kautza to approve of Resolution 04-25: Authorizing the Executive Director to Enter into a Memorandum of Understanding between Appleton International Airport and East Central Wisconsin Regional Planning Commission. Mr. Englebert commended those involved in starting this new endeavor. Motion carried unanimously.

B. Economic Development Committee

1. Approval of the Minutes for October 2, 2024 Meeting. A motion was made by Mr. Kaufman and a second by Mr. Federwitz to approve of the Minutes for October 2, 2024 as presented. Motion carried unanimously.

C. Environmental Management Committee

1. No business

D. Transportation Committee

1. Approval of the Minutes for October 08, 2024 Meeting. A motion was made by Mr. Hammen and a second by Mr. Morack to approve of the Minutes for October 08, 2024 as presented. Motion carried unanimously.

8. Other Business - None

9. Establish Time and Place for Next Commission Meeting

- A. The next Quarterly Commission Meeting is scheduled *tentatively* at 10:00 a.m. on Thursday, March 27, 2025. Additional meeting details will be forthcoming.

10. Adjourn – Chair Connors adjourned the meeting, with the time noted at 10:47 a.m.

Respectfully Submitted

Leann S Buboltz – Administrative Coordinator
East Central WI Regional Planning Commission

East Central Wisconsin Regional Planning Commission – March 19, 2025 Report

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

Administration

Federal Update: Staff attended the National Association of Development Organizations and Association of Metropolitan Planning Organizations Conferences in Washington, D.C. last week. Visits were made to several congressional offices, including Congressman Wied's office, to educate policy makers on East Central's federal programs. Rep. Wied was invited to attend an upcoming MPO Policy Board meeting given his seat on the House Transportation and Infrastructure Committee.

State Budget: Staff attended a legislative roundtable on the proposed state budget in Appleton on March 3rd. There is a provision included in the proposed budget creating a county and municipal levy limit exclusion for those amounts levied for a county's required contribution to the budget of a regional planning commission beginning with levies set in 2025. Additional items of interest include:

- Funding for the I-41 expansion project between Appleton and DePere;
- Continued support for the Local Road Improvement Program (LRIP) and Agricultural Road Improvement Program as well as expanded eligibility to support our rural economies;
- Additional resources to expedite environmental reviews to deliver infrastructure projects sooner;
- Provisions increasing flexibility for communities to utilize TIF for workforce housing.

Annual Audit: The audit team was on-site February 24 – 26 and are scheduled to present to the Executive Committee in April and Commission Board in May.

Grants Coordinator: We are pleased to share that Kari Hopfensperger joined our team on Monday, March 10. Kari most recently served as the Shawano County Planner and brings with her nearly a decade of County government experience working with rural communities on comprehensive planning, zoning ordinance updates, and a host of other responsibilities. Prior to that, she worked on grants research, writing, and reporting for the Northeast Wisconsin Land Trust. Kari has an Associate's Degree in Sustainable Development from the College of Menominee Nation and a Bachelor's Degree in Environmental Policy & Planning from UW-Green Bay.

MPO Communications PT Position: We have posted for this part-time position, which will assist with the additional meeting agendas, minutes and communications with MPO policy board and technical advisory committee members. The position will also assist with agency wide public engagement efforts and communication efforts related to the transportation program.

LTE Project Planner: We are evaluating posting for an LTE Project Planner position which could provide additional, flexible capacity to ensure timely delivery of all local contracts. We have also considered keeping this position posted on a rolling basis and, ideally, finding several individuals interested in this type of work that could be utilized when the demand exceeds our staff capacity or during a staffing transition period. The committee may recall this model was successful filling the last transportation opening we experienced. The Commission has received 13 inquiries from local units of government regarding contract work in 2026.

Blue Ribbon Staff! GIS Manager Mike Zuege brought home yet another blue ribbon from the WI Land Information Association Conference (WLIA) for his ["Where is the Snow?"](#) map and [animation](#). This is Mike's 7th Blue Ribbon over 20 years of WLIA membership. He's proudly added this ribbon to his two Red (Runner Up), four President's Choice, and two People's Choice Ribbons!

Other notable awardees from our Region included:

- 1st Place – Atlas Guo, University of Wisconsin – Madison Student - Historic Railroads in **Menominee and Shawano Counties** (Black and White Category)
- 2nd Place - Tyler DeBruin, **Town of Grand Chute** – TID 5 Future Improvements (Black and White Category)
- 2nd Place – Even Petrie, **City of Oshkosh** – Recycling Routes Map Book (Map Book Category)
- 2nd Place – Adam Dorn, **Winnebago County** – Spirit Fund Dashboard – ARPA Strategy and Outcomes Commission – Winnebago County (Interactive Map Category)

The entire GIS team was able to attend as the conference was in Appleton this year. Mike presented at the conference on the Broadband mapping projects. GIS Analyst Casey Peters presented on the Comprehensive Safety Action Plan (CSAP) for the Appleton and Oshkosh MPOs. Casey's presentation focused on how the CSAP can be utilized by communities to apply for Safer Streets for All Grants. The City of Oshkosh received an \$8M Safer Streets for All grant to construct a pedestrian bridge over Highway 41.

SERDI Implementation Update: Staff convened the County Planners for a discussion around the new Grants Coordinator position at East Central and how best to approach additional planning and GIS support moving forward. The consensus was to funnel requests through the counties first to avoid duplication of effort and ensure coordination in addition to education and outreach about data and resources currently available through the East Central website's DATA HUB. There was also agreement to reconvene this group on a regular basis to share information and discuss items of mutual interest.

Staff worked with A2Z Design to finalize branding guidelines following Executive Committee's recommendation on the new logo and branding.

Staff are working on website update in advance of IT migrating content to the new website template. Go live for the new website is tentatively slated for late June.

The county-wide local government meetings are scheduled in April, tentative schedule attached. The agenda will include introducing the Grants Coordinator and having GIS staff share information on the data and resources available on the East Central website's DATA HUB.

