

**MEETING NOTICE  
FULL COMMISSION MEETING**

**East Central Wisconsin Regional Planning Commission**

**Date:** Wednesday, July 24, 2024

**Time:** 10:00 a.m. (Immediately following the Executive Committee Meeting at 9:15 am)

**Place:** In Person, Waupaca County Courthouse, 811 Harding Street-Rm LL42 (lower level), Waupaca, WI 54981

**AGENDA**

1. **Call to Order and Welcome**
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 May 23, 2024 Quarterly Commission Meeting
6. **Announcements and Reports**
  - A. Director's Report
  - B. SERDI Board Assessment – Final Report
7. **Special Order of Business**
8. **Business**
  - A. **Executive Committee**
    1. Approval of the Minutes for the May 15, 2024 Meeting
    2. Approval of the Minutes for the June 13, 2024 Meeting
    3. 2<sup>nd</sup> Quarter – 2024 Financial Report
    4. 2<sup>nd</sup> Quarter – 2024 Work Program Report
    5. **Reaffirmation of Resolution 33-24:** Amending the 2024-2027 Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program
    6. **Reaffirmation of Resolution 34-24:** Amending the 2024-2027 Oshkosh Metropolitan Planning Transportation Improvement Program
    7. **Reaffirmation of Resolution 35-24:** Approving the draft 2024 Indirect Cost Rate with U.S. Department of Interior for the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director and East Central staff to begin the process of negotiating the 2024 Indirect Cost Rate with the U.S. Department of Interior
    8. **Resolution 36-24:** Authorizing the Commission to Enter into an Engagement Letter and Contract with Clifton Larsen Allen, LLP (CLA) for Audit Services for 2024, 2025 & 2026
    9. **Resolution 42-24:** Adoption of the Preliminary Budget for Calendar Year 2025, Final Tax Levy, and Staffing Plan for the East Central Wisconsin Regional Planning Commission
    10. **Resolution 43-24:** Support and the Approval of the Appleton (Fox Cities) Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement
    11. **Resolution 44-24:** Support and the Approval of the Oshkosh Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement
    12. **Resolution 45-24:** Amending the By-laws of the East Central Wisconsin Regional Planning Commission

13. **Resolution 46-24:** Amending the 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission

**B. Economic Development Committee**

1. Approval of the Minutes for the January 3, 2024 Meeting

**C. Environmental Management Committee**

1. Approval of the Minutes for the January 10, 2024 Meeting

**D. Transportation Committee**

1. Approval of the Minutes for March 12, 2024 Meeting

2. Resolution 39-24: Amending the Transportation Chapter of the 2024 Work Program and Budget

3. Resolution 40-24: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization—2024-2027

4. Resolution 41-24: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization—2024-2027

**9. Other Business**

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

A. The next Commission Meeting will be held on Thursday, October 24, 2024 at Fond du Lac Highway Dept, 1028 S Hickory St, Fond du Lac WI 54937 at 10:00 a.m. Agenda and meeting packet 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:** May 23, 2024  
**Time:** 10:00 a.m. *Immediately following* the Annual Board Meeting  
**Place:** In Person, at Menasha City Center 100 Main Street – Room 133, Menasha, WI 54952

1. **Call to Order** – Chair Connors called the meeting to order with the time noted at 10:00 a.m. City of Menasha-Mayor Hammond thanked the members for their service and welcomed everyone to the City of Menasha.
2. **Roll Call**
  - A. Mayor Hammond welcomed the Commission Board members to the City of Menasha.
  - B. Introduction of Alternates and Guests –Commissioner

**Commission Members Present:**

Alice Connors .....	Calumet County
Nick Kesler.....	Calumet County
David DeTroye (Alt. for Tom Reinl) .....	Calumet County
Tom Buchholz.....	Wisconsin Department of Transportation Region - Ex-Officio Member
Joe Moore (Alt. for Tiffany Brault).....	Fond du Lac County
Dean Will (Perm Alt for Steve Abel) .....	Fond du Lac County
Brenda Schneider .....	Fond du Lac County
Jeremy Johnson (Perm Alt. for Elizabeth Moses) .....	Menominee County
Gene Caldwell .....	Menominee County
Denise Gilane .....	Menominee County
Kevin Englebert (Perm Alt. for Thomas Nelson) .....	Outagamie County
Jake Woodford.....	Outagamie County
Dan Gabrielson.....	Outagamie County
Karen Lawrence.....	Outagamie County
Lee Hammen .....	Outagamie County
Ken Capelle .....	Shawano County
DuWayne Federwitz .....	Waupaca County
Dave Morack.....	Waupaca County
Brian O'Rourke for Jerry Bougie (Perm Alt. for Jon Doemel).....	Winnebago County
Mark Rohloff (Perm Alt. for Matt Mugerauer) .....	Winnebago County
Nate Gustafson (Perm Alt. for Tom Egan) .....	Winnebago County
Robert Schmeichel .....	Winnebago County
Austin Hammond .....	Winnebago County

**Commission Members Excused:**

Sam Kaufman .....	Fond du Lac County
Tom Kautza .....	Shawano County
Matt Pleshek .....	Shawano County
Aaron Jenson (Alt. for Brian Smith).....	Waupaca County
Ronald McDonald .....	Valley Transit - Ex-Officio Member

**ECWRPC Staff/Guest:**

Melissa Kraemer Badtke .....	Executive Director
Craig Moser .....	Deputy Director
Sara Otting.....	Controller
Jennie Mayer .....	Senior Planner - SRTS Coordinator
Kim Dieck.....	Associate Planner – SRTS
Kia Kling.....	Associate Planner - SRTS
Joe Stephenson.....	Senior Planner -SSA
Scott Konkle.....	Senior Planner – NR 135

Brenna Root Whitby .....	Associate Planner – Transportation
Kate Blackburn .....	Associate Planner - Transportation
Colin Kafka .....	Associate Planner – Economic Development
Chris Colla .....	Associate Planner - Transportation
Brice Richardson .....	Associate Planner - Transportation
Mike Zuege .....	GIS Manager
Rachel Roth .....	GIS Analyst 1
Casey Peters .....	GIS Analyst 1
Leann Buboltz.....	Administrative Coordinator
Jim Youngquist .....	SERDI - Presenter

3. **Public Comment** – There was no public comment.

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

5. **Approval of the Minutes** of the March 28, 2024 Full Commission Meeting. A motion was made by Mr. Rohloff and second by Mr. Moore to approve of the minutes as presented. Motion carried.

6. **Announcements and Reports**

A. Director’s Report –Highlights were presented from the following program areas; *list not all inclusive*. **Appleton (Fox Cities) Transportation Management Area (TMA) Agreement:** Ms. Kraemer Badtke shared with the members that over the past two years, East Central staff has been working with the Wisconsin Department of Transportation and the Federal Highway Administration regarding an agreement between the Metropolitan Planning Organizations. She noted that the agreement focuses on additional communication and transparency regarding the Surface Transportation Block Grant – Urban and Transportation Alternatives (TA Set-aside) Programs.

B. **Appleton (Fox Cities) MPO/Oshkosh MPO Redesignation of Policy Board:** Ms. Kraemer Badtke reported that East Central staff has been implementing the separation of the Appleton (Fox Cities) MPO Policy Board where currently, the Commission Board serves as the Policy Board. Staff continues to work with local communities to approve a resolution in support of the new policy board structure as well as working with legal counsel and WisDOT to finalize the redesignation agreement.

7. **Special Order of Business**

A. Commission Board Orientation Ms. Kraemer Badtke and Mr. Moser presented an overview of the history of the Commission and information regarding the Core Programs, MPO’s and Financials as well as giving the members a brief orientation using the Commission Handbook. Mr. Moser introduced the staff involved in the Core Program areas.

B. SERDI Board Assessment – Discussion on Draft Recommendation Mr. Jim Youngquist presented to the Commissioners the findings of a week-long secession with focus groups held with both member and non-member counties. He noted that a complete record report of the assessment process was provided to ECWRPC. The report included the online and focus group proceedings from all participants along with specific recommendations with action steps, responsible parties, timeframes for implementation, and resources needed. Mr. Youngquist noted that a repeated discussion heard was the lack of awareness others have of ECWRPC as well as the need for a formal orientation process. Ms. Kraemer Badtke indicated that staff plans to meet with, member and non-member, communities and bring back the information obtained from the local meetings at the October 2024 Commission meeting for further discussion. It was also noted from member discussion, the importance of including both the urban and rural area issues and opportunities.

8. **Business**

A. **Executive Committee** –

1. Approval of the Minutes for March 20, 2024 Meeting. A motion was made by Mr. Morack and a second by Mr. Johnson to approve of the minutes as presented. Motion carried unanimously.

2. 1<sup>st</sup> Quarter – 2024 Financial Report. Ms. Otting, Controller presented the 1<sup>st</sup> Quarter 2024 Financial Report. A motion was made by Mr. Will and a second by Mr. Gabrielson to receive the 1<sup>st</sup> Quarter – 2024 Financial Report and place on file. Motion carried unanimously. *A copy of the report is available upon request.*
3. 1<sup>st</sup> Quarter – 2024 Work Program Report. Ms. Otting, Controller presented the 1<sup>st</sup> Quarter – 2024 Work Program Performance Report. A motion was made by Mr. Morack and a second by Ms. Schneider to receive the 1<sup>st</sup> Quarter – 2024 Work Program Report and place on file. Motion carried unanimously. *A copy of the report is available upon request.*
4. **Resolution 27-24:** Amending the 2024-2028 Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program. Mr. Casey Peters gave a brief overview. He noted that the changes are being made to reflect updates made between WisDOT and the project sponsor. These projects require an amendment to ensure the MPO's TIP process remains within federal compliance and are categorized as either Major Amendments, Minor Amendments, or Administrative Modifications.

The project details are as follows:

**Major Amendments**

- TIP # 252-20-037 – WIS 76 / School Rd Intersection, NHPP: Change funding type, moved LET to 2023, to be removed
- TIP # 252-20-038 – IH41 / Breezewood – STH 15, NHPP: Moved LET to 2023, to be removed.
- TIP # 252-20-054 – Olde Oneida St, South Mill Race Bridge, STBG: Moved to 2025
- TIP # 252-20-056 – CTH P, STH 47 – Midway Rd, STBG: slight change in funding amount
- TIP # 252-20-057 – Racine St, Third to Ninth St, STBG: moved construction funding to different State project ID.
- TIP # 252-20-063 – USH 10, STH 114 – CTH N, NHPP: added back into program cycle
- TIP # 252-20-064 – WIS 96, WCL – Appleton, State Funds: removed federal funds from project
- TIP # 252-20-065 – WIS 76, CTH II – Shady Lane, STBG: move to 2024, reduction in fed funding
- TIP # 252-21-011 – STH 96, Claribel St – CTH JJ, STBG: LET moved to 2023, can be removed
- TIP # 252-21-012 – STH 96, CTH JJ – CTH D. STBG: LET moved to 2023, can be removed
- TIP # 252-21-014 – Wisconsin Ave, Casaloma Dr – Badger Ave, NHPP: federal funding split between NHPP, HSIP
- TIP # 252-21-015 – STH 15/STH 76, CTH JJ – CTH T, State Funds: federal funding removed
- TIP # 252-22-001 – STH 15/STH 76, CTH JJ – CN RR Xing 1818837Y: federal funding removed
- TIP # 252-22-002 – STH 15/STH 76, Everglade Rd – CTH JJ, STBG: increase in federal & state funding, addition of local funding
- TIP # 252-22-003 – STH 55, USH 10 – Ridgecrest Lane, STBG: funding moved to 2028, to be moved to illustrative
- TIP # 252-22-012 – IH41, Wrightstown SWEF 34/Post-building, State Funds: reallocated federal funding to state funding
- TIP # 252-22-252 – IH41, Various projects, NHPP: split out grouped IH41 projects into individual State IDs, significant change in federal funding across these projects
- TIP # 252-22-053 – Buchanan Rd, Apple Creek Bridge, STBG – Local Bridge: change in LET year
- TIP # 252-22-055 – Farrell Rd, Apple Creek Bridge, STP – Local Bridge: updated funding type and amount
- TIP # 252-022-057 – IH41 Expansion, Various Projects, NHPP: Split grouped projects into individual state IDs, significant changes in federal funding across these projects
- TIP # 252-22-058 – CTH KK, Kankapot Creek Bridge, STBG – Local Bridge: major reduction in federal funding
- TIP # 252-22-064 – Lawe St, College Ave to Wisconsin Ave, STBG: project LET moved from 2026 to 2025
- TIP # 252-23-006 – STH 76, Larsen Rd Intersection, HSIP & NHPP: split federal funding sources, change in funding total, change in LET year
- TIP # 252-23-007 – USH 10, STH 114 – Fire Lane 7, NHPP: Change project description, slight change in funding
- TIP # 252-23-009 – STH 114, Melissa Street – USH 10, NHPP: to be removed
- TIP # 252-23-017 – CTH N, CTH N Interchange B440179, State Funds: federal funding removed
- TIP # 252-23-044 – IH41, STH 96 – CTH F, NHPP: re-added from previous year TIP
- TIP # 252-23-046 – IH41, Railroad Structures, NHPP: change in LET year, slight change in amount
- TIP # 252-23-049 – IH41, CTH Y – Breezewood Lane, NHPP: re-added to program cycle
- TIP # 252-23-053 – Racine Street, Racine WCL RR Xing Sig/Gate: added construction funds for 3<sup>rd</sup> to 9<sup>th</sup> to match State Project ID
- TIP # 252-23-059 – City of Kaukauna – Street Lighting, CRP: re-added to program cycle
- TIP # 252-23-060 – City of Menasha – Street Lighting, CRP: re-added to program cycle
- TIP # 252-23-062 – Outagamie County – Smart Traffic Control, CRP: re-added to program cycle
- TIP # 252-23-068 – City of Menasha – Feasibility Study, TAP: re-added to program cycle
- TIP # 252-23-069 – Village of Harrison – Feasibility Study, TAP: re-added to program cycle
- TIP # 252-23-071 – IH41 – Wrightstown SWEF 34/Post-site, NHPP: increase in federal funds
- TIP # 252-24-024 – STH 76, STH 15 – CTH S, STBG & HSIP: split federal funding
- TIP # 252-24-034 – Marcella St Trail, Foxy RR Xing 179987G, Locally Funded

#### Minor Amendments

- TIP # 252-24-035 – CTH A, CTH JJ Intersection, HSIP: new project design

#### Administrative Modifications

- TIP # -252-20-055 – E County Line, Kavanaugh Rd to Outagamie Rd, STBG: moved up construction date
- TIP # 252-21-010 – STH 55, USH 151 to STH 114, STBG: slight increase in funding
- TIP # 252-22-054 – Spencer Street, Nicolet Rd – Bluemound Dr, STBG: update in construction date

A motion was made by Mr. Will and a second by Mr. Englebert to approve of **Resolution 27-24:** Amending the 2024-2027 Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program as presented. Motion carried unanimously.

5. **Resolution 28-24:** Amending the 2024-2028 Oshkosh Metropolitan Planning Transportation Improvement Program. Mr. Peters noted that this is similar to the Res 27-24 within the Oshkosh Metropolitan Planning area.

The project details are as follows:

#### Major Amendments

- TIP # 253-19-037 – USH 45/Fond du Lac-Oshkosh, NHPP: Slight change in date, slight change in funding amount, split federal funding sources
- TIP # 253-19-037 – USH 45/Fond du Lac-Oshkosh, HSIP: Change in date, slight change in funding amount, split federal funding sources
- TIP # 253-20-031 – WIS 91/ Berlin – Oshkosh, PROTECT: Change in funding source, slight increase in funding
- TIP # 253-20-032 – CTH I, STGB: Update local funding match for storm/sewer agreement, increase greater than \$1 million in local funds
- TIP # 253-21-010 – STH 91/Berlin-Oshkosh, STGB: Split federal funding, change in construction date (within same year), slight decrease in funding
- TIP # 253-21-010 – STH 91/Berlin-Oshkosh, HSIP: Split federal funding, change in construction date (within same year), slight decrease in funding
- TIP # 253-21-025 – STH 91, STGB: Construction moved to 2023, remove from TIP table
- TIP # 253-22-022 – STH 91, NHPP: Federal funding removed
- TIP # 253-23-003 – STH 21, Omro-Oshkosh, STGB: Split federal funding sources, construction date moved to 2025
- TIP # 253-23-003 – STH 21, Omro-Oshkosh, HSIP: Split federal funding sources, construction date moved to 2025
- TIP # 253-23-004 – STH 21, Omro-Oshkosh, STGB: Split federal funding, construction date advanced
- TIP # 253-23-004 – STH 21, Omro-Oshkosh, HSIP: Split federal funding, construction date advanced
- TIP # 253-23-021 – IH 41, Oshkosh-Appleton, HSIP: Slight change in funding amount, addition of HSIP federal funding
- TIP # 253-23-022 – IH 41, Fond du Lac-Oshkosh: Funding moved to 2028, to be removed

#### Administrative Modifications

- TIP # 253-21-009 – USH 45/Main St., NHPP: Increase in funding amount less than \$1 million, change in date (within same year)
- TIP # 253-22-005 – IH 41, Oshkosh-Appleton, NHPP: Very slight increase in funds
- TIP # 253-22-031 – STH 44, Wisconsin St., C Oshkosh, NHPP: Slight increase in funding, construction date moved to 2027
- TIP # 253-23-002 – STH 21, Omro-Oshkosh, NHPP: Construction moved to 2025
- TIP # 253-23-005 – STH 21, Omro-Oshkosh, NHPP: Construction moved to 2025, slight change in funding

A motion by Mr. Rohloff and a second by Mr. Moore to approve **Resolution 28-24:** Amending the 2024-2027 Oshkosh Metropolitan Planning Transportation Improvement Program as presented. Motion carried unanimously

6. **Resolution 29-24:** Approval of the 2024-2028 Transportation Alternatives Set Aside Program Projects for the Appleton (Fox Cities) MPO. Ms. Kraemer Badtke reported a five applications were received for review. Upon review staff recommends awarding the Safe Routes to School program (within Appleton MPO only) at 80% federal funding, the Town of Grand Chute's STH 96/W Wisconsin Avenue Sidewalk project at 80% design and 80% eligible construction costs, and the Village of Harrison's Old Highway Road Trail at 80% design 60% eligible construction costs.

A motion by Mr. Woodford and a second by Mr. Federwitz to approve of **Resolution 29-24:** Approval of the 2024-2028 Transportation Alternatives Set Aside Program Projects for the Appleton (Fox Cities) Metropolitan Planning Organization as presented. Motion carried unanimously.

7. **Resolution 30-24:** Approval of the 2024-2029 Surface Transportation Block Grant-Urban Projects for the Appleton (Fox Cities) Metropolitan Planning Organization. Ms. Kraemer Badtke noted that every two years there is a program solicitation to award funding through the Surface Transportation Block Grant Urban Program (STBG) for 2024-2029. Staff recommends approving the selection of the City of Kaukauna – Kenneth Avenue project which will be funded up to \$ 4,191,027 in federal funding with design in FY 2026 and construction in FY 2029.

A motion was made by Mr. Will and a second by Mr. Rohloff to approve of **Resolution 30-24:** Approval of the 2024-2029 Surface Transportation Block Grant-Urban Projects for the Appleton (Fox Cities) Metropolitan Planning Organization as presented. Motion carried unanimously.