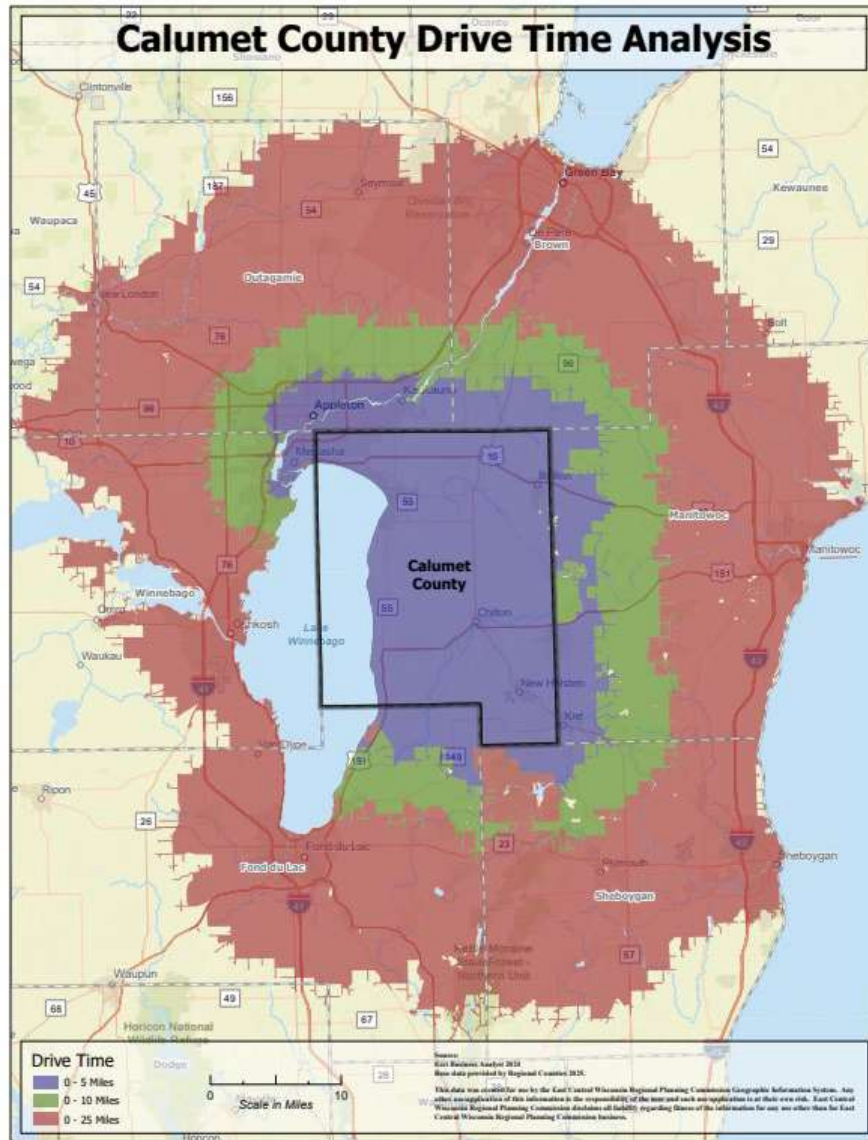
A SERDI Implementation Budget update is also attached for reference.

Economic Development

NADO/USDA Grant – *Strategic Planning and Action for Revitalizing Communities (SPARC) Program:*

This program, formerly known as the Small Community Technical Assistance Program, has been renamed SPARC. Staff are currently working with NADO to finalize the consultant contract and prepare for the program's launch in **spring/early summer 2025**. The SPARC program will deliver high-quality "Plans in a Day" that communities can utilize to apply for grants and implement meaningful change. While final criteria are still being developed, examples of past projects include corridor plans, downtown revitalization plans, and park master plans.

Drive Time Demographic Map: Calumet County requested a map and demographic data to easily illustrate market potential proximate to the county. By the following week, GIS Manager Mike Zuege produced the attached map and demographic table to the county. This is a great example of the additional Planning/GIS support and assistance East Central is able and willing to provide to communities and will be highlighted during our upcoming local government meetings, as it could be a valuable tool for many communities across the region.



Transportation

Trail Summit: Trail Summit 2.0 was held on February 18th in Appleton, with 90 attendees. The purpose of the Summit was to bring together staff, elected officials, and community-based organizations to understand current and planned efforts for the bicycle and pedestrian network in the urban areas of Calumet, Outagamie, and Winnebago counties. This full-day event included educational opportunities, collaboration around trail education and etiquette, and interactive mapping exercises.

Regional (Rural) Transportation 1:1 Meetings: Staff continued their outreach to County Highway Commissioners, meeting with Menominee County Commissioner Jim Horton in February. Based on that discussion, Jim is evaluating a potential grant opportunity and working with East Central on updating the county's PASER data in 2025.

WISDOT Process Improvement Session: Staff will be participating in a process improvement activity with WISDOT to identify potential efficiencies in the current Transportation Improvement Program (TIP) workflow between local governments, MPO's, the various divisions of WISDOT that are involved, Federal Highway Administration and Federal Transit Administration. East Central will be implementing a new E-TIP software this year, which should significantly improve efficiency, accuracy, and transparency in the process.

Housing Infill Study Pilot: An infill study was recently completed for the Fond du Lac MPO. A housing infill study is currently underway for the Oshkosh MPO. This model and methodology can

now be replicated and utilized in other communities across the region. Staff are working to develop a pilot project with several small communities to further refine the process so it can be more broadly utilized across the region.

Winter Walk to School Month: Winter Walk is an opportunity for schools to encourage walking to school even in the cold of winter. This can be done by hosting a one-day event or tracking daily walks during the month of February. Due to unpredictable Wisconsin weather, schools also have the option to complete weekly outdoor challenges and win prize packages to keep students active. Staff provide participating schools with a planning guidebook and incentives and giveaways for students that participate. A total of 42 schools in our Region participated this year. Schools submitted pictures of students completing the weekly challenges for their chance to win a prize package for their classrooms. This year, Gresham Elementary School, Menominee Tribal School, Badger Elementary School, and Chegwin Elementary School won prize packages.

NR-135 Non-Metallic Mining Reclamation Program

At this time, 187 of the 194 Operator Annual Reports have been received. Staff are working with the operators for receipt of the remaining Operator Annual Reports before enforcement action is requested by the Counties. The WDNR Annual Reports have been completed and will be submitted this month.

Water Quality Management Program

Staff participated in a Water Quality Planning Collaboration Meeting with WDNR and Regional Planning Commission's across the state and will be participating in a Focus Group with WDNR and other Regional Planning Commission's to examine 208 conformance reviews for private wastewater projects. The Wisconsin Department of Safety and Professional Services (DSPS) recently updated their code which removed the procedural requirement for a 208 Conformance Letter to accompany submittals to DSPS.

Staff met with county partners about a potential US Army Corps of Engineers (USACE) Watershed Study for the Fox Wolf Watershed in January and February. County partners decided to hold off on submitting a letter of request to the Corps to allow for further discussions on project scope prior to next year's project cycle.

The Environmental Management Committee approved the Stockbridge 2045 SSA Plan at their March 12 meeting, which will be on the Commission Board agenda for consideration at the March 27th meeting.

Staff continue to actively work on the Sherwood SSA Plan.

Local Contracts

The Town of Black Wolf Comprehensive Plan Update is nearing completion. Town Chair Frank Frassetto was very complimentary of East Central staff, Joe Stephenson and Mike Zuege, for their work with the town after their consultant was unable to complete the plan update.

Kickoff meetings have been held with the City of Waupaca, City of New London, Village of Hortonville, and Village of Brandon on the Comprehensive Outdoor Recreation Plan updates.

The Town of Hortonia has selected East Central to work on their Comprehensive Plan and Zoning Code updates. This is an action item on today's agenda.

Staff developed a Customer Satisfaction Survey (copy attached) for communities to complete following local contract completion. Also attached are the responses received to date for work completed for the Town of Buchanan, City of Shawano, and Town of Black Wolf. This will be incorporated into our standard contract workflow moving forward to ensure communities have an opportunity to share their experience with us so we can continue to improve our service and deliverables.

MEETING NOTICE
EXECUTIVE COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission

Date: Wednesday, January 22, 2025 – Hybrid Option

1. **Welcome and Introductions** – Chair Connors called the meeting to order at 10:00 a.m.
2. **Roll Call**
 - A. Introduction of Alternates, Staff and Guests

Committee Members Present:


Alice Connors (Chair) Calumet County
 Jeremy Johnson (Perm Alt for Elizabeth Moses) (Vice Chair) (virtual) Menominee County
 Dan Gabrielson (virtual) Outagamie County
 Tom Kautza (In Person) Shawano County
 Dave Morack (virtual) Waupaca County
 Nate Gustafson (Perm Alt for Tom Egan) (virtual) Winnebago County

Committee Members Absent (Excused):

Dean Will (Perm Alt for Steve Abel) Fond du Lac County

ECWRPC Staff:

Melissa Kraemer Badtke Executive Director
 Craig Moser Deputy Director
 Sara Otting Controller
 Rachel Roth GIS Analyst I
 Leann Buboltz Administrative Coordinator

3. **Approval of the Agenda/Motion to Deviate.** A motion was made by Mr. Gabrielson and second by Mr. Gustafson to approve of the agenda as presented. Motion carried unanimously.
4. **Public Comment - None**
5. **Special Order of Business: Brand Refresh** - Mr. Jeff Amstutz of A2Z The Agency and East Central staff have been working together on a new brand refresh for the Commission as part of the Serdi Assessment. A2Z The Agency presented three options for the members to review. It was noted the three MPO's were included as part of the brand refresh. East Central staff will include their logo on materials it will be noted that the Metropolitan Planning Organizations are programs of the Commission. Upon review, the majority consensus of the members choice is Option 2. 

6. Announcements and Discussion Items

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

Administration

- Grants Coordinator: The Grants Coordinator position has been posted, with a March hire anticipated. It was shared that staff is also working with the League of Municipalities and have secured a login for their Grants Finder Program, which is available to their members.

Economic Development

- U.S. Department of Commerce Economic Development Administration Reauthorization: It was shared that on January 4, 2024, the Thomas R. Carper Water Resources Development Act of 2024 (S. 4367) was signed into law. This reauthorization of the EDA will strengthen and protect EDA's programs and will enhance the initiatives that are of importance to NADO members and Economic Development Districts across the country.

Transportation

- Regional (Rural) Transportation Program: Staff are meeting with Planning Directors and Highway Commissioners to discuss their needs as it relates to the Regional (Rural) Transportation Program. Staff

have/will meet with Fond du Lac, Waupaca, Shawano, Menominee, Outagamie, Winnebago and Calumet Counties.

- Town of Black Wolf Comprehensive Plan Update: Staff updated the members on the status of the Plan. It is anticipated to be completed by the end of January and under budget. Ms. Kramer Badtke thanked staff members, Joe Stephenson and Mike Zuege for creating a great product for the Town of Black Wolf.
- Watershed Study: Ms. Kraemer Badtke reported that Waupaca County brought forward the possibility of a regional US Army Corps of Engineers Watershed Study. East Central staff will be hosting a gathering of County planning directors and land conservation staff, WDNR along with the US Army Corp to discuss this project and if opportunities for collaboration exists.
- Appleton (Fox Cities) and Oshkosh MPOs: Staff met with WisDOT and the transit agencies (Valley Transit and GO Transit) to discuss the cooperative agreement(s). The Commission, being a fiscal agent for the MPOs, will be receiving a draft for their consideration.