8. **Resolution 31-24:** Authorizing the Executive Director to Enter into a Contract with CPCS, Inc. and Brown County for the Intermodal Freight Facility Study – Phase 2 Project. Ms. Kraemer Badtke reported to the members that in 2020, East Central staff worked with the Green Bay MPO and other partner organizations on the Intermodal Freight Facility Study. She noted that at that time, the Commission received a Freight Railroad infrastructure improvement program grant to conduct an intermodal freight facility study to identify interest in creating an intermodal freight facility in Northeastern WI. It was reported that additional data and information was needed regarding inbound and outbound commodity flows. Green Bay MPO and East Central have been working collectively to develop a phase 2 project.

Ms. Kraemer Badtke shared that the Commission went out for one RFP and didn't receive any responses. Next, the Commission staff went out for a second solicitation and one proposal was submitted and ultimately selected. She noted that this will be a third-party agreement between CPCS and Green Bay MPO. Green Bay MPO will be contributing ~\$100,000 and the Commission serving as the Appleton (Fox Cities)/Oshkosh MPO will be contributing ~\$80,000.

A motion was made by Mr. Capelle and a second by Mr. Caldwell to approve of **Resolution 31-24:** Authorizing the Executive Director to Enter into a Contract with CPCS, Inc. and Green Bay Metropolitan Planning Organization (Brown County) for the Intermodal Freight Facility Study – Phase 2 Project as presented. Motion carried unanimously.

9. **Resolution 32-24:** Approval of the 2023 East Central Wisconsin Region State of the System Report. Ms. Rachel Roth presented the East Central Wisconsin State of the System Report, which she noted, is updated on an annual basis by East Central Wisconsin Regional Planning Commission transportation and GIS staff. She shared that the report is designed to evaluate the status of the transportation system and track the progress of performance measures through datasets and maps for Calendar Year 2023. This is the second year of updating the report.

Upon review a motion was made by Mr. Morack and second by Mr. Will to approve of **Resolution 32-24:** Approval of the 2023 East Central Wisconsin Region State of the System Report as presented. Motion carried unanimously.

**B. Economic Development Committee**

1. No business items.

**C. Environmental Management Committee**

1. No business items.

**D. Transportation Committee]**

1. No business items

**9. Other Business**

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

- A. The next Commission Meeting will be held on Wednesday, July 24, 2024 at Waupaca County Courthouse, 811 Harding Street-Room LL42 (lower level), Waupaca, WI 54981. (Date change due to WCA Conference conflict) Agenda and meeting packet will be forthcoming.

11. **Adjourn** – A motion was made by Ms. Lawrence and second by Mr. Gustafson to adjourn with the time noted at 12:05 p.m.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC



## **East Central Wisconsin Regional Planning Commission – June 13, 2024 Report**

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

### **Administration:**

**Potential Future Local Contracts:** The Town of Neenah recently expressed interest in contracting with East Central for their Comprehensive Plan and Comprehensive Outdoor Recreation Plan updates in 2025. Staff are currently working to develop a proposal for the Town's consideration.

**Update on Staffing:** Associate Planner Colin Kafka submitted his resignation last week, as he has accepted a Principal Planner position with the City of Appleton. We extend our thanks to Colin for his work over the past two years leading the Economic Development program and supporting the Transportation Program. His work on the Comprehensive Economic Development Strategy and Comprehensive Safety Action Plan was particularly noteworthy. We have posted for a Limited Term Employee (LTE) position to assist with Transportation Planning efforts through 2024, following the transition of former LTE, Kate Blackburn, into an Associate Transportation Planning vacancy.

**NADO Board of Directors:** Director Kraemer Badtke was recently elected to the National Association of Development Organizations (NADO) Board of Directors for the 2024-2026 term, representing the Midwest Region on the 66-member Board. The NADO Board of Directors oversees the association's budget and operations and develops policy on issues affecting Regional Development Organizations (RDOs). The organization was founded in 1967 to provide training, information, and representation for RDOs throughout the United States. Today, NADO member organizations serve local governments and the public within their regions through various programs focused on diversifying local economies, assisting businesses, creating jobs, and providing social services. Learn more about NADO at [www.nado.org](http://www.nado.org).

## **East Central Wisconsin Regional Planning Commission – July 10, 2024 Report**

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

### **Administration:**

**Staffing Update:** We are pleased to report that the Economic Development Planner Position vacancy resulting from Colin Kafka's recent resignation has been filled. We were pleased to have received several applications from strong candidates. East Central Senior Planner Joe Stephenson, who had been leading East Central's Environmental Management Programs, was selected to transition into the Economic Development Planner role. Joe's background having previously served as the City of Kaukauna's Director of Planning and Community Development and Principal Planner for the City of Menasha will suit this position very well. We're thrilled to have Joe move into this role! Due to this transition, the Environmental Planner position that Joe has vacated has been posted and we are actively recruiting to fill this position as soon as possible.

Several applications were received for the Limited Term Employee (LTE) position and interviews for that position are being conducted this week.

**Contracts:** The Service Agreement between New North, Inc. and Bay Lake WI Regional Planning Commission for regional broadband mapping and data analysis has been extended through April 30, 2025. This is due to a delay in approval of Volume II of the Broadband Equity, Access and Deployment (BEAD) Program by the National Telecommunications and Information Administration (NTIA). Volume II consists of the remainder of the Eligible Entity's BEAD implementation Plan. The BEAD Local Planning Grant Program is administered through the WI Public Service Commission. There is no local match requirement, as this work is funded at 100% through the PSC.

### **Environmental Management:**

**Fox Cities Sewer Service Area 2045 Plan:** The Fox Cities Sewer Service Area (SSA) 2045 Plan Update has been approved by the Wisconsin Department of Natural Resources. Staff has communicated this information to the local units of government within the Fox Cities SSA Planning Area. Work continues on the Stockbridge and Sherwood SSA Plan Updates.

### **Economic Development:**

**Association of Wisconsin Regional Planning Commissions Annual Meeting:** Staff attended and presented at the Association of Wisconsin Regional Planning Commissions (AWRPC) 2024 Annual Meeting and Summit held in New Glarus on June 5<sup>th</sup> – 6<sup>th</sup>. This practice-sharing and networking event brought together RPC directors and select staff to discuss the unique dynamics of RPC budgets, programming, and general successes and challenges. Melissa Hughes, Secretary of Wisconsin Economic Development Corp (WEDC), and Susan Brehm, Chicago Regional Director for the Economic Development Administration (EDA), attended the conference as panelists to discuss the economic development challenges, priorities, and initiatives at the State and Federal levels. A notable topic discussed throughout the conference concerned the challenges and opportunities faced by rural areas across the state. Many agreed that housing, place-making, funding, and capacity issues are prevalent across rural Wisconsin and RPCs continue to slowly, but surely, grow into roles to address these rural challenges. East Central staff presented on the Small Community Technical Assistance Program, which was well received by the group. Follow-up discussions with WEDC staff have since occurred on this program and potential opportunity to support and expand it statewide.

The newly established Regional Aviation Development Fund Committee has scheduled their first meeting for September 3<sup>rd</sup>.

### **Transportation:**

**Appleton (Fox Cities) MPO Policy Board Redesignation:** Staff have been working with all local units of government to pass Resolutions of Support for the new Policy Board structure. To date, 19 of the 23 local municipalities have passed Resolutions, representing 98% of the impacted population. Outagamie County has passed a Resolution and Calumet and Winnebago Counties will be considering Resolutions in the next two weeks. The initial meeting and orientation session for the new Policy Board has been scheduled for Thursday, September 5<sup>th</sup>. Staff from Federal Highway Administration and Federal Transit Administration will be in attendance to provide an MPO overview. Staff continue working with WISDOT and legal counsel to update all organizational documents and agreements that the new Policy Board will need to approve.

**Oshkosh MPO Policy Board Redesignation:** Staff have been working with all local units of government to pass Resolutions of Support for the new Policy Board structure. To date, 2 of the 8 local municipalities have passed Resolutions, representing 93% of the impacted population. One municipality with 2% of the population did not act on the Resolution due to their Advisory seat versus a Voting seat. Winnebago County will be considering a Resolution at their County Board meeting next week. The initial meeting and orientation session for the new Policy Board has been scheduled for Thursday, September 5<sup>th</sup>. Staff from Federal Highway Administration and Federal Transit Administration will be in attendance to provide an MPO overview. Staff continue working with WISDOT and legal counsel to update all organizational documents and agreements that the new Policy Board will need to approve.

**TO:** Executive Committee  
**FROM:** Melissa Kraemer Badtke, Executive Director  
**DATE:** June 13, 2024  
**RE:** Discussion regarding Implementation of the SERDI Board Assessment

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## **Background**

In October 2023, the Commission Board approved working with the Southeast Regional Directors Institute (SERDI) to assess East Central's programs, services and operations. SERDI is a voluntary professional development association for regional council executive directors in the southeastern portion of the United States. SERDI has conducted 64 assessments since 1994 and they have been customized to the regional planning commission/regional council of governments. Mr. Jim Youngquist, SERDI Executive Director, conducted this assessment in the first quarter of 2024, which included:

### **Online Surveys (2)**

- 1. Commission Board.** An online survey was available to all Commission Board members electronically. Commissioner's that preferred to complete a hard-copy survey were given that option.
- 2. Key Stakeholders.** An online survey was also distributed to other key stakeholders, including partner organizations and county and municipal staff unable to participate in the Focus Group sessions.

### **Focus Group Sessions (5)**

Five focus groups were conducted the week of March 25<sup>th</sup>. Participants from across the ten-county region included a variety of elected officials, county and municipal staff, stakeholder organizations, and East Central staff.

**One-On-One Interviews.** Ten one-on-one interviews were conducted with a variety of key stakeholders the week of March 25<sup>th</sup>.

### **Commission Board Presentation**

Mr. Youngquist presented the draft recommendations at the May 23<sup>rd</sup> Commission meeting to present the findings and preliminary recommendations for the Board's consideration.

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

## **Final Recommendations**

The following recommendations emerged throughout the assessment process and confirmed by the Commission Board at its work session:

- Annual Orientation Session
- Promotion of East Central Wisconsin Regional Planning Commission
- Annual Local Government Briefing and Work Session
- Increased communication with local governments by routinely being visible at member Board meetings and functions
- ECWRPC as a Convener of the Region
- Develop a work program and services structure that supports the region through regional efforts but also provides program and services support to the urban counties and their municipalities as well as to the rural counties and their municipalities.
- General Planning Services and Assistance

**Staff Recommendation:** Staff would like to discuss the recommendations from the report and would like guidance from the Executive Committee regarding which options the Executive Committee would like to prioritize for implementation.



**East Central Wisconsin Regional  
Planning Commission (ECWRPC)  
Strategic Assessment  
Winter-Spring 2024**

**Facilitated by**



About the East Central Wisconsin Regional Planning Commission (ECWRPC)

*The ECWRPC is organized under 66.0309 (formally 66.945) of the Wisconsin State Statutes. The Commission is the comprehensive, Areawide planning agency for the region of East Central Wisconsin including the counties of Calumet, Fond du Lac, Green Lake, Marquette, Menominee, Outagamie, Shawano, Waupaca, Waushara, and Winnebago. The Commission provides the basic information and planning services necessary to solve problems which transcend the corporate boundaries and fiscal capabilities of individual governmental jurisdictions. The Commission has a statutory duty to prepare and adopt comprehensive plans for the physical development of the region. Such plans include land use, transportation, open space, economic development, and environmental management elements. The Commission also provides technical assistance to participating with issues of concern to that jurisdiction.*

About The Southeast Regional Directors Institute (SERDI)

*The Southeast Regional Directors Institute is a professional development association for regional council executive directors and when applicable their councils and state associations in the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia. SERDI also offers associate membership to regional councils outside the twelve state footprint. ECWRPC is an associate member.*

## **The Assessment - Overview**

At the request of the East Central Wisconsin Regional Planning Commission (ECWRPC), the Southeast Regional Directors Institute (SERDI) conducted a strategic assessment of the commission. The purpose of the assessment is to develop implementable strategies that will enable the ECWRPC to be the most relevant and effective organization it can be for its owners, the region's local governments.

The strategic assessment was designed to glean input from the region's leaders that provide a broad range of opinions and perceptions of the ECWRPC, what they saw as strengths; what concerned them; what issues, challenges; and opportunities face the region and its local governments; what role the council should play in addressing them; and the steps it should take to make the ECWRPC the most relevant and best council possible.

The assessment consisted of the following segments: (1) Online Surveys (a.) ECWRPC Board of Directors (b.) ECWRPC Partners; (2) Focus Group Sessions (a.) Fond du Lac & Calumet (b.) Waupaca, Shawano, & Menominee) (c.) Fox Cities - Outagamie, Winnebago, & Calumet (d.) Non-member counties Waushara, Marquette, & Green Lake; (3) One-One Interviews with regional leaders identified by ECWRPC; (4) Preliminary overview of Process to the ECWRPC Board of Directors; (5) Presentation of Draft Recommendations and Discussion with the ECWRPC Board of Directors; and (6) Complete Record Report of the entire assessment Including the final agreed upon recommendations.

## **Recommendations**

The following recommendations emerged throughout the assessment process and confirmed by the Executive Board at its work session:

- Annual Orientation Session
- Promotion of East Central Wisconsin Regional Planning Commission
- Annual Local Government Briefing and Work Session
- Increased communication with local governments by routinely being visible at member Board meetings and functions
- ECWRPC as a Convener of the Region
- Develop a work program and services structure that supports the region through regional efforts but also provides program and services support to the urban counties and their municipalities as well as to the rural counties and their municipalities.
- General Planning Services and Assistance

## **Annual Orientation Session**

### **Strategy**

A number of Board members that participated in the SERDI Assessment stated that they had not gone through a comprehensive orientation program about ECWRPC or the role of them being a Board member when they began their service to the RPC. They noted that they knew about some of the initiatives/programs but not all and really did not know about all the RPC should/could do to support the local governments in the region and the region as a whole. To strengthen the relevance and importance of the Board and a comprehensive orientation program is needed.

### **Action Steps**

- The program should be developed for ALL Board of Directors that will be held annually. Participants in the focus groups in the SERDI assessment noted that a detailed orientation program was needed for ALL Board members.
- The program should be held in lieu of one of the monthly Board meetings.
- The program should include an overview of the Regional Planning Commissions and their creation through Wisconsin legislation, the history of the East Central Wisconsin Regional Planning Commission, the abilities of the ECWRPC, and the current programs, etc.
- The orientation should be available on-line after presentation so that relevant information is always available to Board Members and interested parties.

### **Responsible Parties**

- Executive Director and Board Chair.

### **Timetable**

- Begin in Fiscal Year 2025 at a regularly scheduled Board of Directors Meeting.

### **ECWRPC Leadership/Staff Implementation Ideas/Thoughts**

- Beginning in 2024 Commission May meeting, a Commissioner Orientation and Handbook will be provided to the Board. This meeting will be held annually to host a Commissioner Orientation.
- In addition, with the new Appleton (Fox Cities) MPO and Oshkosh MPO Policy Boards will host a Policy Board Orientation in August, 2024.
- At each of the standing committee meetings in June and July, there will a special order of business where the staff responsible for each of the standing committees will be provide additional detail on the program area and the responsibilities of that committee.
- At each Commission Board meeting, there will be a special order of business and staff will be presenting on a core program or project to help educate the Board in more detail about the programs at the Commission.



# Promotion of East Central Wisconsin Regional Planning Commission

## Strategy

It is very important that the staff and the Board of Directors on behalf of the region's local governments promote the ECWRPC. Those that criticize are almost always unaware of the services and initiatives that ECWRPC are carrying out on behalf of them and the region as a whole.

## Action Steps

- If possible, it would be great to have a staff member dedicated at least part time along with the Executive Director to increase their promotion activities.
- ECWRPC staff need to attend as many local government commission and council meetings as possible.
- ECWRPC Board need to update their governing bodies on the last deliberations of the RPC and bring back any feedback to the Board.
- A communication strategy needs to be implemented to connect with the region's local governments on a weekly basis. What is going on in the region, new funding opportunities, highlighting current projects, ROI angles, explanations such as levy increases...why necessary, what it covers, the benefit to the region, RPC, and their local government.
- Further develop the ECWRPC brand and corresponding branding materials to be used by all staff to promote the variety of programs and support provided by the ECWRPC. This could possibly include a baseline PowerPoint presentation as well as specific templates as needed to enhance the ability to tell the broader ECWRPC story. This would be developed with the assistance of RPC's website designer and a link to the website should be placed on each of the region's local governments' websites.

## Responsible Parties

- Executive Director, Communication Officer, Executive Board, and the Website Designer

## Timetable

- As soon as possible.

## ECWRPC Leadership/Staff Implementation Ideas/Thoughts

- July – December, 2024 – Utilize approximately \$15,000-\$20,000 in fund balance on the development of the following items.
  - Communications Plan – already in progress (May – July 2024)
  - Commission Educational Document
  - Core Program Educational Documents
  - Brand Refresh (July-September 2024)
  - Marketing materials (July – December 2024)
  - Website update (July – December 2024)
  - Purchase Customer Relations Management software (CRM) – This would need to be evaluated by the Commission staff and the Commission Board regarding the cost of a software.
- Consider communications coordinator position options:
  - Shift responsibilities for communications to Deputy Director

- Hire a communications coordinator for the MPO and the Commission – The Executive Committee and Commission Board would need to evaluate the cost impacts to the budget and the levy.

## **Annual Local Government Briefing and Work Session**

### **Strategy**

Each year, the ECWRPC Chair and Executive Director will invite municipal, and county elected and appropriate appointed officials to participate in a briefing and work session to learn about the ECWRPC, the accomplishments of the past year, and to gather information from the officials on what they see as the opportunities and challenges that they would like to have the ECWRPC address in the coming year. Implementing this effort will enhance the communication and understanding of the ECWRPC especially to municipal and county elected officials that do not serve on the ECWRPC Board of Directors or do not serve as Mayor or County Chair.

### **Action Steps**

- Each of the counties will host an annual ECWRPC Local Government Briefing and Work Session for the county and its municipalities.
- The Briefing and Work Session will contain two parts:
  - a) ECWRPC will provide an orientation overview of the Commission, its overall programs, and specific projects that have been worked on during the past year in the county and its municipalities. Following the presentation time will be given for the participants to ask questions and provide input.
  - b) The ECWRPC will facilitate a session in which the local government officials will identify the opportunities, challenges, and issues facing their communities and would like for the ECWRPC to help address. Some of those identified may be applicable to their jurisdictions, but some may be found in the other counties and can become a regional focus for ECWRPC.

### **Responsible Parties**

- Municipal and County Elected and Non-Elected Officials
- ECWRPC Executive Director, Department Heads, and staff
- ECWRPC Board Chair

### **Timetable**

- In 2024, it would be projected to begin in the late summer or early fall, but beginning in 2025 and subsequent years, the Briefing and Work Session in each county should be held in late winter/early spring before budget and work program are developed for the upcoming fiscal year.

### **ECWRPC Leadership/Staff Implementation Ideas/Thoughts**

- Local Government Meetings – Executive Director and Chair – August 2024
  - East Central staff would like to schedule these meetings in August and then in September develop a work program elements related to the rural/regional work program deliverables for 2024. Staff would work with the Executive Committee and the Commission Board to discuss options for a set aside funding with the 2025 levy to be able to develop General Planning Services Program and/or Rural/Regional Programs.