SERDI Assessment Update – Mr. Craig Moser gave an update as to where the Commission is, regarding the items listed within the SERDI assessment implementation. One of the major areas is the communications aspect where currently staff is coordinating meetings and reaching out to all the communities within the region. He noted that roughly ½ of the \$50,000 funding has been spent.

7. Meeting Minutes

- A. Approval of the Minutes November 20, 2024 Executive Committee. A motion was made by Mr. Kautza and a second by Mr. Morack to approve of the minutes as presented. Motion carried.

8. New Business/Action Items

- A. Fourth Quarter, 2024 Financial Report. Ms. Otting, Controller presented the 4th Quarter 2024 Financial Report in detail. It was noted that in reviewing the 2024 4th quarter balance statement, the Commission was \$100,000 surplus before to the 2024 audit conducted. A motion was made by Mr. Gabrielson and a second by Mr. Morack to receive the 4th Quarter – 2024 Financial Report and place on file. Motion carried unanimously. A copy of the report is available upon request.
- B. Fourth Quarter, 2024 Work Program Performance Report. Ms. Otting, Controller presented the 4th Quarter – 2024 Work Program Performance Report in detail. A motion was made by Mr. Johnson and a second by Mr. Gustafson to receive the 4th Quarter – 2024 Work Program Performance Report and place on file. Motion carried unanimously. A copy of the report is available upon request.
- C. Proposed Resolution 01-25: Amending the 2025 Work Program and Budget for East Central Wisconsin Regional Planning Commission.

Ms. Kraemer Badtke presented the 2025 Work Program and Budget amendments that were included in the memo as outlined below:

Economic Development Program: 3-Year Planning Partnership Grant (70% federal funding, 30% local match): It was noted that East Central will be in the second year of the 3-year planning partnership grant through the Economic Development Administration (EDA). The budget remains the same in 2025 as in 2024, with \$116,667 available that includes \$16,667 in additional local support. It was shared that with the staffing turnover in this program area, 2024 came in under budget. Staff recommended rolling the additional local funding of \$16,667 into the 2025 budget to support the Economic Development work program, more specifically, the additional 2025 GIS/Planning Services.

NADO/USDA Grant: Staff worked in partnership with the National Association of Development Organizations and received a grant of \$130,000 to fund the continuation of the Small Community Technical Assistance program in 2025. Approximately \$65,000 of the grant is included within the budget for the Commission staff time and expenses. NADO will be hosting the contract with the consultant that will assist with the Small Community Technical Assistance Program.

Sewer Service Area/Water Quality Management Program: Staff met with the Wisconsin Department of Natural Resources (WDNR) staff in December and received a slight increase in the funding for the Water Quality Management Program of \$2,600 to help support this program. It was reported that staff submitted a proposal to WDNR for additional funding of roughly \$50,000 that would be focused on the development of environmental justice frameworks for urban and rural Sewer Service Area Plan updates to be utilized moving forward. It was noted that based on follow-up discussions with WDNR, \$25,000 of additional funding is included in the 2025 budget.

Transportation: The Extension of Funding Availability for the Appleton (Fox Cities) and Oshkosh MPOs has been updated to reflect the actual funding amount for 2025. The previous 2025 Work Program and Budget had an estimate for what is anticipated for the funding for this program to extend into 2025.

Local Contracts: In 2025, staff will contract with the City of Waupaca, Village of Brandon, Village of Hortonville, and City of New London for their Comprehensive Outdoor Recreation Plan updates and the Village of Greenville for annual mine operations inspections. The contract with New North for Broadband mapping assistance has also been extended through April of 2025 and the budget for this contract has been updated. Finally, Overhead Expenses have also been updated to reflect changes (i.e. insurance increases).

A motion was made by Mr. Kautza and a second by Mr. Gustafson to approve of the Proposed Resolution 01-25: Amending the 2025 Work Program and Budget for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- D. Proposed Resolution 02-25: Amending Employee Manual for Staff Employed by East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke discussed the major updates within the Employee Manual that are outlined below:
- Pregnant Workers Fairness Act (PWFA) and Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP) (pg. 12): East Central staff worked with the legal counsel to update this language and provide additional information to the employees regarding this policy. This was a new policy that was introduced for the first time in 2024.
 - Employee References (pg. 29): This policy was added to ensure legal compliance as it relates to employee references and how the Commission will handle these in the future.
 - Telecommuting Policy (pg. 29): East Central approved a telecommuting policy in 2024 for all employees, allowing staff to telework on Mondays or Fridays up to a maximum of 37.5 hours per month. The leadership team believes this benefit has worked well and added some clarifying language Monday and/or Fridays regarding the policy based on scenarios that staff have encountered.
 - Time and Expense Reporting (pg. 38): This section was expanded to provide additional information to staff regarding the expectations of time and expense reporting.
 - Vacation Time Policy Clarification (pg. 39): This section was updated to include language regarding staff that are taking vacation need to provide a continuity plan for their staff. In addition, this plan will be provided to the leadership team, so we are able to assist their staff when they are out of the office.
 - Schedules and Meetings (pg. 44): In this section, staff clarified that salary employees are expected to attend meetings that may be outside of the normal work hours.

A motion was made by Mr. Kautza and a second by Mr. Gabrielson to approve of Proposed Resolution 02-25: Amending the Employee Manual for Staff Employed by East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- E. Proposed Resolution 03-25: Authorizing the Executive Director to Enter into an Agreement for the Small Community Technical Assistance Grant with the National Association of Development Organizations (NADO). Ms. Kraemer Badtke shared with the members that the USDA Grant will fund a consultant to work with the Commission staff and local communities on this program. NADO staff will also be documenting East Central's Process to develop a case study for other Economic Development Districts across the country to utilize as a best practice. It was reported that the grant will cover Commission staff time and expenses at \$65,000 and NADO will hire a consultant to work with the Commission staff on this project with the anticipated completion by September 30, 2025.

A motion was made by Mr. Kautza and a second by Mr. Gabrielson to approve of Proposed Resolution 03-25: Authorizing the Executive Director to Enter into an Agreement for the Small Community Technical Assistance Grant with the National Association of Development Organizations (NADO), as presented. Motion carried unanimously.