## **Increase communication with local governments by routinely being visible at member Board meetings and functions.**

### **Strategy**

It is very important for the staff of the RPC to be in communication with its member governments whether it is through website, newsletter, or telecommunications. It is very important however that the communication go beyond those means. Numerous comments were made that they wish the staff would get out to their communities and attend county commission and city council meetings to be visible and bring updates that their government would be interested in. It is important to get out there when the staff is *not* asking for anything.

### **Action Steps**

- At least once a year, a staff member should attend at least one meeting of each member jurisdiction in the region.
- A staff member should be assigned to each member jurisdiction. That staff member should routinely through telecommunications and phone call to check in with the mayor/county commissioner and key staff people at the jurisdiction.
- It should be the responsibility of the staff member to make sure their jurisdiction is aware of upcoming events, grant and other funding opportunities, and other important issues.
- Additionally, the Executive Director should make sure that they visit with each member jurisdiction at least once annually whether it be a meeting or dropping in to visit with the Mayor or County Commissioner.
- If not being done at the present time, the Executive Director should coordinate periodic group meetings with the County/Municipal Administrators in order to brainstorm ways in which jurisdictions may work more regionally together; additionally, for the Executive Director to participate in the regional local government administrators' meetings.

### **Responsible Parties**

- Executive Director, Department Heads
- Staff members

### **Timetable**

- Ongoing beginning as soon as possible.

### **ECWRPC Leadership/Staff Implementation Ideas/Thoughts**

- The East Central leadership team will develop a communication strategy which will include a schedule to attend Board meetings – (July – December). This will include but not limited to:
  - Attending small urban and large urban communities
  - Attending the County Towns Association Chapter meetings (meet quarterly)
  - Attending County Board Meetings
- The East Central leadership team will work with staff to assist in educational materials and process for when staff are able to communicate information about the Commission during meetings with partner organizations.  
board meetings.

## **ECWRPC as the Convener of the Region**

### **Strategy**

In 2024, the most relevant regional planning commissions across the country have as one of, if not the first priority of their commission, taking on the Convener of the Region role. Taking on and being recognized in that role does not mean that ECWRPC is or has to control or lead in every instance. What it does mean that it should take on the role of bringing together the key players and organizations to address an issue, opportunity, or challenge facing the region, community, or entity. ECWRPC is owned by the local governments within the geographic footprint. It should be neutral to the agenda, a facilitator, and an information resource.

### **Action Steps**

- Responding to an interest voiced by professional staff in the focus group sessions during the strategic assessment process, the ECWRPC staff is able to facilitate a schedule roundtable meeting with a formal or informal agenda of common interests *such as*
  - a. Local Government Human Resource leaders
  - b. Finance Directors
  - c. Economic Development Directors
  - d. Planning Directors
  - e. MPO/transportation leaders
  - f. Specialized transportation leaders
  - g. Chief local government administrators (clerks, managers, etc.)
- At the request of a roundtable group, ECWRPC will work with a group to conduct best practice or other research that would be beneficial to have at the session if a known specific subject would be a focus of the session.
- ECWRPC will offer to host the roundtable sessions at the offices of the commission.

### **Responsible Parties**

- ECWRPC Executive Director, Deputy Directors and/or applicable ECWRPC stand

### **Timetable**

- As soon as possible.

### **ECWRPC Leadership/Staff Implementation Ideas/Thoughts**

- In May, 2024, East Central staff convened the County staff that are responsible for the Specialized Transportation Coordination Program. This was incredibly helpful for the staff that oversee this program. The group will be meeting quarterly and will be rotating locations
- Regional Comprehensive Plan – East Central staff will be meeting with planning directors in the near future to be discussing the Regional Comprehensive Plan update.
- Economic Development Program – As part of the Comprehensive Economic Development Strategy, East Central staff hosted County focus groups to discuss challenges and opportunities within each of the member counties regarding economic development.

**Develop a work program and services structure that supports the region through regional efforts but also provides program and services support to the urban counties and their municipalities as well as to the rural counties and their municipalities.**

**Strategy**

A reoccurring theme throughout the SERDI Assessment Process was the divide that exists in the ECWRPC footprint between the urban counties and the rural counties. Many thought that the major focus of the work of the ECWRPC was on the urban counties and that the rural counties were an afterthought. With ECWRPC staffing three Metropolitan Planning Organizations for transportation planning of for Appleton, Oshkosh, and Fond du Lac there is a major focus on the urban areas in region. Currently three of the counties in the ECWRPC footprint that are rural are not members (Green Lake, Marquette, and Waushara) because they do not think there is any benefit to belonging, but from the discussion in the focus group, they would like to have a reason to be members. There are other rural counties that do belong and feel that they benefit to some degree but would like to benefit more. With such a distinct divide, it appears that a work program of urban, rural, and regional should be created.

**Action Steps**

- Based on the information and feedback received from the local governments in their annual local government briefing and work session, the staff should identify a work program and services support direction for the region, urban, and rural counties.
- The Board of Directors in consultation with the Executive Director will identify how the work programs and service support will best be staffed, and as a result, what additional staff may be needed to implement the proposed structuring.

**Responsible Parties**

- Executive Director and Board of Directors plus professional staff leaders from the region's jurisdictions.

**Timetable**

- Begin developing as soon as feasible but implement FY 2025.

**ECWRPC Leadership/Staff Implementation Ideas/Thoughts**

- Develop a regional and rural work program after the local government officials have met and discussed challenges and opportunities and needs they may have.
- Utilize information from the Regional Comprehensive Plan sessions to discuss the programs and planning services that could be provided by the Commission and would provide the local units of government assistance from the Commission.
- Implement for the 2025 work program.

## **General Planning Services and Assistance**

### **Strategy**

It became apparent throughout the assessment that many of the region's leaders have made a recommitment to ECWRPC with the appointment of a new executive director and new staff additions. During the assessment there was frequent discussion for the need to provide more technical assistance and grant writing services as well as to improve overall communications to the local governments throughout the region, making them aware of new funding opportunities and/or programs and decisions that would be applicable to them from Madison and Washington, DC. While there was much discussion on these needed services there was also concern on having to pay more for them. ECWRPC and other Wisconsin regional planning commissions do not receive general technical assistance funds to provide the services provided in other states. ECWRPC maintains a healthy fund balance that could prudently be used to create a General Planning Services and Assistance fund to significantly address this need.

### **Action Steps**

- The Board of Directors should develop a General Planning and Assistance Fund consisting of repurposed and additional levy local government funds as well as fund balance monies for the desired initiatives and projects identified by local governments and multijurisdictional efforts.
- \$100,000 should be set aside through local levy and the fund balance to fund the General Planning and Assistance effort.
- Eligible activities for fund use would include communications, grant writing & administration, website updates, staff/board/local government sessions, general planning assistance, etc.

### **Responsible Parties**

- ECWRPC Board of Directors and Staff.

### **Timetable**

- As soon as possible. Remaining 2024, 2025 and beyond.

### **ECWRPC Leadership/Staff Implementation Ideas/Thoughts**

- General Planning Services and Assistance
- Based on the local government sessions and the meetings with the Counties regarding the Regional Comprehensive Plan update, the East Central leadership team will develop both funding options and deliverables for the Executive Committee and Commission Board to consider for the 2025 Work Program and Budget. This may include adding an additional position as a grants coordinator as was identified in the SERDI Focus Groups as a need.
- In addition, some parameters regarding this program made need to be developed based on the previous technical assistance program.



# APPENDIX





# ONLINE SURVEY RESULTS



## Online Survey for the ECWRPC Board of Directors

**1. Do you represent a municipality or county on the Board of Directors? If not, how are you represented on the Board? Are you an officer of the Board?**

- Yes, County Board.
- Yes.
- Municipality.
- Yes, No.
- Yes.
- Yes I am the Calumet County Board Chairperson.
- I represent a county.
- Town of Neenah Chairman/Winnebago County ECWRPC Appointee.
- County Board.
- I represent the County of Waupaca as a County Supervisor and appointed by the Chair.
- County.
- No, just a supervisor.
- Winnebago County. Not officer of the Board.
- County.

**2. What is going well with the ECWRPC?**

- I think it is all going well.
- They are helpful to everyone involved.
- Staffing changes.
- The reorganization has really focused East Central on the core program areas that we should be focused on. The employees and leadership of East Central are doing a fantastic job in making it easy to be a Board member.
- East Central has well-regarded expertise in subject planning areas. The organization has stabilized, and the staff have great potential. The organization is more focused and efficient than it has been in the past. The GIS team has done a really nice job in recent years with graphics,

applications, and visualizations. In addition, economic development, SSA, and transportation have all improved as well.

- A Fresh New Look to standing committee.
- It appears all Counties feel represented.
- A fresh new look to standing committees.
- Economic Development assistance to counties and municipalities.
- Making more awareness of specific individual county needs – rural vs major cities
- ECWRPC has been streamlined with management over the past 2 years. This has resulted in a lot of new employees.
- Coordination with State and Federal programs.
- The road planning and grants, overseeing the quarries, hired qualified staff.
- Really like the expertise and preparation of the staff and director – excellent team.

**3. What, if any, areas for improvement do you see with the ECWRPC?**

- Employee retention. There has been a lot of turnover in the past 5 years. Things are going in the right direction here though.
- Outsourcing. I would like to see a little more of the work done in house if possible.
- None.
- Information needs to be sent earlier for review.
- Stabilization in transportation planning. There have been a number of staff changes and table of organization changes which have impacted transportation the most. Continuing to build economic development and SSA too, especially in light of staff changes there as well.
- I believe more information needs to be given that affects counties and on to towns of these respective counties.
- Given the ever changing economic and sociological dynamics, I would highly recommend a greater inclusion of elected town officials in ECWRPC.
- Would like to see more activity with smaller communities! i.e., towns, villages.
- I would like ECWRPC develop an educational piece that can reflect on what is available for local townships within a county.
- Minimize role in local planning projects. Should focus more on County/Regional level of planning.
- Retaining employees.
- I would like to know the staff's perspective on what it thinks is important for now and for the future and I also believe that the onboarding process for new board members is less than desirable. There appears to be an assumption that anyone appointed to the commission has a working knowledge of its role – that's not the case for many new commissioners.

**4. From a Board member's perspective, what do you see as the major roles that ECWRPC plays on behalf of the region's local governments?**

- Connector of resources, communicators, help with data and analysis innovators.
- Helping planning efforts for sewer service areas, economic development, and transportation. Environmental protection and planning are there too, but not as strong as those core areas.
- Excellent work in the planning process.
- They bring them all together on projects.
- They tend to take on the projects others would not want.
- The ability to assist local government in planning in various areas.
- Interesting question. I believe it varies by area. The large major population areas get most of the attention.
- Fresh new idea planning and consulting go hand in hand at ECWRPC.

- Assisting in development of city, towns, and counties Main Street development projects in terms of economics toward improved business access. Safe walkway projects.
- At this time the major role is coordinating grants both state and federal on roads and transit primarily affecting the Valley area. The safe schools' function is beneficial too.
- Coordination and implementation of Countywide/Regional programs a with the state and federal governments.
- Planning roads, obtain grants, safe routes to school.
- Address regional wide issues.
- You're a resource with expertise in many areas and convener.

**5. What is the perceived level of commitment of the ECWRPC to the work and interests of the local governments and other public organizations in the region, and what form(s) does that commitment take?**

- I think East Central does a good job of communicating with counties and municipalities. They present at the county boards and are engaged with several municipalities per year. There are also a lot of cross-connections in regional or area groups of stakeholders as well. They are perceived to be committed to advancing the region.
- I feel that EC is always committed to helping local governments where it is asked for and applicable.
- Committed to a high level of performance.
- Very committed at a level.
- Very committed to projects and their completion. Very thorough.
- It appears to have oversight qualities of project assistance that is offered by ECWRPC. Contractual agreements.
- With town and county boards at record high turnover ECWRPC will need to spend a lot more time in education.
- Greater attainable levels of tangible economic, industrial, and recreational development are essential to all local governments tax base, and tourist/consumer spending. Aggressive, fresh look planning with sustainable local government commitments is vital to the entirety of ECW planning district.
- It operates on tax levy of each local government. Feel local governments need to increase levy to accommodate EC goals for the communities.
- Strong commitment by East Central to ensuring state and federal programs are coordinated at the local county and regional level.
- High, helping localities plan improvements.
- The commitment is perceived well. Promote services provided and respond to inquiries and requests.
- The RPC has a long track record of successfully delivering on its wide variety of commitments.
- Greater attainable levels of tangible economic, industrial, and recreational development are essential to all local government tax base, and tourist/consumer spending. Aggressive, fresh look planning with sustainable local government commitments vital to the entirety of East Central Wisconsin planning district.

**6. What is the perceived level of commitment of the local governments in the region to the ECWRPC?**

- Likely not as strong as East Central's commitment. There has been a lot of change among municipal and county staff as well as East Central staff. Those relationships need to continue to develop in the future. Some communities aren't interested in regional activity either.
- I cannot speak for other local governments, but it is a mixed bag here. Being in a county with little coordination with EC, those of us that know more about EC see a beneficial level of commitment.

However, some local government officials may not know much about EC or the interactions that may be present with them.

- We depend on them.
- I think some may be detached and only utilize ECWRPC if needed. They don't see it as a resource.
- Large municipalities very much so. Smaller municipal government units, by population not territorial, not nearly enough.
- Some areas do fine while others I do not believe they even know ECWRPC exists.
- Very committed for it be successful.
- Mutually agreed upon assistance as per the local governments needs and requests. Cannot speak for all governments.
- Can be weak at times. There are always questions as to the value that East Central offers for local governments.
- Not as much as ECWRPC but still good.
- The commitment is perceived well.
- We believe that the RPC is a good investment - we believe in regionality.
- Large municipalities, very much so. Smaller municipal government units, by population not territorial, not nearly enough.
- Some areas do fine while others I do not believe they even know ECWRPC exists.
- Very committed for it to be successful.
- Likely not a strong as East Central's commitment. There has been a lot of change among municipal and county staff as well as East Central staff. Those relationships need to continue to develop in the future. Some communities aren't interested in regional activity either.
- I cannot speak for other local government, but it is a mixed bag here. Being in a county with little coordination with EC, those of us that know more about EC see a beneficial level of commitment. However, some local government officials may not know much about EC or the interactions that may be present with them.

**7. Are there program areas, projects, or initiatives that you/your local government feel that ECWRPC should not insert itself into, or should not be involved in? What are they? Why?**

- All of East Central's current programs are important to continue. Areas of opportunity include more environmental planning (CORPS), comp plans, and economic development.
- Only things that don't fall within the current areas of focus. Core areas and environmental management.
- None.
- No.
- Any involvement that potentially increase governments costs without their asking for input.
- Since our reorganization we are committed in five general areas. This is much better for us to concentrate on then have too many things.
- I believe I should push harder in the small cities/villages throughout the area so that they can survive and feel noticed.
- Nonpartisan planning that is strictly independent of political affiliation is the best way to conduct business. However, "environmental" issues will continue to be of great significance.
- Should minimize involvement in local level planning projects – should stay more countywide/regional.
- None.
- I think the RPC should be plugged into everything – Sometimes I would like to see the RPC team assert itself by introducing ideas to the commission.
- Nonpartisan planning that is strictly independent of political affiliation is the best way to conduct business. However, "environmental" issues will continue to be of great significance.
- I believe they should push harder in the small cities/villages throughout the area so that they can survive and feel noticed.

- Since our reorganization we are committed in five general areas. This is much better for us to concentrate on then having to many things.
- All of East Central's current programs are important to continue. Areas of opportunity include more environmental planning (CORPS), comp plans, and economic development.
- Only things that don't fall within the current areas of focus. Core areas and environmental management.
- None.

**8. Are there program areas, projects, or initiatives that you/your local government feel that ECWRPC is not involved in currently that they should be involved in? What are they? Why?**

- Potential Economic Development Programs
- No
- No
- Any new programs that benefit the members
- Not sure. Maybe more in-depth study and recognition of our Native American heritage throughout the region, and not just "casinos"!
- Local towns receive little to no knowledge as to what you offer for them.
- None. I think East Central staff is well aware of program areas in the communities. They address them. Transportation.
- Any rural, less populated areas where ECWRPC could identify need, improvements, and suggested direction on type of projects within county economic feasibility. Larger populated cities/counties have greater access to professional developers.
- Affordable/worker housing issues and concerns.
- I am not knowledgeable on that.
- Does the RPC market its services directly to municipalities? It's been my impression that many municipalities don't realize the wide range of capabilities the RPC offers.

**9. What are the key challenges and opportunities facing the region? What role if any, should the ECWRPC play in addressing these?**

- A huge challenge the region will face is climate change and the ramifications it has on things like clean water availability and energy use. Excessive heat and drought are a serious summer concern that can harm the overall economy, especially if farming takes a large hit. ECWRPC could help in proper future planning to help governments adapt to climate change. I'm not exactly sure.
- Transportation, housing which we already address. However, immigration in the communities could become a challenge which we may have to address.
- Right now, the key issue is "mental health" throughout the state and beyond.
- Encouraging new innovative nonpolluting industries.
- As per any projects, money, or adequate money. Grant writers?
- The number "one" priority in society is health care among all young adults to properly function. This is not an easy item, but it needs to be addressed.
- Affordable/working housing issues.
- Preserve farmland. Not building roads that encourage business to build on bare farmland.
- Affordable housing, transportation, childcare, workforce development. Employee shortages and recreation opportunities. These are all economic development issues.
- Housing of all types – slowing population growth.

**10. If you could change one thing about the ECWRPC what would it be?**

- Continuing to build staff connections and expertise.

- Get the counties that are within the region that are not members of EC, back into being members. Maybe that would take a state statutory mandate. Every county in the region set by statute should be a member county in my opinion.
- Nothing.
- A greater inclusion of elected town officials in ECWRPC.
- All meetings held in person.
- Nothing at this point. Since the reorganization we are concentrating on key areas and will do the best job we can to achieve our goals.
- None as of now.
- To have management on each level take time on a given committee to address the Board member's role.
- Limit involvement in local planning projects.
- Don't know
- The actual commission meetings are mostly one way conversations – I wish we could bundle almost everything into a consent agenda instead of multiple votes that are foregone conclusions.
- A greater inclusion of elected town officials in ECWRPC.

**11. If you could design a focus and direction for the ECWRPC to be the most relevant and effective RPC for its local governments and the region as a whole in the future months and years to come, what would ECWRPC look like?**

- I honestly think that's what we have been working toward over the past 5 years or so. I think it is already spelled out in the reorganization plan.
- I think it's great now.
- Perhaps population demographics in previously undeveloped rural areas and the resulting increased need defined sewer service areas.
- Would engage lead committees and boards throughout all counties to give input as to what is available and deliverable.
- The Best RPC in the State of Wisconsin.
- Still assessing. Maybe a better introductory session for first timers.
- Have a half-day workshop to have the complete Board to look at the "Big Picture" and seek out opportunities for the next 5 years.
- Stay focused on county/regional level planning and program implementation/coordination with state and federal programs.
- Promote the positive effects of municipality collaboration.
- Efforts that facilitate workforce growth.
- Perhaps population demographics in previously underdeveloped rural areas and the resulting increased need defined sewer services areas.
- Would engage lead Committee's and Board's throughout all Counties to give input as to what is available and deliverable.