- F. Proposed Resolution 04-25: Authorizing the Executive Director to Enter into a Memorandum of Understanding between Appleton International Airport and East Central Wisconsin Regional Planning Commission. Mr. Moser shared that in October, 2023, the East Central Wisconsin Regional Planning Commission (ECWRPC)

Board authorized ECWRPC to act as the fiscal agent and grant administrator of a newly created Regional Aviation Development Fund, designed to help support continued growth of the aviation sector in the region as a component of East Central's core Economic Development Program area. He noted that East Central will serve as the fiscal agent of a segregated fund to support the development of aviation-related economic development initiatives in East Central's service area. It was the consensus of the Regional Aviation Fund Committee to proceed with approval of the Memorandum of Understanding through the Commission's Standing Executive Committee and Commission Board.

A motion was made by Mr. Kautza and a second by Mr. Gabrielson to approve of Proposed Resolution 04-25: Authorizing the Executive Director to Enter into a Memorandum of Understanding between Appleton International Airport and East Central Wisconsin Regional Planning Commission, as presented. Motion carried unanimously.

9. Informational/Discussion Items

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

- Outagamie County – Mr. Gabrielson shared that the construction of the communication center will be completed and the 911 center reported to go live in early February. It was noted that work applications have increased.
- Menominee County – Mr. Johnson reported that they have hired a new administrator, who began her employment at the beginning of the year with all going well.

10. Establish Time and Place for Next Meeting(s)

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be on Wednesday, February 19, 2025 at 9:30 a.m. 1:30 p.m. An agenda and meeting materials will be forthcoming.
- B. **Commission Meeting:** The next Commission Meeting will be held on Thursday, January 30, 2025, which will be a virtual meeting. Agenda and meeting packet will be forthcoming.

11. Adjourn – Chair Connors adjourned the meeting with the time noted at 11:10 a.m.

Respectfully Submitted

Leann Buboltz – ECWRPC Administrative Coordinator

DATE: March 19, 2025

TO: ECWRPC Executive Committee

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

RE: Proposed Resolutions 06-25 and 07-25: 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 Hortonia for the Preparation of their Comprehensive Plan and Zoning Ordinance Updates

East Central submitted a response last fall to the Town of Hortonia's Request for Proposals for the completion of their Comprehensive Plan and Zoning Ordinance updates. The Town of Hortonia has selected East Central to do this work. Staff evaluated current workload and capacity and determined that this work could commence in 2025 and be completed in 2026.

STAFF RECOMMENDATION: Staff recommends approval of Proposed Resolutions 06-25 and 07-25.

RESOLUTION NO. 06-25

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 Town of Hortonia, Outagamie County, Wisconsin desires to enter into an agreement with the Commission to render certain technical planning services for a Comprehensive Plan and Zoning Ordinance Updates with work to begin in 2025, and;

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

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

WHEREAS, the Town of Hortonia's Comprehensive Plan was last approved on August 15, 2015, and;

WHEREAS, the Commission has the staff capacity and expertise to develop the Town of Hortonia's Comprehensive Plan and Zoning Ordinance Updates; 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 and incorporated herein.

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

Alice Connors, Commission Chair
East Central WI Regional Planning Commission

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

Approval Date

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	\$ 919,153	\$ 904,153	\$ 845,289	\$ 73,864	8.7%
Local districts membership levy	\$ 675,000	\$ 675,000	\$ 625,000	\$ 50,000	8.0%
Local district contracts (secured & estimated)	\$ 82,881	\$ 67,881	\$ 62,133	\$ 20,748	33.4%
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	\$ 3,001,312	\$ 2,986,312	\$ 2,862,400	\$ 138,912	4.9%
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)	\$ 34,957	\$ 19,956	\$ 43,384	\$ (8,427)	-19.4%

RESOLUTION NO. 07-25

AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH THE TOWN OF HORTONIA FOR THE PREPARATION OF THEIR COMPREHENSIVE PLAN AND ZONING ORDINANCE UPDATES

WHEREAS, the Town of Hortononia, Outagamie County, Wisconsin desires to enter into an agreement with the Commission to render certain technical planning services for a Comprehensive Plan and Zoning Ordinance Updates with work to begin in 2025, and;

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

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

WHEREAS, the Town of Hortononia's Comprehensive Plan was last approved on August 15, 2015, and;

WHEREAS, the Commission has the staff capacity and expertise to develop the Town of Hortononia's Comprehensive Plan and Zoning Ordinance Updates; 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 Hortononia for the preparation of their Comprehensive Plan and Zoning Ordinance updates.

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

Alice Connors, Commission Chair
East Central WI Regional Planning Commission

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

Approval Date

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.

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 Hortonia 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

Projected Operating Revenues	2025 PROPOSED BUDGET AMENDMENT	2025 APPROVED BUDGET 1/30/2025	2024 APPROVED & AMENDED BUDGET	Difference (\$)	Difference (%)
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%

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 By: 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
8.A.6**

**6. 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

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 By: 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



MINUTES
ENVIRONMENTAL MANAGEMENT COMMITTEE
East Central Wisconsin Regional Planning Commission
 Wednesday, January 08, 2025 – In Person

1. Welcome - The meeting was called to order by Chair Kevin Englebert with the time noted at 10:00 a.m.

2. Roll Call

Committee Members Present:

Kevin Englebert (perm alt. for Thomas Nelson) Chair..... Outagamie County
 David DeTroye (perm alt.) Calumet County
 Jeremy Johnson (perm alt. for Elizabeth Moses) Menominee County
 Dan Gabrielson Outagamie County
 Matt Pleshek Shawano County
 Bob Schmeichel..... Winnebago County

Committee Members Excused:

Aaron Jenson (perm alt. for Brian Smith) Waupaca County
 Nate Gustafson (perm alt. for Tom Egan) Winnebago County
 Brenda Schneider Fond du Lac County

ECWRPC Staff Present:

Carmen Ebert Senior Planner
 Joe Stephenson Senior Planner
 Scott Konkle Senior Planner
 Mike Zuege GIS Manager
 Leann Buboltz..... Administrative Coordinator

3. Approval of Agenda / Motion to Deviate Mr. Schmeichel motioned to approve the agenda with Mr. Gabrielson seconded the motion as presented. The motion passed unanimously.