# East Central Wisconsin RPC Partners Online Survey Results

**1. What is your relationship with the ECWRPC? (i.e., county/municipal staff, partner agency staff, local elected official, etc.)**

- County/municipal staff
- Municipal Staff
- County Partner
- County GIS Staff

**2. What is going well with the ECWRPC from your perspective?**

- Main Street Bounceback and the Ayers Partnership Technical Assistance.
- They know transportation well and provide education.
- ECWRPC is a leader in coordinating and facilitating conversations about GIS in the region. No matter if ECWRPC is the entity assisting with the project or helping bring other group together.

**3. What if any, areas for improvement do you see with the ECWRPC?**

- Finding ways to get the non-dues areas involved and possibly having subdivisions of those counties onboarded.
- More involvement in mobility management issues and/or regional mobility manager.
- Communicating the value proposition of ECWRPC membership. This is not always clear to elected officials.

**4. What do see as the major roles that ECWRPC plays on behalf of the region?**

- Safe Routes to Schools and Economic Development of the Valley.
- Expert in mobility.
- Transportation Planning, Sewer Service Areas, GIS Coordination, Recreation Planning, Land Records Council Committee and Nonmetallic Mining

**5. What is the perceived level of commitment of the ECWRPC to the work and interests of the local governments and other public organizations, and what form(s) does that commitment take?**

- Very strong to the more populated and economically prosperous areas. I feel like more could be done to support rural areas and regionwide opportunities.
- I have coordinated with ECWRPC in 4 different local government positions. Past and present GIS staff are always available to talk through challenges. They have helped resolve technical issues like exporting orthophotos in different formats, helping to reduce duplicate effort, and leading the Fox Valley GIS User Group.

**6. Are there program areas, projects, or initiatives that you/your local government or partner agency feel that ECWRPC should not insert itself into, or should not be involved in? What are they? Why?**

- Housing. It is such an obvious and workforce centric need that should be the priority for the entire region to get the capacity back to equilibrium and all the plans to come to fruition. ]
- That is more of a big picture policy question which I can't answer in my current role.

**7. What are the key challenges and opportunities facing the region? What role if any, should the ECWRPC play in addressing these?**

- Challenges – no mobility management therefore no vision.
- Pockets of poverty and disconnection to resources and opportunity are not usual to this region but I believe planning could aspire to tie all talent together efficiently starting with the region and network.
- Some of the major challenges are creating safer transportation ready for future demands, evaluation of outdoor recreation opportunities, lack of housing supply and affordability, and Economic Development. ECWRPC could play a support role related to some or all of these challenges. However, it is not my role to say what role they should play.

**8. If you could change one thing about the ECWRPC what would it be?**

- A feasible dues level for small towns and municipalities and more communication back and forth.
- I would like an easy way to understand the work ECWRPC is doing or planning to do with my organization or in my area. A resource that showed if/how ECWRPC may be involved would be helpful. That would help me determine when to redirect the request to ECWRPC, reach out to collaborate with ECWRPC or figure out other options.

**9. If you could design a focus and a direction for the ECWRPC to be the most relevant and effective RPC for its local governments and the region as a whole in the future months and years to come, what would ECWRPC look like?**

- I do not know enough about the range of services ECWRPC has the authority to help with. What would help is for me to have a clearer understanding of what ECWRPC can help with and what it can't. So, when I am talking with staff or elected officials I can easily say "That sounds like something ECWRPC could help with.". Instead of I don't know if ECWRPC does that.
- Always at the table and asserting the initiatives of the region to the partners. Actively influencing policies of counties and councils to be more efficient and better functioning regionally.





# FOCUS GROUP SESSION RESULTS



# FOND DU LAC, WINNEBAGO (SOUTH), CALUMET (SOUTH) COUNTIES FOCUS GROUP RESULTS

## 1. When you hear the words East Central Wisconsin Regional Planning Commission what comes to mind?

- Regional planning/coordination
- Grant assistance
- TIP
- Census assistance
- Convener of resources
- Centralized planning
- Interface to federal resources
- Comprehensive planning/consulting
- Grant assistance
- High level planning
- Regional coordination
- Regional vision
- Conduit to Wisconsin DOT to Federal government for funding – TIP
- Resource for planning guidance, i.e., bike path plan
- MPO
- Sanitary sewer service agency
- One of our regulatory agencies responsible for sewer reviews
- Assistance with traffic and transportation planning
- MPO agency on behalf of the State of Wisconsin
- GIS Mapping assistance
- Mystery for same planning what?
- Grant assistance
- What's regional planning?
- Who's in the region?
- MPO agency
- High level planning
- Transportation
- Long range planning

## 2. What do you see as the major roles that ECWRPC plays on behalf of the region's local governments as well as its partners?

- Regional coordination
- Grant assistance
- Coordination with Wisconsin DOT and FTA
- TIP preparation
- Census data assistance
- Centralized planning – CEDS coordination
- Connect to federal resources
- Mapping

- Analysis of region's conditions – economic, demographic, etc.
- Awareness of state, federal programs, legislation, etc.
- Coordination of regional vision, supported by technical assistance and access.
- Network connector between municipalities and opportunities
- Advocate for our region in matters of policy
- Provide knowledge of state/federal programs to locals
- Led MPO
- Sewer Service Area Planning
- MPO Agency
- Transportation Planning (STP-Urban)
- Assistance with traffic accounts
- Assistance with transportation planning
- Tracking Fed/State legislation
- MPO coordination
- Support for/to smaller organizations
- Cost effective studies/analysis
- Tracking state and federal legislation, programs, initiatives and sharing back to the MPO
- \_\_\_\_\_Person to DOT/Federal Highway

**3. What is the perceived level of commitment of the local leaders in Fond du Lac and the southern part of Winnebago and Calumet counties to the ECWRPC?**

- I would say fairly high for staff, elected officials not so much
- Uncertain – we have very little interface with ECWRPC today
- Local leaders are generally unaware of ECWRPC
- Look commitment to coordinating and working with ECWRPC
- Communities that may benefit the most from assistance (smaller communities with limited staff and resources) may not be fully aware of ECWRPC and its opportunities and role
- City of Fond du Lac is a strong supporter of the ECWRPC
- With all the staffing challenges that ECWRPC has been dealing with over past several years, it has been very difficult to know who to turn to, or even if there is anyone to turn to. So much knowledge and history has been lost
- I think local government staff are very supportive of ECWRPC because we know the critical role they play in moving the region forward
- Level of commitment is strong...always concerned about cost
- Good

**4. What are the key challenges and opportunities facing your jurisdiction/organization/the region? What role if any should ECWRPC play in addressing these?**

- County – public transportation
- ECWRPC should lend on effort with the county and towns/villages and Wisconsin DOT to address countywide mobility. The larger municipalities are well covered out there is no county mobility management
- Infrastructure costs/needs/support of growth
- Housing – affordable and otherwise
- Childcare
- Workforce

- ECWRPC should have a role in planning to build capacity – leverage grants for feds
- Transit – rural
- Healthcare
- Community resilience planning
- Housing (Affordability and Access)...(1) Research policies and programs in other regions  
(2) Bring together regional stakeholders
- Workforce (Recruitment and Retention)...(1) What strategies can be used to attract companies, their workforces, and keep them engaged in our communities
- Community Planning and Resilience for Small/Rural Partners...(1) What services can be marketed towards our smaller rural partners who may be experiencing growth, but aren't prepared for it?
- Housing workforce
- Provide studies, statistics, funding options
- Sewer service agreements with neighboring township sanitary districts – (1) our key districts staff person is exceedingly difficult to work with and thinks they know everything
- Transportation and infrastructure funding is at record levels at the Federal level. It is difficult for local government staff to stay abreast of all the opportunities and still perform our normal duties (1) Assistance navigating funding programs and opportunities and submitting applications, and managing funding requirements
- Housing shortage
- Childcare expense/availability
- Old properties without investments
- Fox River potential
- Pursuit of passenger rail

**5. This part of the region represents a meeting of urban, suburban, and rural interests, how can ECWRPC do an even better job providing support? (Input on possible “menu” of ECWRPC services).**

- All of the above are part of counties
- Counties need to be more engaged. ECWRPC
- Could help get counties to participate
- Presence – increase visibility in rural areas
- Region spills over to Dodge County (No RPC available there)
- Sometimes uncertain whether I can use services
- Coordination with other regions
- Education – what ECWRPC does
- Planning – (1) While ECWRPC offers some planning services, more visibility and education is needed on what these services are (2) Educate partners, especially rural partners on the importance of planning
- Educational Programming – (1) Coordinate with partners on what topics they would like to learn more about, and provide policy or program examples
- Plan Implementation – (1) Creating and educating on planning is great, but what are the steps to implement the plans created?
- East Central is seen as a cost effective source of expertise
- Connecting more with towns within our MPO
- CEDS

**6. This part of the region may be influenced by the proximity to the Milwaukee and Madison metro areas. What, if any, challenges and/or opportunities does this present to this part of the region?**

- For Oshkosh, we don't see this as an issue
- Opportunity – US 151 from Madison could be developed.
- Housing/cost of living more affordable
- Broadband expansion
- Challenge/Opportunity – Transit
- Surging home prices/rental prices – (1) Pushing people who have lived in communities their whole life out because it is no longer affordable to call home (2) Communities resistant to “affordable/workforce” housing without truly understanding its definition or need.
- Offer better housing options not in big city
- Larger areas get (need) more state/federal funding
- I think the bigger challenge we face is being able to keep our own identities. As urban areas grow, there has been a push at state and federal levels to agglomerate the Fox Valley region into a single planning area. That poses difficult challenges as we are all unique in many ways
- Concern about crime imported from Milwaukee
- Cost of housing
- Fond du Lac is often \_\_\_\_\_ for Milwaukee, Madison, and Fox Valley \_\_\_\_\_ to be “seen”
- As they grow, may become more attractive to be in RPC CEDS

**7. If you could change one thing about the ECWRPC what would it be?**

- I would have ECWRPC engage more with the rural county governments to get them to participate in regional planning
- Raise awareness for value of services
- Develop a menu of services that makes it easy to access services
- Tie to overall county economic development plan
- Integrate into planning
- Greater communication and clarification of purpose, mission, and vision to partners
- Consistent staff
- Keeping plans more current (SSA for example)
- Publish a menu of available services
- Planning is academic
- There is a difference between “academic” planning and “boots on the ground” planning. Focus is often more academic which cannot always be implemented in the “real world”
- Appears to check the box for funding organization/viability, but not use by local government for implementation
- Planning is not boots on the ground and hasn't been implemented.
- Vision for passenger rail conversation

# WAUPACA, SHAWANO, MENOMINEE COUNTIES FOCUS GROUP RESULTS

## 1. When you hear the words East Central Wisconsin Regional Planning Commission what comes to mind?

- Potential for regional projects
- Resources for businesses
- Data
- Planning for the area
- Forward Thinking
- Assistance with research (ex. Rural internet)...housing study
- Transportation Planning
- EDA Grant Assistance
- Data analysis and demographics
- EDA
- Development
- Resource Partner
- Planning organization
- Borrow Pit Coordination and Regulation
- Bike Trail Administration
- Higher level politicians looking at a broader view of community goals
- Comprehensive Planning
- Transportation Planning
- Data sets/analysis/GIS
- Resource to fill gaps in my community
- Resources for local governments and staff that local communities don't necessarily have
- Not sure of the services provided. Would be better to understand how to maximize their use...MPO
- I am new to my role and am just learning about what resources are available. I was not familiar with what the ECWRPC was

## 2. What do you see as the major roles that ECWRPC plays on behalf of the region's local governments as well as its partners?

- Largest most direct role is with transportation issues and commercial corridors that extend into multiple counties (41/29 corridors)
- Economic Development
- Grant assistance
- Planning assistance
- Data Analysis
- Collective representation of the region
- Facilitate funding
- Assisting with planning efforts both short and long term centered around development
- Acting as a resource for data and grant information
- Not too sure, I haven't met many of the staff other than introductions at County Board meeting
- Assistance to local governments needing initial direction for a project

- Put more emphasis on rural communities
- Resource for under-resourced governments
- The experts on programs, funding, sources, and government functions
- Not sure
- Again, as new to my position I am wanting to learn more about what the roles are. I believe there are a lot of players that can come together for a common goal
- Data

**3. What is the perceived level of commitment of the local leaders in Waupaca, Shawano, Menominee to the ECWRPC?**

- The level of commitment has risen recently as ECWRPC made themselves more business-like and useful. As they become relevant, the level of commitment rises
- ECWRPC is present
- Perceived as high level of commitment even though new staff
- Available for questions when we have them
- From my perspective, ECWRPC has received full commitment from local and county leadership. Not sure if these leaders reported the use and need of ECWRPC to the local boards and commission members or citizens of their communities
- Sporadic...Challenged by county and tribal jurisdictions
- I'm unsure. I am not sure my city elected officials are aware of their existence
- At highway department for 8 years in Waupaca. I've dealt/worked with ECWRPC folks about 5 times, usually about borrow pits, mines
- Bicycle folks came to a town meeting to encourage wider highways for bikes to travel on
- Local leaders appear supportive, but not sure if they will put their money where their mouth is
- From my point of view, it is a valuable resource available to members. Some take advantage and some don't. You get out what you put into it.
- Not sure. From that I would say low because of the level of understanding of the ECWRPC
- With being new, I'm not sure I can fully answer that, but I think that the commitment of Waupaca's County leaders is very high. I believe we have strong people in strong roles that are looking at the greater good of the area

**4. What are the key challenges and opportunities facing your jurisdiction/organization/the region? What role if any should ECWRPC play in addressing these?**

- One large/major facing us in the future is clean drinking water. ECWRPC could play large role given its regional stature
- EV charging stations will be a big issue very soon. ECWRPC could play pivotal role addressing this on our state highways that weren't included in the Biden Administration's Infrastructure Bill, i.e., Highway 10 needs to be addressed
- We are growing...Everyone interested in moving there...Expense of remodeling old buildings is high. Interest rates high...Everyone looking for funding sources! People heard about funding sources allowing COVID & now those are gone...How do we continue the momentum of growing?
- Challenges include: (a) decreases in population in rural areas of the region (b) lack of new industrial/business parks in rural areas of the region (c) Housing...ECWRPC should help assist getting additional EDA funding to support challenges...Opportunities: Existing major industries throughout the region...ECWRPC should assist local/county leadership to plan and support retaining employees

- Participation in the region...Learn more about the circumstances (jurisdiction) and stay connected for tribe (goes both ways – tribe needs to do their part as well)
- Challenges: Limited resources and eve-increasing demands...Opportunities: More awareness of what they can assist with. The only interactions I've had are knowing they conducted our city comprehensive plan and assisted with a grant...Role: Housing, Broadband, and Child Care
- Integrating a community like Waupaca around the Chain O'Lakes, school district, Towns of Dayton/Farmington to decide which type of roadway corridor should be designed around the Red Mill area...Waupaca County Highway applied for a grant to facilitate this but was not awarded anything. I saw this as an opportunity to use ECWRPC facilitators to be the lead organization to bring discussions of farmers, tourists, and roadway users together. Maybe it should be a service they'd (ECWRPC) provide instead of only if a grant is available
- Major challenges around workforce and prior to COVID, declining population...lacks housing...lacks broadband...ECWRPC has completed housing studies, but limited staff resource...critical partner in the New North broadband work...BEAD mapping in particular...critical data resource...local government need to leverage more
- We are always looking for funding sources and programs to help our agency be successful. Not enough money to do everything that want to do. Appreciate being informed of opportunities for local government
- Would need to better understand capabilities of ECWRPC to maximize use. To help small villages with staff of 1 to better understand
- The key challenges in my position are finding the resources to help small business owners with funding to start their business, staffing issues at local manufacturers and affordable housing. I don't have enough familiarity with the ECWRPC to speak on their role in addressing the issues
- Keep downtown growing
- Broadband
- Day care
- Housing

**5. There has been some concern expressed that there should be more emphasis on the rural portion of the region. How could ECWRPC be more responsive? (feedback on potential "menu" of ECWRPC services)**

- Tricky to identify "rural" issues that would be in their wheelhouse. Transportation is obvious. Maybe look at regional senior care, definite big rural issue
- Most of the region is very rural so would make sense. I think when it comes to rural internet they have been responsive. Others? Not sure
- I agree there needs to be more emphasis on rural areas
- A good part of their transportation planning includes their functions with MPO transportation organizations
- Has been hard to get ECWRPC to assist with rural transportation planning. ECWRPC needs to work closer with county planning and economic development organizations
- Services to be added to the menu need to include being involved in rural organizations
- Be present...understand the issues, concerns, priorities
- (1) Assessments/Studies for housing needs to utilize conversations with developers (2) Possible guidance with funding and applying for grants (3) Continuing help in comprehensive plans and other strategic plans
- I'm not sure of ECWRPC service boundaries. What they can and cannot do for government organizations.
- More of a proactive resource, reach out to the locals



- Rural is ignored at the state level. ECWRPC has been a good partner. Whenever we ask, we receive. ECWRPC may need to be more pro-active in rural outreach. A partner in Bonduel's Thrive Rural Wisconsin application
- To continue to provide staff expertise on rural programs and funding sources. Provide best practices that other rural (local and national) agencies and communities have used to be successful. Reaching out to communities to see what they are having trouble dealing with
- Outreach to small communities. Glad to be a part of this session
- I think that the rural regions could certainly use more support. Sometimes the outer areas i.e., Marion, Bear Creek, Embarrass, etc. feel a bit left out of conversations in regard to development and support. I cannot speak to how the ECWRPC could be more responsive at this time due to a lack of knowledge about it
- Proactive recruiting remote workers for rural areas
- Population based membership on Board level further stresses rural participation

**6. This part of the region may be influenced by the proximity to the Green Bay metro area. What, if any, challenges and/or opportunities does this present to this part of the region?**

- It's a challenge to draw economic development away from that population center. Opportunity to leverage the population influx though. Brings people to the area
- Green Bay has many public transportation avenues. That's one thing our rural community lacks. It is a need as many people don't have their own transportation to even get to a job interview! Yet probably not large enough demand to have a full-time transportation service
- Metro areas take ECWRPC's resources leaving less for rural areas
- Outward migration – the area can be overlooked (forgotten)...Brain drain...opportunities for partnerships
- Housing opportunities to be and complement to Green Bay metro area. Also, new businesses to support the additional residents...Rising cost of housing.
- Rural Waupaca probably doesn't have enough population to compete with the demands of the Green Bay metro area as it's probably not expanding quickly
- Great business expansion...Shawano County still exports 40% of our labor market ...recent large business expansion despite 2% unemployment because of the labor market not needing to drive
- You can't change geography, areas outside of Green Bay need to make their own identity but value the close proximity. Try to take advantage of (Packer home games) by allowing communities to benefit from that. i.e., places that embrace tourism etc.
- Plan to give more allocated time to small urban and rural areas as they are the ones that have limited staff and expertise on issues
- Opportunity to develop small villages to tap into the economic impact that the Green Bay metro provides. Attraction of residents and businesses
- Definitely for small businesses in our community, they feel as though people travel further – Green Bay or Appleton for some of the same things provided in our community. Shopping small and shopping local are heavily pushed here

**7. If you could change one thing about the ECWRPC what would it be?**

- Make their services more cost effective. Rather do things in house to save cost and retain control
- In last couple years they seem to be more present so need to continue that momentum
- More access for local leadership – ECWRPC's Board. Especially from economic development leaders in rural areas.

- More formal and informal discussions with local, rural organizations that can be as an asset to ECWRPC
- Closer connections to the community...raise awareness of role...collaboration...Don't just check boxes – really get to know your communities...strengthen relationship with Tribe...key strategic partner...flow of funding
- Better awareness of the value that ECWRPC provides
- Send out contact information, what services they provide, and a person to contact
- When a county doesn't get their way (Outagamie) they threaten to stop funding and leave the organization. How can political threats be eliminated/mitigated?
- Understanding how to use them
- I am unable to answer again due to my lack of knowledge of the group

# FOX CITIES – OUTAGAMIE, CALUMET (NORTH), WINNEBAGO (NORTH) FOCUS GROUP RESULTS

## 1. When you hear the words East Central Wisconsin Regional Planning Commission what comes to mind?

- Transportation
- Planning
- Frustration
- “What do they do?”
- Planning services with greater than individual municipal boundaries
- A unified umbrella approach based on regional needs.
- Hub of planning staff
- Collaboration
- Offer services
- Planning studies
- Sewer Service Areas
- Resources
- Connections
- 3 MPOs within the ECWRPC
- Transportation
- Collaboration
- Regional Leader
- Regional Planner
- Collaboration/Mediator
- Planning organization that acts as a facilitator between federal/state government and locals
- Resource
- Bike and Transportation Planning
- Sanitary Sewer Districts
- GIS Assistance
- Miscellaneous studies
- Comprehensive planning
- Collaboration
- Sewer Service Area Planning
- Transportation and Safe Routes to School
- Regional Plan Commission
- Broad range of expertise
- Assist local communities
- Melissa Kraemer-Badtke
- Planning authorities for our region

## 2. What do you see as the major roles that ECWRPC plays on behalf of the region’s local governments as well as its partners?

- It should function as the intermediary with/between local municipalities and state/federal organizations

- Advocacy in a regional approach that increases strength of the area in funding and support from the state and federal programs
- Assisting with technical support projects that have a regional nature – greater than one municipal entity
- Transportation planning coordination and planning services
- Economic Development Services
- Consistency in planning and design
- Connection to resources and bridging the gap between communities
- Coordinating long-range transportation planning and funding
- Leader, collaboration, mediator, technical data advocacy
- Appleton MPO Manager
- Assists with grant applications/funding
- Assists with multijurisdictional projects
- Provides regional data that is otherwise difficult for small communities to put technical data together (i.e., GIS applications)
- Bike and Trail Planning
- Safe Routes to School
- Assistance w/ comprehensive plan or other updates
- GIS Assistance (BEAD New North)
- Sewer Service Area Planning
- Assistance/Resource for technical data
- Assistance for federal funding
- Assist local communities
- Advisors for local government

**3. What is the perceived level of commitment of the local leaders in the Fox Cities area, (Outagamie, Calumet, and Winnebago Counties) to the ECWRPC?**

- Mixed
- There are concerns regarding the level of service we are receiving vs. cost
- Unknown
- As local staff and recipients of support from ECWRPC it is essential we share stories of support concerning the RPC's services to ensure leaders know the importance and essential nature of the RPC's services
- Medium to High
- Moderate to High
- Good – Much Improved
- Minimal interaction
- The elected officials for the community I work for probably have a neutral viewpoint
- I think urban locations tend to send more value and rural see less
- The periphery communities of metros tend to be the ones that show up at meetings, which may illustrate level of value perceived among the Fox Valley
- I understand there were some issues in the past regarding the role or effectiveness of East Central, but I don't think there are currently any issues
- Low/Moderate: Perspective from individual municipal elected officials from municipality in Outagamie County
- High: Perspective from local municipal staff
- A few years ago, it was mixed, but I think changes in the organization as allow it to be improved

- High level of commitment

**4. What are the key challenges and opportunities facing your jurisdiction/organization/the region?...what role, if any, should ECWRPC play in addressing these?**

- Challenge: Significant funding gaps/challenges with infrastructure improvement projects. Role: Continued advocacy work to garner funding dollars needed to support essential improvements to the region's transportation networks
- Challenge: Growth management in rural areas adjacent to Fox Cities
- Challenge: Housing under production
- Smart Growth
- Sustainable solutions
- Facilitating discussions and planning concepts that allows the region to leverage resources and maximize one's ability to serve the communities with limited resources.
- Funding constraints for capital and operating...Need enabling legislation...Held direct resources on grants...Educate on RTA
- Number of communities...cooperation...regionalism...size of service area and needs...quantity and quality of services
- Doing more with less
- The technical data/resources are very helpful – would like to see more of this kind of work
- Bring awareness directly to communities of the resources (grants) available
- Grant writing and administration for a variety of issues such as housing, childcare, transportation, RLF for job creation or business assistance. ECWRPC could potentially play a role
- Talent attraction – retention
- Public Transportation in rural areas, getting people to and from jobs
- Lack of non-motorized transportation infrastructure and lack of support from elected officials...support could be providing data and input at public meetings
- Affordable Housing... support could be providing data and input at public meetings
- We are a small community with a small staff. While there has been some willingness to assist communities, I wish there could be more without a cost. Grant writing administration, and GIS are a couple of services that come to mind.
- Transportation planning associated with Wisconsin Department of Transportation (WDOT) plans to expand I-41 and Wisconsin State Highway 15 in Outagamie County...ECWRPC should facilitate planning discussions with the State/County/and Local Units of government...ECWRPC should research and advise opportunities for grant writing

**5. This part of the region represents a meeting of urban, suburban, and rural interests, how can ECWRPC do an even better job providing support? (input on potential "menu" of ECWRPC services).**

- One main area would be to discuss with their partners what services they are able to provide. A summary could also be provided to municipalities regarding the work they have done within the jurisdictions every year
- Attending the recent CSAP planning process was eye opening in evaluating rural vs urban needs. Continued navigation between those various needs is challenging but a great service to the region – especially in the rural areas that don't support their own planning services. W/O the RPC's support, rural areas would suffer
- Traffic analysis (CSAP)

- Preliminary design/visioning to be taken back to communities and used within their municipalities
- Provide a-la-cart planning services for a fee to supplement local staff
- Provide a balance between rural and urban
- Provide more documentation online
- Make documents and services more findable online
- Grant writing and administration – position could potentially pay for itself
- Regional bike trail planning and networks
- Rural – provide data on tourism such as placer.ai.
- By serving as facilitators among those competing interests/perspectives within planning efforts at the regional level or smaller local projects
- I think offering services isn't a one size fits all as each type of community has different needs. I realize there are statutory requirements ECWRPC has to comply with but adding additional services that a low to no cost would be helpful
- Meeting individually with each unit of government, learning their concerns, customize support for some and find common areas to support

**6. This part of the region may be influenced by the proximity to the Green Bay metro area. What, if any challenges and/or opportunities do this present to this part of the region?**

- Substantial traffic concerns as the metro area and the Fox Valley grow. This also presents a lot of opportunities for economic growth in the corridor between these regions
- Connectivity is necessary but the "road to get there" may be expensive. Competing with the "Neighbors" for state and federal funds is a challenge
- Mass transit opportunities with Green Bay and also Oshkosh...rail, bus
- Lack of collaboration with Green Bay. Different cultures and philosophies
- Connectivity and regionalism...urban in northeast Wisconsin is still rural to many
- From a tourism standpoint, the Fox Cities is a bit more "under the radar." Both areas have competing airports. This area may be overshadowed for potential projects/developments
- They may already be involved; but could play a role in a possible passenger rail line between Green Bay and Milwaukee
- Opportunity within a relatively short (10, 20, 30 years) development could lead to this being viewed as one metro area, collaboration/planning that includes communities with the Green Bay metro could be beneficial
- Brown County is not a part of the ECWRPC area is the challenge. Collaborating with Brown County is the opportunity

**7. If you could change one thing about the ECWRPC what would it be?**

- Transparency and increased outreach
- It would be so nice if the information they got from the state and federal levels was more timely, accurate, and clear. RPC does their best, but they are beholden to a broken system
- An ECWRPC 101 class in all honesty...better understanding how the MPO/ECWRPC/TAC works with other agencies such as WISDOT, WDNR, FHWA, etc., functions that are required by law vs those that are goals/best practices
- Have a generalist planner who can work on contract projects
- More communication more regularly
- It isn't intuitive what ECWRPC does and what their role is. It is easy to get lost in the alphabet soup and what it all means to a community...so suggestion is to explain services in a simplified/concise manner

- Could they provide access to tourism data, through a subscription service such as [placer.ai](#)? For areas outside of a CUB.
- Changing the high amount of staff turnover, the organization has experienced in recent years. Working to the greatest extent possible to retain talent
- Provide more low cost/no cost services smaller communities need that they don't have the resources for understanding

# NON-MEMBER COUNTIES – GREEN LAKE, MARQUETTE, AND WAUSHARA COUNTY FOCUS GROUP RESULTS

## 1. When you hear the words East Central Wisconsin Regional Planning Commission what comes to mind?

- What does it do?
- How can it be a resource?
- I know they exist. I know some projects they have worked on in the region. However, I don't truly understand their capabilities.
- Planning Committee
- Development, policy, structure – coordinated/regional
- Unclear what the purpose of this group is
- Access – how and why? And who?
- Township/City/County – comprehensive planning
- Facilitate transportation grants/strategies
- Helping the larger counties out. When smaller counties only react to fixing or repairing not Planning
- CEDS
- Technical assistance
- The Valley
- SRTS initiatives
- Coordination
- MSBB – state implementation
- Uncertain

## 2. Green Lake, Marquette, and Waushara are three charter counties of the ECWRPC region that do not currently participate in their RPCs activities. Why do you think that the three have not chosen to participate?

- Is there an actual benefit? If so, what is the possible cooperation that can concur?
- Marquette withdrew before my time, but I have heard that they didn't feel like they were getting their value
- Been denied services/support
- Past experience paid for regional transportation coordination. No notice that we were not eligible for this five year transportation plan
- Lack of communication
- No response to request
- No presence felt in areas
- Have similar needs as larger areas but no support because of smaller size
- Have unique needs that are not addressed because of smaller size
- Funding
- Programs are more intended for larger counties i.e., population, economic worth
- Budgeting – lack thereof
- Perception cost>benefit ...serves other areas more than here



- Do not want outsiders to dictate form or economy
- Recent history of failed tri-county or economic development organizations
- Reached out/no response...Lack of communication...don't feel a presence

**3. What types of support and services might the ECWRPC provide to your county/organization that would make you consider participating with your RPC? (feedback on possible "menu" of ECWRPC services)**

- Housing resources, especially single family homes. Facilitating and coordinating chambers and main streets
- Individual needs with communities
- Regional planning – facilitate local discussion for the DOT Five-Year Plan
- Communication
- Regional trainings or discussions on topics
- Area comprehensive planning
- Housing
- Transportation support
- Completion, fiber optic network, high speed access
- Cohesive planning – comprehensive
- Growing economic capacity and companies in county
- Tourism development
- Farmland preservation – Greenways
- Auditing codes
- Transportation

**4. What are the biggest opportunities, challenges, and/or issues facing your county/organization? Would you consider having ECWRPC assist you address it/them?**

- Housing. Community planning, such as bringing town and gown resources to help the main street...Specifically in Berlin, the planning of downtown with the construction of the new highway/main street in 2027
- Our biggest challenge right now is finances and the challenge of maintaining services without cutting staff
- Financial expectations
- Regional Plan for transportation
- Policy/Education/Discussion
- Planning – Yes
- Transportation – getting local residents to after hour employment – yes
- Completion of high speed internet – yes
- Economic Development – They didn't help nor did a tri-county group help bring on additional employers
- Lack of budget capacity
- Housing – costs
- Failed civic organizations and floundering visitor's bureau and GDC
- Inconsistent tourism promoting assets
- Experts who can advise to help these issues could be a great addition
- Financial expectation of smaller community

**5. This part of the region may be influenced by the proximity to the Milwaukee and Madison metro areas. What, if any, challenges and/or opportunities does this present to this part of the region?**

- I think this area is too far for my Madison/Milwaukee but, close enough to the Fox Valley
- The biggest opportunity I see is continuing to attract tourists, as these areas have traditionally come to Marquette County. What we know is that many people that visit the county (camping or second home) tend to then retire there. What we have seen since 2020 is an influx of remote workers. People spending more time at their seasonal campsite/second home. I am now doing a campaign in tandem between tourism/living in the area to attract more full time residents (we have seen more remote/hybrid workers move into the area too). Last year I did extensive research on our full time and part-time residents regarding remote work in the county
- Unsure
- Not sure that Madison or Milwaukee has an influence on our area
- Quality workers – can drive to Madison for more money
- Challenge – next generation that wants the big city life
- People do not want change for the sake of change
- Crime and/or perception impacting life's savings/investment
- Inflated costs labor/materials and competing with greater wealth and connection
- Bleeding talent of whom wants to work
- Political agendas and the desire to distinguish from cosmopolitan urban is minute city
- Undiscovered benefits to rural life at slower pace

**6. If your county decided to become an active member of Your ECWRPC, and you could design a focus and direction for the RPC to be the most relevant and effective council for your county/organization, what would the ECWRPC look like?**

- Housing, housing, and housing...but this will not happen until we get new county board members
- I think the county would have to have a full understanding of what ECWRPC could offer and then as we change through attrition or reassigning roles ECWRPC may be able to fill in some gaps without refilling a whole position – or it may be different short term focuses from year to year
- Clear Communication
- Written Plan
- Expectations of Each Participant
- All members having a voice/interest in discussion
- A portion of the planning group that would focus primarily on smaller, municipal group needs
- Engaged with the different stakeholders to established leadership
- Offering more technical expertise and connecting within and outside of the network region for problem solving
- Agile enough to address specific/unusual needs
- Within the bounds of what is unrealistically affordable
- Clear expectations needed...full understanding of what they could do for us...

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

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

**Date:** Wednesday, May 15, 2024 @ 10:00 a.m. (In Person)

1. **Welcome and Introductions** – Vice 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 (Vice Chair) ..... Calumet County  
 Dean Will (Perm Alt for Steve Abel) ..... Fond du Lac County  
 Jeremy Johnson (Perm Alt for Elizabeth Moses) ..... Menominee County  
 Dan Gabrielson ..... Outagamie County  
 Dave Morack ..... Waupaca County  
 Nate Gustafson (Perm Alt for Tom Egan) ..... Winnebago County

**Committee Members Absent (Excused):**

Tom Kautza ..... Shawano County

**ECWRPC Staff:**

Melissa Kraemer Badtke ..... Executive Director  
 Craig Moser ..... Deputy Director  
 Sara Otting ..... Controller  
 Mike Zuege ..... GIS Manager  
 Casey Peters ..... GIS Analyst 1  
 Rachel Roth ..... GIS Analyst 1  
 Kim Biedermann ..... Principal Planner - Transportation  
 Leann Buboltz ..... Administrative Coordinator

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

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

5. **Approval of the Minutes of the March 20, 2024 Executive Committee Meeting**. A motion was made by Mr. Johnson and a second by Vice Chair Connors. Motion carried, noting that the newly appointed members abstained from the vote.

6. **Announcements and Discussion Items**

A. Director’s Report (List is not all inclusive)

Update on Staffing - A Limited-Term Employee position is currently available, which will be centered around the Transportation Program working on special projects. She also shared that personnel with extensive experience in aviation law has been hired to assist with drafting template documents needed for the new Regional Aviation Development Fund that the Commission will be administering. Ms. Kraemer Badtke also stated that staff will be hiring a Communications Coordinator with the Transportation Program which is budgeted noting, this position will be involved in assisting the Metropolitan Policy Board creation.

Appleton (Fox Cities) MPO/Oshkosh MPO Redesignation of Policy Board: East Central staff has been working with legal counsel, WisDOT, FHWA, and FTA to separate the Appleton (Fox Cities) MPO Policy Board. Staff continue to work with local communities to approve a resolution in support of the new policy board structure and are working with legal counsel and WisDOT to finalize the redesignation agreement.

Marquette County Request: Ms. Kraemer Badtke reported that Marquette County, who is currently not a member of East Central, reached out regarding organizational strategic planning they’re interested in doing. She indicated that staff are currently evaluating potential resources

that might be of assistance to Marquette County, given the Board's current position on providing services to non-member counties.

**Economic Development Program** ECWRPC Drone Technical Assistance Program will be implemented in the coming months to provide high resolution photography and data collection at the request of local governments.

**Regional Safe Routes to School** Fifty-two schools in the East Central Region registered to participate in Bike to School Day in May. Staff provided each school with a toolkit to help plan their events and various giveaways for the students including helmets, bike locks, bells, and reflective bands.

**Regional Comprehensive Plan Update** Ms. Kraemer Badtke reported that East Central staff are preparing to update the Regional Comprehensive Plan. Initial meetings with each of the Counties to hear directly about issues and opportunities are currently being scheduled.

**Water Quality Management Program** East Central staff continue to work on the update of the Sherwood Sewer Service Area Plan and the Stockbridge Sewer Service Area Plan later in 2024. The Wisconsin Department of Natural Resources (WDNR) has provided a final approval letter for the Fox Cities Sewer Service Area Plan update.

**GIS & Data Visualizations** Broadband Mapping (contract with New North): Ms. Kraemer Badtke shared with the members that Barbara LaMue of New North provided a great compliment to Mike Zuege and his GIS team regarding the work done on the broadband mapping. The GIS team (ECWRPC and Bay-Lake RPC) will continue to work with NEW North Counties to continue the mapping process.

- B. **Nominating Committee Communication.** Ms. Kraemer Badtke informed the members that Mr. Mark Rohloff served as the chair of the nominating committee. She reported that the Nominating Committee met twice on March 28<sup>th</sup> and on May 8<sup>th</sup> and shared that the Committee members are recommending the following individuals for 2024-2026 term – *Ms. Alice Connors of Calumet County to serve as the Chair of the Commission and Mr. Jeremy Johnson of Menominee County to serve as the Vice Chair of the Commission.* The Nominating Committee is also recommending the Standing Committee appointments for 2024-2026 as presented. The full Commission board will consider this information at the Annual meeting which will be held on May 23<sup>rd</sup>.
- C. **SERDI Board Assessment Update.** Mr. Craig Moser shared a brief overview of the Assessment process. He noted that the Commission hired Jim Youngquist from SERDI to conduct a board assessment for the Commission. Mr. Youngquist conducted 5 focus groups and 10 one on one interviews with key stakeholders from across the region. Mr. Moser reported that a survey was also conducted for the Commission board and partner organizations from across the region. It was noted that Mr. Youngquist will be at the Commission meeting on May 23<sup>rd</sup> to present the findings and address possible member modifications and revisions. No action was required.