4. Public Comment – There was no public comment.

5. Approval of the September 11, 2024 Environmental Mgt Committee Minutes – A motion was made by Mr. Gabrielson and a second by Mr. Schmeichel to approve of the minutes as presented. Motion carried unanimously.

6. Announcements and Discussion Items

A. 2025 Environmental Management Committee Schedule. The members reviewed the proposed schedule and agreed upon the dates provided.

Meeting Date and Time	Deadline for SSA Amendment Submittals (30 days prior)
Wednesday, March 12, 2025	Monday, February 10, 2025
Wednesday, June 11, 2025	Monday, May 12, 2025
Wednesday, September 10, 2025	Monday, August 11, 2025

B. Water Quality Management Program Update – Joe Stephenson, Senior Planner along with Carmen Ebert, Senior Planner summarized the activities. Staff met with WDNR staff in December 2024 for end of year check-in. Ms. Ebert shared that additional funding for WQM Program Administration was awarded from WDNR totaling up to \$2,000. She noted that a potential exists for more funding based on discussions with DNR.

SSA Plan Updates:

Ms. Carmen Ebert provided the following updates to the members.

- The Stockbridge 2045 SSA Plan was formally approved by the Stockbridge joint Council/Sewer Commission on 12/11/2024.

- Staff met with Sherwood Village Administrator in early January and noted that the Sherwood SSA Plan Update has commenced.
- Mr. Joe Stephenson reported the following
- DNR is currently fully staffed.
 - The Waupaca SSA Plan Update is scheduled for 2025 with the Oshkosh SSA Plan Update planned for late 2025/early 2026. Mr. Stephenson noted that Oshkosh and the surrounding towns are still in litigation regarding the boundaries of their sewer and sanitary service area district. They are hoping to have this resolved by this timeline. Chair Englebert reported that the Oshkosh SSA Plan is in dire need of an update and would like to that carried through as soon as possible.

Member – Mr. Schmeichel stated that Neenah’s new school site is located within Fox Crossings and shared that they have approached the Town of Neenah to install a new stub when they construct Larsen Road. He inquired if that service area boundary was ever resolved? Chair Englebert indicated that the decision was left up to the DNR based on the written record that went through in 2020, stating that he understands that this area is unresolved at this time. Mr. Stephenson shared that there have been no updates since that time period.

208/WQMP Conformance Reviews –

- 23 conformance reviews have taken place since the last Environmental Management Meeting. Mainline replacements in Campbellsport, Grand Chute, and Waupaca.
- Sanitary extensions in several communities.
- Two Facility Plans: one for Town of Freedom, one for Village of Oakfield.

- C. Review Amended 2025 Water Quality Management Work Program & Budget Elements – Ms. Ebert reported to the members that the DNR will be contributing an additional amount of \$2,000 towards the program budget, totaling \$65,000. She noted that the fees received by the Commission are estimated to be \$11,000, which is consistent with 2024. The Commission will continue to match funds for the WQM Planning Program at the same level to ensure that funding is available to support the program when the one-time BIL funding expires.

A motion was made by Mr. Schmeichel and a second by Mr. Johnson to approve of the amendment to the 2025 Work Program. Motion carried unanimously.

- D. Review Village of Stockbridge 2045 SSA Plan – Ms. Ebert shared with the members that staff have completed the Village of Stockbridge 2045 SSA Plan Update. The SSA Plan was reviewed by the WDNR and formally approved by the Village of Stockbridge Joint Council/Sewer Commission on 12/11/2024. It was noted that the Plan was last updated in the 90’s. Mr. Stephenson also shared that the planning boundary is a guide to follow.

- E. Non-metallic Mining Reclamation Program Update – Scott Konkle-Senior Planner provided an update on the following items. He shared that 2024 was a busy year noting that four Certificates of Completion was issued. The table below reflects the number of permitted sites, acreages, and drone flights conducted within each County at this time. Members noted that the work completed within this program is complementary for the region.

County	No. of Sites	Active Acres	Reserve Acres	Reclaimed Acres (2023)	Drone Flights
Calumet	20	524	734	0	5
Outagamie	45	1386	1502	10	5
Shawano	45	667	879	6	10
Waupaca	44	700	1371	16	12
Winnebago	40	976	1151	2	6
Total	194	4253	5637	34	38

7. Informational/Discussion Items

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

Chair Englebert – Outagamie County along with Calumet County received a \$1million EPA Assessment Grant Coalition between the two counties. He noted that 2/3 of the funding has been spent on performing environment assessments within the area

Mr. Johnson – Menominee County reported that approximately ½ million dollars has been spent on tornado clean up, more exclusively around the Legend Lake area. They are applying for additional emergency funding.

8. Establish Time and Place for Next Meeting(s)

A. **Environmental Management Committee:** The next Environmental Management Committee meeting is scheduled for 10:00 a.m. on Wednesday, March 12, 2025 at the Commission Office (400 Ahnaip Street, Suite 100; Menasha).

B. **Commission Board:** The next Commission Meeting will be held on Thursday, January 30, 2025 at 10:00 a.m. Agenda and meeting packet will be forthcoming.

9. Adjourn A motion was made by Mr. Pleshek and a second by Mr. DeTroye to adjourn with the time noted at 10:42 a.m.

Respectfully Submitted

Leann S Buboltz – Administrative Coordinator
East Central WI Regional Planning Commission

TO: Environmental Management Committee
FROM: Carmen Ebert, Senior Planner
DATE: March 21, 2025
RE: Resolution 05-25: Approving the Updated Stockbridge 2045 Sewer Service Area Plan

The Stockbridge 2045 (SSA) Plan Update process began in 2024. This is the update of the Stockbridge 2020 SSA Plan completed in 2001.