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

- A. **1<sup>st</sup> Quarter – 2024 Financial Report.** Ms. Otting, Controller presented the 1<sup>st</sup> Quarter 2024 Financial Report in detail. A motion was made by Mr. Johnson and a second by Mr. Morack to receive the 1<sup>st</sup> Quarter – 2024 Financial Report and place on file. Motion carried unanimously. A copy of the report is available upon request.
- B. **1<sup>st</sup> Quarter – 2024 Work Program Performance Report.** Ms. Otting, Controller presented the 1<sup>st</sup> Quarter – 2024 Work Program Performance Report in detail. A motion was made by Mr. Johnson and a second by Mr. Will to receive the 1<sup>st</sup> 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 27-24:** Amending the 2024-2027 Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program. Mr. Casey Peters gave a brief overview. He noted that the changes are being made to reflect updates made between WisDOT and the project sponsor. These projects require an amendment to ensure the MPO's TIP process remains within federal compliance. Dependent on the degree of change on these projects, these amendments are categorized as either Major Amendments, Minor Amendments, or Administrative Modifications. Details about the differences between these amendment types can be found in the TIP.

The project details are as follows:

#### Major Amendments

- TIP # 252-20-037 – WIS 76 / School Rd Intersection, NHPP: Change funding type, moved LET to 2023, to be removed
- TIP # 252-20-038 – IH41 / Breezewood – STH 15, NHPP: Moved LET to 2023, to be removed.
- TIP # 252-20-054 – Olde Oneida St, South Mill Race Bridge, STBG: Moved to 2025
- TIP # 252-20-056 – CTH P, STH 47 – Midway Rd, STBG: slight change in funding amount
- TIP # 252-20-057 – Racine St, Third to Ninth St, STBG: moved construction funding to different State project ID.
- TIP # 252-20-063 – USH 10, STH 114 – CTH N, NHPP: added back into program cycle
- TIP # 252-20-064 – WIS 96, WCL – Appleton, State Funds: removed federal funds from project
- TIP # 252-20-065 – WIS 76, CTH II – Shady Lane, STBG: move to 2024, reduction in fed funding
- TIP # 252-21-011 – STH 96, Claribel St – CTH JJ, STBG: LET moved to 2023, can be removed
- TIP # 252-21-012 – STH 96, CTH JJ – CTH D. STBG: LET moved to 2023, can be removed
- TIP # 252-21-014 – Wisconsin Ave, Casaloma Dr – Badger Ave, NHPP: federal funding split between NHPP, HSIP
- TIP # 252-21-015 – STH 15/STH 76, CTH JJ – CTH T, State Funds: federal funding removed
- TIP # 252-22-001 – STH 15/STH 76, CTH JJ – CN RR Xing 1818837Y: federal funding removed
- TIP # 252-22-002 – STH 15/STH 76, Everglade Rd – CTH JJ, STBG: increase in federal & state funding, addition of local funding
- TIP # 252-22-003 – STH 55, USH 10 – Ridgecrest Lane, STBG: funding moved to 2028, to be moved to illustrative
- TIP # 252-22-012 – IH41, Wrightstown SWEF 34/Post-building, State Funds: reallocated federal funding to state funding
- TIP # 252-22-252 – IH41, Various projects, NHPP: split out grouped IH41 projects into individual State IDs, significant change in federal funding across these projects
- TIP # 252-22-053 – Buchanan Rd, Apple Creek Bridge, STBG – Local Bridge: change in LET year
- TIP # 252-22-055 – Farrell Rd, Apple Creek Bridge, STP – Local Bridge: updated funding type and amount
- TIP # 252-022-057 – IH41 Expansion, Various Projects, NHPP: Split grouped projects into individual state IDs, significant changes in federal funding across these projects
- TIP # 252-22-058 – CTH KK, Kankapot Creek Bridge, STBG – Local Bridge: major reduction in federal funding
- TIP # 252-22-064 – Lawe St, College Ave to Wisconsin Ave, STBG: project LET moved from 2026 to 2025
- TIP # 252-23-006 – STH 76, Larsen Rd Intersection, HSIP & NHPP: split federal funding sources, change in funding total, change in LET year
- TIP # 252-23-007 – USH 10, STH 114 – Fire Lane 7, NHPP: Change project description, slight change in funding
- TIP # 252-23-009 – STH 114, Melissa Street – USH 10, NHPP: to be removed
- TIP # 252-23-017 – CTH N, CTH N Interchange B440179, State Funds: federal funding removed
- TIP # 252-23-044 – IH41, STH 96 – CTH F, NHPP: re-added from previous year TIP
- TIP # 252-23-046 – IH41, Railroad Structures, NHPP: change in LET year, slight change in amount
- TIP # 252-23-049 – IH41, CTH Y – Breezewood Lane, NHPP: re-added to program cycle
- TIP # 252-23-053 – Racine Street, Racine WCL RR Xing Sig/Gate: added construction funds for 3<sup>rd</sup> to 9<sup>th</sup> to match State Project ID
- TIP # 252-23-059 – City of Kaukauna – Street Lighting, CRP: re-added to program cycle
- TIP # 252-23-060 – City of Menasha – Street Lighting, CRP: re-added to program cycle
- TIP # 252-23-062 – Outagamie County – Smart Traffic Control, CRP: re-added to program cycle
- TIP # 252-23-068 – City of Menasha – Feasibility Study, TAP: re-added to program cycle
- TIP # 252-23-069 – Village of Harrison – Feasibility Study, TAP: re-added to program cycle
- TIP # 252-23-071 – IH41 – Wrightstown SWEF 34/Post-site, NHPP: increase in federal funds
- TIP # 252-24-024 – STH 76, STH 15 – CTH S, STBG & HSIP: split federal funding
- TIP # 252-24-034 – Marcella St Trail, Foxy RR Xing 179987G, Locally Funded

#### Minor Amendments

- TIP # 252-24-035 – CTH A, CTH JJ Intersection, HSIP: new project design

#### Administrative Modifications

- TIP # 252-20-055 – E County Line, Kavanaugh Rd to Outagamie Rd, STBG: moved up construction date
- TIP # 252-21-010 – STH 55, USH 151 to STH 114, STBG: slight increase in funding
- TIP # 252-22-054 – Spencer Street, Nicolet Rd – Bluemound Dr, STBG: update in construction date

Ms. Kraemer Badtke shared with the members that in some situations regarding the review and limited time restraints the Executive Committee will be required to take action on the TIP amendments instead of the regular review from the Transportation Committee.

A motion was made by Mr. Morack and a second by Mr. Gustafson to approve of **Proposed Resolution 27-24**: Amending the 2024-2027 Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program as presented. Motion carried unanimously.

- D. **Proposed Resolution 28-24**: Amending the 2024-2027 Oshkosh Metropolitan Planning Organization Transportation Improvement Program. The project details are as follows:

#### Major Amendments

- TIP # 253-19-037 – USH 45/Fond du Lac-Oshkosh, NHPP: Slight change in date, slight change in funding amount, split federal funding sources
- TIP # 253-19-037 – USH 45/Fond du Lac-Oshkosh, HSIP: Change in date, slight change in funding amount, split federal funding sources

- TIP # 253-20-031 – WIS 91/ Berlin – Oshkosh, PROTECT: Change in funding source, slight increase in funding
- TIP # 253-20-032 – CTH I, STGB: Update local funding match for storm/sewer agreement, increase greater than \$1 million in local funds
- TIP # 253-21-010 – STH 91/Berlin-Oshkosh, STGB: Split federal funding, change in construction date (within same year), slight decrease in funding
- TIP # 253-21-010 – STH 91/Berlin-Oshkosh, HSIP: Split federal funding, change in construction date (within same year), slight decrease in funding
- TIP # 253-21-025 – STH 91, STGB: Construction moved to 2023, remove from TIP table
- TIP # 253-22-022 – STH 91, NHPP: Federal funding removed
- TIP # 253-23-003 – STH 21, Omro-Oshkosh, STGB: Split federal funding sources, construction date moved to 2025
- TIP # 253-23-003 – STH 21, Omro-Oshkosh, HSIP: Split federal funding sources, construction date moved to 2025
- TIP # 253-23-004 – STH 21, Omro-Oshkosh, STGB: Split federal funding, construction date advanced
- TIP # 253-23-004 – STH 21, Omro-Oshkosh, HSIP: Split federal funding, construction date advanced
- TIP # 253-23-021 – IH 41, Oshkosh-Appleton, HSIP: Slight change in funding amount, addition of HSIP federal funding
- TIP # 253-23-022 – IH 41, Fond du Lac-Oshkosh: Funding moved to 2028, to be removed

**Administrative Modifications**

- TIP # 253-21-009 – USH 45/Main St., NHPP: Increase in funding amount less than \$1 million, change in date (within same year)
- TIP # 253-22-005 – IH 41, Oshkosh-Appleton, NHPP: Very slight increase in funds
- TIP # 253-22-031 – STH 44, Wisconsin St., C Oshkosh, NHPP: Slight increase in funding, construction date moved to 2027
- TIP # 253-23-002 – STH 21, Omro-Oshkosh, NHPP: Construction moved to 2025
- TIP # 253-23-005 – STH 21, Omro-Oshkosh, NHPP: Construction moved to 2025, slight change in funding

A motion by Mr. Gabrielson and a second by Mr. Will to approve **Proposed Resolution 28-24:** Amending the 2024-2027 Oshkosh Metropolitan Planning Transportation Improvement Program as presented. Motion carried unanimously.

- E. **Proposed Resolution 29-24:** Approval of the 2024-2028 Transportation Alternatives Set Aside Program Projects for the Appleton (Fox Cities) Metropolitan Planning Organization. Ms. Kim Biedermann gave a brief overview. A total of five applications were received for review with staff recommending the award to the Safe Routes to School program (within Appleton MPO only) at 80% federal funding, the Town of Grand Chute's STH 96/W Wisconsin Avenue Sidewalk project at 80% design and 80% eligible construction costs, and the Village of Harrison's Old Highway Road Trail at 80% design 60% eligible construction costs.

A motion by Mr. Will and a second by Mr. Johnson to approve of **Proposed Resolution 29-24:** Approval of the 2024-2028 Transportation Alternatives Set Aside Program Projects for the Appleton (Fox Cities) Metropolitan Planning Organization as presented. Motion carried unanimously.

- F. **Proposed Resolution 30-24:** Approval of the 2024-2029 Surface Transportation Block Grant-Urban Projects for the Appleton (Fox Cities) Metropolitan Planning Organization. She noted that every two years there is a program solicitation to award funding through the Surface Transportation Block Grant Urban Program (STBG) for 2024-2029. Staff recommends approving the selection of the City of Kaukauna – Kenneth Avenue project which will be funded up to \$4,191,027 in federal funding with design in FY 2026 and construction in FY 2029.

A motion was made by Mr. Morack and a second by Mr. Gustafson to approve of **Proposed Resolution 30-24:** Approval of the 2024-2029 Surface Transportation Block Grant-Urban Projects for the Appleton (Fox Cities) Metropolitan Planning Organization as presented. Motion carried unanimously.

- G. **Proposed Resolution 31-24:** Authorizing the Executive Director to Enter into a Contract with CPCS, Inc. and Green Bay Metropolitan Planning Organization (Brown County) for the Intermodal Freight Facility Study – Phase 2 Project. Ms. Kraemer Badtke reported to the members that in 2020, East Central staff worked with the Green Bay MPO and other partner organizations on the Intermodal Freight Facility Study. She reported that additional data and information was needed regarding inbound and outbound commodity flows. Green Bay MPO and East Central staff have been working collectively to develop a phase 2 project.

Ms. Kraemer Badtke shared that the Commission went out for one Request for Proposals and didn't receive any responses. Next, the Commission staff went out for a second solicitation and one proposal was submitted and ultimately selected. She noted that this will be a third-party agreement between CPCS and Green Bay MPO. Green Bay MPO will be contributing ~\$100,000

and the Commission serving as the Appleton (Fox Cities)/Oshkosh MPO will be contributing ~\$80,000.

A motion was made by Mr. Gabrielson and a second by Mr. Will to approve of **Proposed Resolution 31-24**: Authorizing the Executive Director to Enter into a Contract with CPCS, Inc. and Green Bay Metropolitan Planning Organization (Brown County) for the Intermodal Freight Facility Study – Phase 2 Project as presented. Motion carried unanimously.

- H. **Proposed Resolution 32-24**: Approval of the 2023 East Central Wisconsin Region State of the System Report. Ms. Rachel Roth presented the East Central Wisconsin State of the System Report, which she noted, is updated on an annual basis by East Central Wisconsin Regional Planning Commission transportation and GIS staff. She shared that the report is designed to evaluate the status of the transportation system and track the progress of performance measures through datasets and maps for Calendar Year 2023. This is the second year of updating the report.

Upon review a motion was made by Mr. Gustafson and second by Mr. Morack to approve of **Proposed Resolution 32-24**: Approval of the 2023 East Central Wisconsin Region State of the System Report as presented. Motion carried unanimously.

8. **Informational/Discussion Items**

- A. County Roundtable Discussion (*as time permits*). Mr. Johnson of Menominee County gave a brief overview to the new members, of Menominee County. He shared that the County lies 100% within the reservation with a very small tax base. Mr. Johnson noted that they do not have townships, and with that we have one board that handles the town board as well as the county board. The tribe has the bulk of the employment, along with the public transit.

9. **Establish Time and Place for Next Meeting(s)**

- A. **Executive Committee Meeting**: The next Executive Committee meeting(s) is scheduled for
1. June 13, 2024- *Thursday* at 1:30 p.m.
  2. July 10, 2024 - *Wednesday* at 1:30 p.m.
- Regular sessions will be held the 3<sup>rd</sup> Wednesday of the month at 1:30 p.m.

- B. **Commission Meeting**: The next Commission meeting will be held on Thursday, May 23<sup>rd</sup>, 2024 at 10:00 a.m. In person at City of Menasha (Council Chambers) located at 100 Main Street, Menasha. An agenda and meeting materials will be forthcoming.

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

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC

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

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

**Date:** Thursday, June 13, 2024 @ 1:30 p.m. (In Person)

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

2. **Roll Call**

A. Introduction of Alternates, Staff and Guests

**Committee Members Present:**

Alice Connors (Chair).....	Calumet County
Dean Will (Perm Alt for Steve Abel).....	Fond du Lac County
Jeremy Johnson (Perm Alt for Elizabeth Moses) (Vice Chair).....	Menominee County
Dan Gabrielson .....	Outagamie County
Tom Kautza.....	Shawano County
Dave Morack.....	Waupaca County
Nate Gustafson (Perm Alt for Tom Egan).....	Winnebago County

**Committee Members Absent (Excused):**

Dave Morack.....	Waupaca County
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**ECWRPC Staff:**

Melissa Kraemer Badtke .....	Executive Director
Craig Moser.....	Deputy Director
Sara Otting.....	Controller
Mike Zuege .....	GIS Manager
Kim Biedermann.....	Principal Planner - Transportation
Leann Buboltz .....	Administrative Coordinator

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

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

5. **Announcements and Discussion Items**

A. Director’s Report (List not all inclusive)

**Update on Staffing:** Associate Planner Colin Kafka submitted his resignation last week, as he has accepted a Principal Planner position with the City of Appleton. We extend our thanks to Colin for his work over the past two years leading the Economic Development program and supporting the Transportation Program. His work on the Comprehensive Economic Development Strategy and Comprehensive Safety Action Plan was particularly noteworthy. We have posted for a Limited Term Employee (LTE) position to assist with Transportation Planning efforts through 2024, following the transition of former LTE, Kate Blackburn, into an Associate Transportation Planning vacancy.

**Potential Future Local Contracts:** The Town of Neenah recently expressed interest in contracting with East Central for their Comprehensive Plan and Comprehensive Outdoor Recreation Plan updates in 2025. Staff are currently working to develop a proposal for the Town’s consideration.

**NADO Board of Directors:** Director Kraemer Badtke was recently elected to the National Association of Development Organizations (NADO) Board of Directors for the 2024-2026 term, representing the Midwest Region on the 66-member Board. The NADO Board of Directors oversees the association’s budget and operations and develops policy on issues affecting Regional Development Organizations (RDOs). She noted that this organization was founded in 1967 to provide training, information, and representation for RDOs



throughout the United States. Today, NADO member organizations serve local governments and the public within their regions through various programs focused on diversifying local economies, assisting businesses, creating jobs, and providing social services. Learn more about NADO at [www.nado.org](http://www.nado.org).

## 6. New Business/Action Items

- A. **Proposed Resolution 33-24:** Amending the 2024-2027 Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program (*being addressed under the full authority of the Commission*) Ms. Biedermann gave a brief overview. She noted that as part of an ongoing effort to present the most accurate listing of federally funded transportation projects within the Appleton (Fox Cities) MPO, the Commission continues to collaborate with WisDOT NE Region staff to ensure the most up-to-date information is included within this document based on what has been programmed in WisDOT's Financial Integrated Improvement Programming System. Ms. Biedermann shared that these amendments reflect the addition of new federally funded transportation projects, as well as updates to the scope, budgeting, and/or timeline of previous included projects. These projects require an amendment to ensure the MPO's TIP process remains within federal compliance.

The project details are as follows:

TIP # 252-20-054 – Olde Oneida St, South Mill Race Bridge: Slight funding increase  
TIP # 252-20-055 – Buchanan-East County Line, Kavanaugh Rd to Outagamie Rd: Slight funding increase  
TIP # 252-20-059 – Commercial St, Stanley St to Tyler St: Slight changes in funding  
TIP # 252-21-010 – STH 55, USH 151 to STH 114: Slight funding increase  
TIP # 252-21-014 – Wisconsin Ave, Casaloma Dr to Badger Ave: Minor funding increase  
TIP # 252-23-073 – Wisconsin Ave, Casaloma Dr to Badger Ave: Slight increase to local match  
TIP # 252-22-002 – STH 76, Everglade Rd to CTH JJ: Moderate increase in funding  
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TIP # 252-22-060 – Grandview Rd, North Rd to Immel Rd: Slight change in funding  
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TIP # 252-23-060 – C of Menasha, Various Street Lighting: Updated State ID  
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TIP # 252-23-070 – STH 441, USH 10 to Oneida St: Moderate increase in funding  
TIP # 252-24-036 – EV Infrastructure Grant, BP Gas Station 1126 Main St: EV Gateway  
TIP # 252-24-037 – LSS, Valley Transit Subrecipient: Mobility Management  
TIP # 252-24-038 – LSS, Valley Transit Subrecipient: Operating Assistance  
TIP # 252-24-039 – Valley Transit, Whitman Facility: Furniture and Fixtures (Mobility Management Office)  
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TIP # 252-24-042 – Safe Routes to School, Appleton/Fox Cities MPO: TAP/TA Set Aside Award  
TIP # 252-24-043 – STH 96, W Wisconsin Avenue Sidewalks: TAP/TA Set Aside Award  
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TIP # 252-24-045 – Kenneth Avenue, Reaume St to 10<sup>th</sup> St: STBG-Urban Award

Additionally, two projects located in Table 5: Transit Projects, are also being amended.

TIP # 252-24-010 – Valley Transit, Shelter Replacements: Project rescheduled  
TIP # 252-24-011 – Valley Transit, Fare Collection System upgrades: Increase in available funding

A motion was made by Mr. Kautza and second by Mr. Will to approve of **Proposed Resolution 33-24:** Amending the 2024-2027 Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program (*being addressed under the full authority of the Commission*) as presented. Motion carried unanimously.