Final chapters and maps were shared with communities at the end of 2024, and the Village of Stockbridge Joint Council/Sewer Commission formally approved the Stockbridge 2045 SSA Plan on December 11th, 2024. A Notice for Public Comment and Public Hearing was published in the Appleton Post Crescent on Sunday, January 26th, 2025 and was posted on the online version of the paper for the next 30 days. The Public Hearing was held pursuant to Wisconsin Administrative Code NR 121.07(1)(b).

Approximately 489 acres of land were added to the Stockbridge SSA. Acreage added to the SSA was requested by the communities for a variety of reasons:

- 99 acres of land were included in the SSA to accommodate needs for residential uses
- 390 acres of land were added to accommodate needs for commercial, industrial, public or institutional land uses
- Parcels included that are ready or anticipated for development in the next 5-20 years
- Boundaries shifted to include/exclude existing development based on perceived/anticipated need for connection to sanitary sewer in the future
- Boundaries cleaned up so they do not bisect parcels, parcels with the same owner included
- The Planning Area Boundary remained the same from the previous plan update.

The plan can be viewed at: <https://www.ecwrpc.org/wp-content/uploads/2024/12/Draft-Stockbridge-2045-SSA-Plan.pdf>

Public Comments/Edits:

None received.

Upon approval, staff will bring the proposed Stockbridge 2045 Plan to the full Commission in late March. If the Commission approves the SSA Plan, it will be sent to the Wisconsin Department of Natural Resources for final review and administrative decision to be certified as part of the Wisconsin Areawide Water Quality Management Plan.

Staff Recommendation: Staff recommends that the Environmental Management Committee approve Proposed Resolution 05-25: Approving the Updated Stockbridge 2045 Sewer Service Area Plan.

RESOLUTION NO. 05-25

APPROVING THE UPDATED STOCKBRIDGE 2045 SEWER SERVICE AREA PLAN

WHEREAS, the East Central Wisconsin Regional Planning Commission has been designated by the Wisconsin Department of Natural Resources as the sewer service area management agency for the East Central region, and;

WHEREAS, the East Central Wisconsin Regional Planning Commission has entered into a memorandum of agreement with the Wisconsin Department of Natural Resources to develop, update, and manage sewer service area plans for the designated area and select non-designated areas, and;

WHEREAS, the East Central Wisconsin Regional Planning Agency is preparing updated sewer service area plans for communities through the year 2045, and;

WHEREAS, the East Central Wisconsin Regional Planning Commission held public participation and community meetings for those areas affected during the planning process, and;

WHEREAS, the Sewer Service Area Plans will be submitted to the Wisconsin Department of Natural Resources and certified as part of the Wisconsin Areawide Water Quality Management Plan;

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

Section 1: That the Commission adopt the updated plan for the Stockbridge 2045 Sewer Service Area Plan Update and recommend Wisconsin Department of Natural Resources certification of the plan update.

Effective Date: March 27, 2025
Submitted by: Environmental Management Committee
Prepared By: Carmen Ebert, Senior Planner

Alice Connors, Commission Chair
East Central WI Regional Planning Commission

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

Approval Date



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

COMMITTEE MEMBERS: *Nick Kesler, Dean Will (Alt for Steve Abel), Joe Moore (Alt for Tiffany Brault), Denise Gilane, Lee Hammen, Thomas Kautza, Dave Morack, Austin Hammond, Ron McDonald, Nick Weber*

Date: Tuesday, January 14, 2025 - Virtual
Time: 1:30 p.m.
Place: Virtual

1. **Welcome** - Chair Hammen 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:

Lee Hammen-Chair Outagamie County
 Nick Kesler Calumet County
 Joe Moore (*Perm Alt for Keith Heisler*) Fond du Lac County
 Denise Gilane Menominee County
 Tom Kautza Shawano County
 Austin Hammond Winnebago County
 Tom Buchholz/Nick Weber WisDOT – NE Region

Committee Members Excused:

Ron McDonald Valley Transit
 Dean Will-Vice Chair (Alt. for Steve Abel) Fond du Lac County
 Dave Morack Waupaca County

ECWRPC Staff:

Melissa Kraemer Badtke Executive Director/MPO Director
 Brenna Root Whitby Associate Planner
 Kim Biedermann Principal Planner
 Mike Zuege GIS Manager
 Casey Peters GIS Analyst 1
 Jennie Mayer SRTS Coordinator
 Leann Buboltz Adm Coordinator

3. **Approval of Agenda / Motion to Deviate** – A motion by Mr. Moore and second by Mr. Kautza to approve of the agenda as posted. Motion carried unanimously.
4. **Public Comment** – No public comment.
5. **Approval of the October 8, 2024** Transportation Committee Meeting Minutes – A motion was made by Mr. Hammond and second by Mr. Kesler to approve of the minutes as presented. Motion carried unanimously.
6. **Announcements and Updates**
 - A. Staff Report – Update presented by Ms. Brenna Root Whitby
Roadways presented by Ms. Brenna Root Whitby-Associate Planner
 1. *Urban Area Boundaries and Functional Classification:* ECWRPC staff have been working with the small urban areas throughout the region on adjusting the Census-defined Urban Area Boundaries, which have been sent to the Wisconsin Department of Transportation with

anticipated approval in early 2025. Ms. Root Whitby shared that the small urban areas in the region ECWRPC staff are assisting are as follows: Shawano, Waupaca, New London, and Ripon. She added that WisDOT Southeast Region worked to complete the Waupun boundary adjustments. Also noted was that the 2020 US Census did not identify Kiel-New Holstein as an urban area. Once approved staff will work with communities in the small urban areas on updating the Functional Classification Network. Ms. Root Whitby defined that Functional Classification Network is a process to categorize roads based on the intended service of those roadways. Classifications include principal arterials, minor arterials, collector roads, and local roads. These classifications are also used to determine eligibility for certain types of federal and state funding, such as the Surface Transportation Block Grant Program.