- B. **Proposed Resolution 34-24:** Amending the 2024-2027 Oshkosh Metropolitan Planning Transportation Improvement Program (*being addressed under the full authority of the Commission*). Ms. Biedermann gave a brief summary of the proposed Resolution. She noted that these projects require an amendment to ensure the MPO's TIP process remains within federal compliance.

The project details are as follows:

TIP # 253-20-031 – WIS 91, James Rd to Clairville Rd: Update funding source to STBG  
TIP # 253-21-009 – USH 45, Bridge Deck Gates: Moderate increase in federal funds  
TIP # 253-23-021 – IH 41, Lake Butte des Morts: Re-Add HISP funding  
TIP # 253-24-015 – Kwik Trip #457, 2400 Washburn St: EV Infrastructure

TIP # 253-24-016 – Jackson St, Marion to High Ave: STBG-Urban Award  
TIP # 253-24-017 – Oregon St, 6<sup>th</sup> Ave to 8<sup>th</sup> Ave: STBG-Urban Award

A motion was made by Mr. Gustafson and a second by Mr. Will to approve of **Proposed Resolution 34-24:** Amending the 2024-2027 Oshkosh Metropolitan Planning Transportation Improvement Program (*being addressed under the full authority of the Commission*).

Ms. Biedermann addressed a question of how are the location(s) of the EV Station determined. She noted that this particular determination is through the State Pool funding. Motion is carried unanimously.

- C. **Proposed Resolution 35-24:** Approving the draft 2024 Indirect Cost Rate with U.S. Department of Interior for the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director and East Central staff to begin the process of negotiating the 2024 Indirect Cost Rate with the U.S. Department of Interior (*being addressed under the full authority of the Commission*)

Ms. Otting gave the members a brief overview noting that the 2025 Cost Allocation Plan, the Indirect Cost Proposal, and the Certificate of Lobbying acknowledges that the methodology used to determine East Central's costs are following federal requirements and standards regarding lobbying costs. Ms. Otting stated that once a finalized indirect rate has been negotiated for 2025 with the Department of Interior, East Central staff will provide that information to the Executive Committee in the fall of 2025.

A motion was made by Mr. Johnson and a second by Mr. Kautza to approve **Proposed Resolution 35-24:** Approving the draft 2024 Indirect Cost Rate with U.S. Department of Interior for the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director and East Central staff to begin the process of negotiating the 2024 Indirect Cost Rate with the U.S. Department of Interior (*being addressed under the full authority of the Commission*) as presented. Motion carried unanimously.

- D. Discussion regarding the Request for Proposals for the East Central Wisconsin Regional Planning Commission Annual Audit and Single Federal Audit. Ms. Otting reported that every three years the Commission submits a *Requests for Proposals (RFP)* to select a firm to conduct the annual audit and federal single audit. She noted that this year staff received only one response from the three sent out, which was received from Clifton, Larson, Allen LLP (CLA), our current auditor for year ends of 2024, 2025 & 2026. She shared that other Regional Planning Commission's do not send out a Request for Proposal due to the fact that CLA is the firm that specializes in this particular area. This item is for discussion only and will be brought before the Executive Committee at their July meeting for action.

7. Discussion regarding Implementation of the SERDI Board Assessment. Ms. Kraemer Badtke and Mr. Moser updated the Committee that Mr. Youngquist presented the draft recommendations at the May 23<sup>rd</sup> Commission meeting. She shared that the following recommendations emerged throughout the assessment process and confirmed by the Commission Board at its work session:
- Annual Orientation Session
  - Promotion of East Central Wisconsin Regional Planning Commission
  - Annual Local Government Briefing and Work Session
  - Increased communication with local governments by routinely being visible at member Board meetings and functions
  - ECWRPC as a Convener of the Region
  - Develop a work program and services structure that supports the region through regional efforts but also provides program and services support to the urban counties and their municipalities as well as to the rural counties and their municipalities.
  - General Planning Services and Assistance

Discussion took place where members felt that both the Urban and Rural areas be included as an important part of the work program. The majority felt the need to charge out for non-member requests, while stressing the importance of keeping their invitation to join open.

Ms. Kraemer Badtke specified that staff shared the importance of meeting with member County and municipal leaders sharing with them what East Central can provide for them as well as identifying areas of needs. Ms. Kraemer Badtke requested that the members work with staff to set up County meeting dates and times that work best.

8. Discussion on the Preliminary 2025 Budget and Tax Levy Options for East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke shared with the members the 2025 budget process and expectations; June provide various options, July bring forth the selected option(s), State statutes state that levy letter must be out to the counties by August 1<sup>st</sup>. Health insurance is one of the biggest area of with an anticipated increase, the average statewide is a 10% increase. Merit and salary adjustment are assumed to be at 4% on average. Once the Regional Comprehensive Plan is complete \$25,000 could be redirected and used towards the implementation of the SERDI Board Assessment. In the Transportation program- the Appleton Fox Cities Metropolitan Planning Program the funding was reduced by approximately 4% decrease with the new Metropolitan Planning boundaries.

Ms. Kraemer Badtke gave a brief overview using very preliminary budget numbers. Also noted was staff worked with the National Association of Development Organizations (NADO) to apply for a USDA grant for the continuation of our Small Communities Technical Assistance Program. Ms. Kraemer Badtke reported that if the funding is received it would be at 100% funding with no local match required. Staff would be notified in the fall if the grant was received. She noted that this is not realized within the budget at this time. It was shared that only items that are absolute are currently in the preliminary budget.

Mr. Moser noted that several communities are reviewing the Commission's proposals for Comprehensive Plans and Open Space Recreation Plans. He indicated that we are at a point where the Executive Committee needs to determine how to handle services that are requested. Items to consider are; how to handle local contracts and fees for service, staff capacity while keeping the high level of quality of work as well as the staff capacity to provide the development of comprehensive plans and open space and recreation plans.

Staff have developed the following options as follows:

- Option 1: 2025 Preliminary Budget and Proposed Levy Amount - \$625,000 (same levy as 2024)
- Option 2: 2025 Preliminary Budget and Proposed Levy Amount - \$675,000 (increase of \$50,000)
- Option 3: 2024 Preliminary Budget and Proposed Levy Amount - \$709,486 (same mil rate as 2024)

Upon discussion it was the consensus of the Committee to move forward with **Option 2.**

#### 9. Informational/Discussion Items

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

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

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be Wednesday, July 10<sup>th</sup>, 2024 at 1:30 p.m. An agenda and meeting materials will be forthcoming.
- B. **Commission Meeting:** The next Commission meeting will be held on Wednesday, July 24, 2024 at 10:00 a.m. at Waupaca County Courthouse, 811 Harding Street-Room LL42 (lower level), Waupaca, WI 54981. (Date change due to WCA Conference conflict) Agenda and meeting packet will be forthcoming.

11. **Adjourn** – Chair Connors adjourned the meeting with the time noted at 3:09 p.m.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC

## EAST CENTRAL WIS.REG.PLANNING COMM. (ECW)

## Balance Sheet

As of 6/30/2024

	6/30/2024	6/30/2023
<b>ASSETS</b>		
<b>CASH &amp; CASH EQUIVALENTS</b>		
1000-01 CASH-AssocBank Main Checking	\$ 95,518.49	\$ 55,767.41
1000-03 CASH-Associated Benefit Account	5,931.40	16,125.46
1000-05 CASH-AssocBank Money Market	262,186.67	508,428.22
1010-00 STATE TREASURER-LOCAL GOVT PL	544,349.46	268,579.62
1020-00 PETTY CASH	100.00	100.00
<b>Total CASH &amp; CASH EQUIVALENTS:</b>	<b>908,086.02</b>	<b>849,000.71</b>
<b>RECEIVABLES</b>		
1100-00 ACCOUNTS RECEIVABLE	454,874.17	345,029.11
1130-00 DEFERRED REVENUE/NR135 CARRYOVER	-15,361.36	-6,381.84
1140-00 OTHER DEFERRED REVENUE	-590.50	-3,892.14
<b>Total RECEIVABLES:</b>	<b>438,922.31</b>	<b>334,755.13</b>
<b>PREPAIDS &amp; DEPOSITS</b>		
1200-00 PREPAID & DEPOSITS	28,712.64	34,798.46
1210-00 DEFERRED OUTFLOWS	1,300,477.02	1,093,313.10
<b>Total PREPAIDS &amp; DEPOSITS:</b>	<b>1,329,189.66</b>	<b>1,128,111.56</b>
<b>CAPITAL EQUIPMENT</b>		
1400-00 COMPUTERS, EQUIPMENT & OTHER FIXED ASSETS	297,506.51	268,504.50
1405-00 ACCUM. DEPREC	-204,338.09	-165,516.80
1420-00 CAPITAL LEASE ASSET	116,187.42	79,496.64
1425-00 ACCUM. DEPREC. CAPITAL LEASE ASSET	-116,187.42	-73,381.56
<b>Total CAPITAL EQUIPMENT:</b>	<b>93,168.42</b>	<b>109,102.78</b>
<b>OTHER ASSETS</b>		
1500-00 NET PENSION ASSET	0.00	530,175.94
<b>Total ASSETS:</b>	<b>\$ 2,769,366.41</b>	<b>\$ 2,951,146.12</b>
<b>LIABILITIES</b>		
<b>ACCOUNTS PAYABLE</b>		
2000-00 ACCOUNTS PAYABLE	\$ 57,230.46	\$ 60,484.23
<b>ACCRUED LIABILITIES</b>		
2110-00 PAYROLL TAXES PAYABLE	15,388.23	13,620.68
2160-00 ACCRUED ANNUAL LEAVE	23,296.23	21,058.39
2178-00 FLEX SPENDING ACCOUNT (FSA) PAYABLE	1,693.69	2,070.34
2210-00 DEFERRED INFLOWS	821,559.00	1,359,836.00
<b>Total ACCRUED LIABILITIES:</b>	<b>861,937.15</b>	<b>1,396,585.41</b>
<b>NOTES PAYABLE</b>		
2305-00 CAPITAL LEASE PAYABLE	11,112.61	30,471.74
<b>Total NOTES PAYABLE:</b>	<b>11,112.61</b>	<b>44,770.73</b>
<b>OTHER LIABILITIES</b>		
2400-00 NET OTHER POST-EMPLOYMENT BENEFIT	93,602.00	130,409.00
2410-00 NET PENSION LIABILITY	330,493.06	0.00
<b>Total LIABILITIES:</b>	<b>1,354,375.28</b>	<b>1,617,950.38</b>
<b>NET POSITION</b>		
2900-00 Retained Earnings-Current Year	349,734.66	208,203.71
2900-00 RETAINED EARNINGS - PRIOR	988,764.47	1,030,843.03
2910-00 INVESTMENTIN FIXED ASSETS	76,492.00	94,149.00
<b>Total NET POSITION:</b>	<b>1,414,991.13</b>	<b>1,333,195.74</b>
<b>Total LIABILITIES &amp; NET POSITION:</b>	<b>\$ 2,769,366.41</b>	<b>\$ 2,951,146.12</b>



**June 30, 2024 PROJECT UPDATE**

Project	Start Date	End Date	Approved Budget	Total \$ Budget	Total \$ Spent	% Remain	Total Hrs Budget	Hrs Spent	Hrs Remain	% Remain	Total Hrs Budget	Hrs Spent	% Remain
1140-024: Regional Comprehensive Plan Update	1/1/2024	12/31/2024	50,000	50,000	12,182	75.64%	507.00	30.25	476.75	94.03%			
1205-024: Community Facilities Committee Coordination	1/1/2024	12/31/2024	6,950	124,000	60,763	51.00%	64.00	15.00	49.00	76.56%	1438.00	631.50	56.08%
1231-024: Sewer Service Area Plan Promotion, Implementation	1/1/2024	12/31/2024	117,050				1374.00	616.50	757.50	55.13%			
1311-024: FC/Osh Program Administration and Support	1/1/2024	12/31/2024	75,000				384.00	732.00	-348.00	-90.63%	7220.00	3899.75	45.99%
1312-024: FC/Osh Fox Cities/Oshkosh LRTLUP	1/1/2024	12/31/2024	150,000				1433.00	1019.75	413.25	28.84%			
1313-024: NE Region Travel Demand Model Implementation	1/1/2024	12/31/2024	75,000				676.00	114.75	561.25	83.03%			
1321-024: FC/Osh - Short Range/Congestion Management	1/1/2024	12/31/2024	250,000				1705.00	553.50	1151.50	67.54%			
1322-024: FC/Osh - Transportation Improvement	1/1/2024	12/31/2024	50,000	935,173	358,401	61.68%	353.00	586.75	-233.75	-66.22%			
1323-024: FC/Osh Multi-modal/Transportation Alternatives	1/1/2024	12/31/2024	76,019				694.00	327.00	367.00	52.88%			
1324-024: FC/Osh Transit	1/1/2024	12/31/2024	50,000				467.00	219.00	248.00	53.10%			
1324-024F: FC/O FTA SATO	1/1/2024	12/31/2024	194,148				1314.00	347.00	967.00	73.59%			
1324-024S: FC/O FHWA 2.5% SATO	1/1/2024	12/31/2024	15,006				194.00	0.00	194.00	100.00%			
1312-024A: FC/Osh LRTP	1/1/2024	12/31/2024	97,039				369.00	632.75	-263.75	-71.48%	1261.00	1122.00	11.02%
1313-024A: FC/Osh Travel Demand Model	1/1/2024	12/31/2024	97,039	350,320	178,700	48.99%	307.00	177.75	129.25	42.10%			
1321-024A: FC/Osh Short Range/CMP	1/1/2024	12/31/2024	156,242				585.00	311.50	273.50	46.75%			
1331-024: Regional Transportation Administration	1/1/2024	12/31/2024	16,555				141.00	62.75	78.25	55.50%	964.00	438.75	54.49%
1332-024: Regional Transportation Technical Assistance	1/1/2024	12/31/2024	58,259	89,661	37,975	57.65%	678.00	300.50	377.50	55.68%			
1333-024: Regional Comprehensive Planning	1/1/2024	12/31/2024	14,846				145.00	75.50	69.50	47.93%			
1341-024: FDL - Program Administration and Support	1/1/2024	12/31/2024	15,000				142.00	166.75	-24.75	-17.43%	2517.00	1704.50	32.28%
1342-024: FDL LRTLUP	1/1/2024	12/31/2024	50,000				646.00	583.50	62.50	9.67%			
1343-024: FDL Short Range/Congestion Management	1/1/2024	12/31/2024	50,000				518.00	298.75	219.25	42.33%			
1344-024: FDL Transportation Improvement Program	1/1/2024	12/31/2024	15,000	213,225	133,005	37.62%	210.00	216.00	-6.00	-2.86%			
1345-024: FDL - Transit	1/1/2024	12/31/2024	20,000				259.00	67.00	192.00	74.13%			
1346-024: FDL Travel Model Improvement Program	1/1/2024	12/31/2024	16,127				144.00	25.50	118.50	82.29%			
1346-024F: FDL FTA SATO	1/1/2024	12/31/2024	44,425				566.00	310.50	255.50	45.14%			
1346-024S: FDL FHWA 2.5% SATO	1/1/2024	12/31/2024	2,674				32.00	36.50	-4.50	-14.06%			
1381-024: Regional SRTS	1/1/2024	12/31/2024	375,000				5178.00	2282.25	2895.75	55.92%	5439.00	2465.00	54.68%
1383-024: Events and Programs	1/1/2024	12/31/2024	85,000				0.00	0.00	0.00	#DIV/0!			
1384-024: Communications and Education Materials	1/1/2024	12/31/2024	8,000	488,200	218,712	55.20%	0.00	0.00	0.00	#DIV/0!			
1386-024: Youth Engagement Program	1/1/2024	12/31/2024	14,500				196.00	147.00	49.00	25.00%			
1390-024: Workshops	1/1/2024	12/31/2024	1,000				0.00	0.00	0.00	#DIV/0!			
1391-024: Evidence Based Practices and Research	1/1/2024	12/31/2024	4,700				65.00	35.75	29.25	45.00%			
1511-024: Planning Partnership Grant Administration	1/1/2024	12/31/2024	27,500				270.00	91.00	179.00	66.30%	900.00	498.50	44.61%
1512-024: CEDS Implementation	1/1/2024	12/31/2024	27,000				178.00	200.25	-22.25	-12.50%			
1513-024: Annual Comprehensive Economic Development Strategy	1/1/2024	12/31/2024	17,167	116,667	48,850	58.13%	81.00	57.50	23.50	29.01%			
1516-024: EMSI Analysis Services	1/1/2024	12/31/2024	15,400				129.00	74.50	54.50	42.25%			
1517-024: Support/Participation in Local/Regional Meetings	1/1/2024	12/31/2024	14,800				129.00	61.75	67.25	52.13%			
1520-024: EDA Technical Assistance - To be Determined	1/1/2024	12/31/2024	14,800				113.00	13.50	99.50	88.05%			
1621-024: NR-135 Non-Metallic Mine Reclamation	1/1/2024	12/31/2024	165,340	165,340	99,859	39.60%	1504.00	837.25	666.75	44.33%			
2454-024: T Greenville Mining Inspection	1/1/2024	12/31/2024	1,000	1,000	-	100.00%	8.00	0.00	8.00	100.00%			
2461-024: GO Transit Development Plan	1/1/2024	4/30/2024	42,891	42,891	40,126	6.45%							Done under budget
2462-024: New North	1/1/2024	12/31/2024	47,325	47,325	11,933	74.79%	220.00	120.75	99.25	45.11%			
2463-024: C of Shawano Open Space Recreation	1/1/2024	12/31/2024	13,316	13,316	11,691	12.20%	178.00	143.75	34.25	19.24%			
2464-024: T of Buchanan Open Space Recreation	1/1/2024	12/31/2024	9,259	9,259	6,449	30.35%	113.00	81.50	31.50	27.88%			

**TO:** Appleton (Fox Cities) Executive Committee  
**FROM:** Casey Peters, GIS Analyst I  
**DATE:** June 13, 2024  
**RE:** Proposed Resolution 33-24: Amending the 2024-2027 Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Metropolitan Planning Organization

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Since the 2024 Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Urbanized Area was adopted on October 27, 2023, the Wisconsin Department of Transportation (WisDOT) have notified the Commission of several amendments to projects listed in the 2024-2027 program cycle.

As part of an ongoing effort to present the most accurate listing of federally funded transportation projects within the Appleton (Fox Cities) MPO, the Commission continues to collaborate with WisDOT NE Region staff to ensure the most up-to-date information is included within this document based on what has been programmed in WisDOT's Financial Integrated Improvement Programming System. These amendments reflect the addition of new federally funded transportation projects, as well as updates to the scope, budgeting, and/or timeline of previous included projects. These projects require an amendment to ensure the MPO's TIP process remains within federal compliance.

The project details are as follows:

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Additionally, two projects located in Table 5: Transit Projects, are also being amended.

TIP # 252-24-010 – Valley Transit, Shelter Replacements: Project rescheduled  
 TIP # 252-24-011 – Valley Transit, Fare Collection System upgrades: Increase in available funding

Please see the attached Transportation Improvement Program Table 2: Appleton (Fox Cities) Urbanized Area – Programmed Projects Listing (2024-2027) and Table 5: Transit Projects later in this memo for additional project details. Table 3: Summary of Federal Funds Programmed and Available demonstrates fiscal constrain and provides further description of the project funding types.