2. *County Meetings:* Ms. Root Whitby shared with the members that ECWRPC staff have been meeting with county highway commissioners and planning directors to discuss transportation-related needs and issues. She shared that the purpose of these meetings is to identify where ECWRPC staff can assist counties and communities with their projects and services. These services include conducting asset management inventories (such as conducting pavement ratings inventories (PASER)), performing traffic counts, and assisting with existing and future land use mapping. To date, staff has meet with Waupaca and Fond du Lac counties.

Active Transportation presented by Ms. Brenna Root Whitby-Associate Planner

1. *Trail Video Inventory:* ECWRPC staff have been conducting video inventories of the local trail network. The purpose of this is to collect visual data on our trails to set up a library of information, which can be used for future planning efforts and to highlight to the public the trails within the region.

Safe Routes to School Updates presented by Jennie Mayer-SRTS Coordinator

1. *Built Environment and Active Transportation to and from Schools Study - Community Engagement Session:* The Safe Routes to School team has been working with Traffic Analysis and Design Inc. (TADI) to conduct community engagement sessions for the built environment and active transportation to and from school study. Staff recently held the three separate engagement sessions for the participating schools. These sessions were our third round of engagement. District Administrators and Municipality Staff were invited to the engagement session. Revelations shared what we have heard in the previous rounds of engagement. Additional signage and reduced speed limits were common themes for all four schools. For two of the schools we also heard the lack of sidewalks and trails and lack of crossing guards were concerns. TADI explained the initial risk assessment mapping results for the area around the schools. Participants were separated into two groups. Each group was asked general questions related to transportation safety issues and given the opportunity to share their input on safety issues and place points on a map. Oakwood Elementary School and Read Elementary School in Oshkosh, Neenah High School, and Bonduel Elementary School are participating in the study. She shared that the Plan is anticipated to be completed in April 2025.
2. *Bike Safety Videos:* Staff have been working with Image Studios and A2Z Designs to create a series of bike and pedestrian safety videos. Videos for Kindergarten-2nd grade and 3rd grade -5th grade were taped in December. The Bike and Pedestrian Myths series for students in 6th grade-12th grade will be taped in January. These videos will be used for school presentations and education in the classroom.
3. *Neenah Action Plan:* Safe Routes to School Staff continue to work on the Neenah Joint School District Action Plan. Observations were conducted at all of the Schools this past fall. Surveys were sent out to school families to gather additional information from the school community. Staff are currently setting up meetings with key stakeholders like Kobussen Bus, Police Departments, and School Staff to learn more about the various transportation challenges. All of the information will be used to develop recommendations for the schools. The Action Plan is anticipated to be completed in March of 2025.

Transit and Specialized Transportation presented by Brenna Root Whitby-Associate Planner

1. *Specialized Transportation Coordinated Plan Implementation Assistance Meeting*: East Central hosted an introductory meeting with all of the member counties to discuss implementation of their specialized transportation coordinated plans, and to share best practices in May. A second meeting was held in October at the Navarino Nature Center in Shawano County. These meetings will continue in 2025 based on feedback from the group.

7. Special Order of Business

- A. Regional (Rural) Transportation Program – Roles and Responsibilities of the Transportation Committee. Presented by Ms. Melissa Kraemer Badtke-Executive Director. Ms. Kraemer Badtke introduced Ms. Brenna Root Whitby as the new lead for the Regional (Rural) Transportation Program with staff support from Ms. Kim Biedermann and herself. Due to the redesignation process of defining the Appleton (FC) and Oshkosh MPO policy boards, a review of the existing ECWRPC Transportation Committee roles and responsibilities were in order. The new policy boards will serve as the final decision-making bodies for matters pertaining to the MPOs and the ECWRPC Transportation Committee will no longer be voting on MPO-related matters and will only receive updates on actions.

The Transportation Committee will continue to provide recommendations to the Commission Board regarding the transportation work program element(s) in accordance with state and federal regulations. East Central staff will continue to work in coordination with the transportation committee, the county and local municipal staff, the Wisconsin Department of Transportation (WisDOT), the Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA) to ensure that the program deliverables and projects are compliant with federal and state regulations. A more detailed report of Roles and Responsibilities are available upon request.

Online Mapping Demonstration – ECWRPC Hub presented by Casey Peters – GIS Analysis I.

Melissa Kraemer Badtke shared with the members that she is a member on the board of directors serving on the Transportation Development Association (TDA). She noted that updates will be received from TDA-Debby Jackson, Executive Director on information pertaining to the State Transportation budget and projects, with the goal of having Ms. Jackson present at an upcoming meeting.

8. Informational/Discussion Items

- A. Discuss the 2025 Meeting Schedule – Meeting dates are proposed to change; March 11, June 10 and October 14, 2025. Meeting schedule has member consensus.
- B. County Roundtable Discussion (*as time permits*) – Nothing to report.
- C. North Central WisDOT Updates – No one present.
- D. Northeast WisDOT Updates - shared that <http://www.511wi.gov> is a website that offers construction updates during this busy time. Mr. Buchholz indicated that construction is about to begin on the Hwy 41 project. Along with that, public meetings are also being held to share information regarding this project and updates are shared on the project website: <https://i41project.wisconsin.gov/>.

9. Establish Time and Place for Next Commission Meeting

- A. Transportation Committee Meeting: The next Transportation Committee Meeting will take place on March 11, 2025 at 1:30 p.m. Further details will be forthcoming.
- B. Commission Meeting: The next Commission Board meeting is scheduled for Thursday, January 30, 2025 held virtually at 10:00 a.m.

10. **Adjourn** – A motion was made by Mr. Kautza and second by Mr. Hammond to adjourn with the time noted 1:50 p.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator, ECWRPC