These projects were posted for public review for 15 days starting May 26<sup>th</sup>, 2024 and ended June 10<sup>th</sup>, 2024. No public comment was received to date.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 33-24: Amending the 2024-2027 Transportation Improvement Program for the Appleton (Fox Cities) Urbanized Area.





TABLE 2, cont.  
FOX CITIES PROJECT LISTING

Primary Jurisdiction	Project Description	Type of Cost	2024				2025				2026				2027				Comments
			Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	
WisDOT	Safety Funds Grouped Projects	DESIGN ROW CONST				0				0				0				0	
252-21-001	FLX (P)	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT	Rail/Hwy Xing Safety Grouped Projects	DESIGN ROW CONST				0				0				0				0	
252-21-002	FLX (P)	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT	Hwy Safety Improv Prog (HSIP) Grouped Projects	DESIGN ROW CONST				0				0				0				0	
252-21-003	FLX (P)	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT	RR Xing STP protective Devices Grouped Projects	DESIGN ROW CONST				0				0				0				0	
252-21-004	FLX (P)	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT	Preventative Maint. National Highway Grouped Projects	DESIGN ROW CONST				0				0				0				0	
252-21-005	NHPP (P)	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT	STN Preventative Maint. Connecting Highway Grouped Projects	DESIGN ROW CONST				0				0				0				0	
252-21-006	FLX (P)	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT	Enhancements Grouped Projects	DESIGN ROW CONST				0				0				0				0	
252-21-007	STP (P)	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
OCR	OCR Rail-Highway Xing Safety Grouped Projects	DESIGN ROW CONST				0				0				0				0	
252-21-008	OCR (P)	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT Calumet	STH 55/Fond du Lac-Sherwood USH 151 - STH 114 4050-27-00, 71 BRRPL	DESIGN ROW CONST				0	3600	900	0	4500				0				0	Design is State funded only but could get Fed funds. Construction is scheduled for 7/8/2025. Advanceable to 5/13/25.
252-21-010	STBG 11.44 miles (P)	TOTAL	0	0	0	0	3600	900	0	4500	0	0	0	0	0	0	0	0	
WisDOT Outagamie	STH 96/Kaukauna - Wrightstown Claribel St. - CTH JJ 4075-35-71 RESURF	DESIGN ROW CONST				0				0				0				0	Construction letting date = 11/14/2023.
252-21-011	STBG 1.809 miles (P)	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

TABLE 2, cont.  
FOX CITIES PROJECT LISTING

Primary Jurisdiction	Project Description	Type of Cost	2024				2025				2026				2027				Comments
			Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	
WisDOT Outagamie	WIS 96 / Kaukauna - Wrightstown CTH JJ - CTH D 4075-35-72	DESIGN ROW RESURF CONST				0				0				0				0	Construction letting date = 11/14/2023.
252-21-012	STBG 3.081 miles (P)	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT T of Grand Chute	Wisconsin Ave / I 41-Badger Ave Casaloma Dr - N Badger Ave 4075-40-71	DESIGN ROW RESURF CONST				0	5023	1256	13	6292				0				0	
252-21-014	NHPP 2 miles (P)	TOTAL	0	0	0	0	5023	1256	13	6292	0	0	0	0	0	0	0	0	
WisDOT T of Grand Chute	Wisconsin Ave / I 41-Badger Ave Casaloma Dr - N Badger Ave 4075-40-71	DESIGN ROW RESURF CONST				0	89	10	0	99				0				0	Advanceable to 2/11/2025.
252-21-014	HSIP 2 miles (P)	TOTAL	0	0	0	0	89	10	0	99	0	0	0	0	0	0	0	0	
WisDOT T of Grand Chute	Wisconsin Ave/ I 41-Badger Ave , Sidewalk N Casaloma Dr. - N Badger Ave. 4075-40-71	DESIGN ROW RESURF CONST				0	410	0	155	565				0				0	
252-23-073	TAP/TA Set-aside 2 miles (P)	TOTAL	0	0	0	0	410	0	155	565	0	0	0	0	0	0	0	0	
WisDOT Outagamie	STH 15/STH 76 - New London CTH JJ - CTH T/Givens Rd. 1146-75-80	DESIGN ROW BRPVTV CONST				0	0	243	0	243				0				0	Federal Funding Removed 10/25/2023
252-21-015	State Funds 2.144 miles (P)	TOTAL	0	243	0	243	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT C of Menasha	STH 114/Plank Rd. CNRR Xing Surface 4065-17-50	DESIGN ROW MISC CONST				0				0	153	10	29	192				0	
252-21-016	NHPP 0 miles (P)	TOTAL	0	0	0	0	0	0	0	0	153	10	29	192	0	0	0	0	
WisDOT C of Menasha	STH 114/Plank Rd. CNRR Signals & Gates 4065-17-51	DESIGN ROW MISC CONST				0				0	242	61		303				0	Construction moved out to 7/25/2026.
252-21-017	NHPP 0 miles (P)	TOTAL	0	0	0	0	0	0	0	0	242	61	0	303	0	0	0	0	
WisDOT Outagamie	STH 76, STH 15 - CTH JJ CN RR Xing 1818837Y 6517-16-50	DESIGN ROW MISC CONST				0	0	111	19	130				0				0	
252-22-001	State Funds 0 miles (P)	TOTAL	0	0	0	0	0	111	19	130	0	0	0	0	0	0	0	0	
WisDOT Outagamie	STH 76, STH 15 - CTH JJ Everglade Rd - CTH JJ 6517-16-71	DESIGN ROW RECST CONST				0	8586	2147	507	11240				0				0	Construction scheduled for 5/16/25
252-22-002	STBG 1.42 miles (P)	TOTAL	0	0	0	0	8586	2147	507	11240	0	0	0	0	0	0	0	0	
WisDOT Calumet	STH 55, Sherwood-Kaukauna USH 10-Ridgecrest Lane 4050-21-71	DESIGN RR RESURF CONST				0				0				0				0	
252-22-003	STBG 2.85 miles (P)	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT Appleton	IH 41, Appleton-Green Bay Wrightstown SWEF 34/Post-Bldg 1130-44-74	DESIGN ROW CONST				0	8998	17247	0	26245				0				0	Construction scheduled for 8/13/24
252-22-012	NHPP 0 miles (P)	TOTAL	8998	17247	0	26245	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT Outagamie	IH 41 Expansion, Appleton - De Pere Haul Road Repair 1130-63-71	DESIGN ROW RECST CONST				0				0				0				0	
252-22-052	State Funds 23.596 miles (P)	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	







TABLE 2, cont.  
FOX CITIES PROJECT LISTING

Primary Jurisdiction	Project Description	Type of Cost	2024				2025				2026				2027				Comments
			Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	
WisDOT Calumet	V Harrison, Brighton Beach Rd/Fire WCL X-in 386659J 1009-87-14	DESIGN ROW MISC CONST				0				0				0				0	Construction scheduled for 6/25/26 (Central Office project)
252-23-014	OCR .0 miles (P)	TOTAL	0	0	0	0	0	0	0	0	246	133	0	379	0	0	0	0	
WisDOT Outagamie	STH 441, Appleton-DePere STH 441 Intchg B440326,327,328 1130-65-77	DESIGN ROW RECST CONST				0				0				0				0	
252-23-015	NHPP 0.059 miles (P)	TOTAL	0	0	0	0	0	0	0	0	47001	11750	0	58751	0	0	0	0	Construction is scheduled for 7/14/26. Advanceable to 5/12/26.
WisDOT Outagamie	STH 441, Appleton-DePere CTH OO Intchg B440127, B4400128 1130-65-79	DESIGN ROW RECST CONST				0				0				0				0	Construction is scheduled for 7/14/26. Advanceable to 5/12/26.
252-23-016	NHPP 0.399 miles (P)	TOTAL	0	0	0	0	0	0	0	0	3226	807	0	4033	0	0	0	0	
WisDOT Outagamie	CTH N, Appleton-DePere CTHN Intchg B440179 1130-66-76	DESIGN ROW RECST CONST				0				0				0				0	Construction is scheduled for 5/14/2024. Federal funding removed 1/23/2024
252-23-017	State Funds 0.252 miles (P)	TOTAL	0	4470	0	4470	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT Outagamie	IH 41, Appleton-DePere STH 55 Intchg B440334, B440335 1130-66-77	DESIGN ROW RECST CONST				0				0				0				0	Construction is scheduled for 11/1/2026. Advanceable to 5/12/26.
252-23-018	NHPP 0.349 miles (P)	TOTAL	0	0	0	0	0	0	0	0	1395	349	0	1744	0	0	0	0	
WisDOT Outagamie	IH 41, Appleton-DePere Maloney Rd B440336, B440337 1130-66-84	DESIGN ROW RECST CONST				0				0				0				0	Construction is scheduled for 11/10/26. Advanceable to 5/12/26.
252-23-019	NHPP 0.203 miles (P)	TOTAL	0	0	0	0	0	0	0	0	436	109	0	545	0	0	0	0	
WisDOT Outagamie	V Kimberly, Marcella St. Trail Cobblestone Ln - W Kimberly Ave 4989-02-00/71	DESIGN ROW MISC CONST				0				0				0				0	Construction is scheduled for 11/25/2024
252-23-020	MPO selected TAP funds TAP/TA Set-aside 1.03 miles (P)	TOTAL	682	0	207	889	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT TMA	Regional Safe Routes to School 1009-01-06, 07, 09, 10, 17, 18, 13, 14	DESIGN ROW CONST				0				0				0				0	This is a multi-year contract for construction corridor tasks that started in 2023. Anticipated to end in 2026.
252-23-042	TAP/TA Set-aside (P)	TOTAL	228	0	57	285	342	0	85	427	346	0	87	433	0	0	0	0	
WisDOT Appleton	IH 41, Appleton-Green Bay STH 96 - CTH F 1130-63-10	DESIGN ROW PLAN & ADMIN CONST				0				0				0				0	Construction scheduled for 2/11/25
252-23-044	NHPP 23.596 miles (P)	TOTAL	10850	9150	0	20000	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT Outagamie	IH 41 Expansion Appleton - De Pere Ballard Rd. (CTH E) Interchange 1130-65-76	DESIGN ROW RECST CONST				0				0				0				0	Construction scheduled for 12/10/2024
252-23-045	NHPP .741 miles (P)	TOTAL	0	0	0	0	18312	4578	0	22890	0	0	0	0	0	0	0	0	
WisDOT Outagamie	IH 41 Expansion Appleton - De Pere Railroad Structures 1130-64-87	DESIGN ROW RECSTE CONST				0				0				0				0	Construction scheduled for 11/11/25
252-23-046	NHPP 4.02 miles (P)	TOTAL	6386	1596	0	7982	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT Outagamie	IH 41 Expansion Appleton - De Pere French Rd. Overpass B440329 1130-65-81	DESIGN ROW RECSTE CONST				0				0				0				0	Construction scheduled for 11/11/25
252-23-047	NHPP .067 miles (P)	TOTAL	0	0	0	0	8546	2136	0	10682	0	0	0	0	0	0	0	0	









TABLE 2, cont.  
FOX CITIES PROJECT LISTING

Primary Jurisdiction	Project Description	Type of Cost	2024				2025				2026				2027				Comments
			Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	
WisDOT C of Appleton	Appleton - De Pere STH 96 - CTH F 1130-63-72	DESIGN				0				0				0				0	Construction is scheduled for 2/11/2025
		ROW				0				0				0				0	
		CONST				0	0	2300	0	2300				0				0	
252-24-041	State Funds 23.596 miles (P)	TOTAL	0	0	0	0	0	2300	0	2300	0	0	0	0	0	0	0	0	
WisDOT TMA	Safe Routes to School Appleton/Fox Cities MPO	DESIGN				0				0				0				0	
		ROW				0				0				0				0	
		CONST				0				0	341	0	85	426				0	
252-24-042	MPO Selected TA Set-aside 2024 TAP/TA Set-aside (P)	TOTAL	0	0	0	0	0	0	0	0	341	0	85	426	0	0	0	0	
WisDOT T of Grand Chute	STH 96, W Wisconsin Avenue Sidewalks N Westhill Blvd - N Bluemound Dr	DESIGN				0				0	74	0	18	92				0	Design in 2026. Construction scheduled for 2028
		ROW				0				0				0				0	
		CONST				0				0				0				0	
252-24-043	MPO Selected TA Set-aside 2024 TAP/TA Set-aside 0.22 miles (P)	TOTAL	0	0	0	0	0	0	0	0	74	0	18	92	0	0	0	0	
WisDOT V of Harrison	Old Highway Road Trail Lake Park Road - STH 114	DESIGN				0				0	146	0	37	183				0	Design in 2026. Construction planned for 2027
		ROW				0				0				0	789	0	208	997	
		CONST				0				0				0				0	
252-24-044	MPO Selected TA Set-aside 2024 TAP/TA Set-aside 1.8 miles (P)	TOTAL	0	0	0	0	0	0	0	0	146	0	37	183	789	0	208	997	
WisDOT C of Kaukauna	Kenneth Avenue W Reaume Street - W 10th Street	DESIGN				0	323	0	134	457				0				0	Design in 2026. Construction scheduled for 2029
		ROW				0				0				0				0	
		CONST				0				0				0				0	
252-24-045	MPO Selected STBG-Urban 2024 STBG 0.82 miles (P)	TOTAL	0	0	0	0	323	0	134	457	0	0	0	0	0	0	0	0	
		DESIGN	12388	9611	159	22158	377	14	134	525	220	0	55	275	0	0	0	0	
		ROW	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		CONST	145375	54641	5663	205679	186051	44558	6490	237099	329714	82957	211	412882	27865	4478	2167	34510	
		TOTAL	157763	64252	5822	227837	186428	44572	6624	237624	329934	82957	266	413157	27865	4478	2167	34510	
	Preservation Subtotal		156892	64252	5330	226474	186307	44572	6555	237434	329914	82957	257	413128	27831	4478	2152	34461	
	Expansion Subtotal		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

\* Funds are obligated to projects approximately 6 weeks prior to LET date.

**Table 3: Appleton (Fox Cities) Transportation Management Area, 2024-2027  
Summary of Federal Funds Programmed and Available  
(\$000)**

\*\* Funds are listed in Year of Expenditure \$.

Agency/Program	Programmed Expenditures				Estimated Available Funding			
	2024	2025	2026	2027	2024	2025	2026	2027
<b>Federal Highway Administration</b>								
National Highway Performance Program (NHPP)	\$ 139,008	\$ 148,232	\$ 328,761	\$ 17,701	\$ 139,008	\$ 148,232	\$ 328,761	\$ 17,701
Surface Transportation Block Grant (STBG)	\$ 14,708	\$ 34,304	\$ -	\$ 5,223	\$ 14,708	\$ 34,304	\$ -	\$ 5,223
Surface Transportation Program (STP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Flexibility (FLX)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Highway Safety Improvement Program (HSIP)	\$ 232	\$ 2,321	\$ -	\$ 939	\$ 232	\$ 2,321	\$ -	\$ 939
Office of the Commissioner of Railroads (OCR)	\$ -	\$ -	\$ 246	\$ -	\$ -	\$ -	\$ 246	\$ -
Transportation Alternatives (TAP/TA Set Aside)	\$ 1,024	\$ 1,396	\$ 907	\$ 789	\$ 1,024	\$ 1,396	\$ 907	\$ 789
Carbon Reduction Program (CRP)	\$ 458	\$ -	\$ -	\$ -	\$ 458	\$ -	\$ -	\$ -
Local Bridge	\$ 501	\$ -	\$ -	\$ 3,135	\$ 501	\$ -	\$ -	\$ 3,135
Local Bridge (STP - Local Bridge)	\$ -	\$ 54	\$ -	\$ 513	\$ -	\$ 54	\$ -	\$ 513
Local Bridge (STBG - Local Bridge)	\$ 961	\$ -	\$ -	\$ -	\$ 961	\$ -	\$ -	\$ -
National Electric Vehicle Infrastructure (NEVI)	\$ 279	\$ 20	\$ 20	\$ 34	\$ 279	\$ 20	\$ 20	\$ 34
<b>Programmed Expenditures</b>	<b>\$ 157,171</b>	<b>\$ 186,327</b>	<b>\$ 329,934</b>	<b>\$ 28,334</b>	<b>\$ 157,171</b>	<b>\$ 186,327</b>	<b>\$ 329,934</b>	<b>\$ 28,334</b>
<b>* Annual Inflation Factor 2.48%</b>	<b>\$ 3,898</b>	<b>\$ 4,621</b>	<b>\$ 8,182</b>	<b>\$ 703</b>	<b>\$ 3,898</b>	<b>\$ 4,621</b>	<b>\$ 8,182</b>	<b>\$ 703</b>
<b>Estimated Need with Inflation Factor</b>	<b>\$ 161,069</b>	<b>\$ 190,947</b>	<b>\$ 338,117</b>	<b>\$ 29,037</b>	<b>\$ 161,069</b>	<b>\$ 190,947</b>	<b>\$ 338,117</b>	<b>\$ 29,037</b>
<b>Federal Transit Administration</b>								
Section 5307 Operating	\$ 2,121	\$ 2,164	\$ 2,229	\$ 2,296	\$ 2,121	\$ 2,164	\$ 2,229	\$ 2,296
Section 5307 Capital	\$ 1,093	\$ 541	\$ 2,550	\$ 28,400	\$ 1,093	\$ 541	\$ 2,550	\$ 28,400
<b>Programmed Expenditures</b>	<b>\$ 3,214</b>	<b>\$ 2,705</b>	<b>\$ 4,779</b>	<b>\$ 30,696</b>	<b>\$ 3,214</b>	<b>\$ 2,705</b>	<b>\$ 4,779</b>	<b>\$ 30,696</b>
<b>* Annual Inflation Factor 2.48%</b>	<b>\$ 80</b>	<b>\$ 67</b>	<b>\$ 119</b>	<b>\$ 761</b>	<b>\$ 80</b>	<b>\$ 67</b>	<b>\$ 119</b>	<b>\$ 761</b>
<b>Estimated Need with Inflation Factor</b>	<b>\$ 3,294</b>	<b>\$ 2,772</b>	<b>\$ 4,897</b>	<b>\$ 31,457</b>	<b>\$ 3,294</b>	<b>\$ 2,772</b>	<b>\$ 4,897</b>	<b>\$ 31,457</b>
Section 5339	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Section 5311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Section 5310</b>	<b>\$ 592</b>	<b>\$ 101</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 592</b>	<b>\$ 101</b>	<b>\$ -</b>	<b>\$ -</b>

\*BIL requires that the financial elements of the TIP include inflation factors that estimate the costs of projects in their construction years. This is a summary of TIP projects with the inflation factor applied.

**REAFFIRMATION  
RESOLUTION NO. 33-24**

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

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Metropolitan Planning Area, approved the 2024-2027 Transportation Improvement Program for the Appleton (Fox Cities) MPO at the October 27, 2023 quarterly Commission meeting, and;

**WHEREAS**, the Transportation Improvement Program was prepared to meet the requirements of Fixing America's Surface Transportation Act (FAST), and the Bipartisan Infrastructure Law (BIL) as prescribed by federal regulations, and;

**WHEREAS**, all projects that use federal funds must appear in an adopted Transportation Improvement Program, and;

**WHEREAS**, WisDOT has requested the MPO advance the following WisDOT projects to be amended to the 2024 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization in the Appleton (Fox Cities) Urbanized Area:

TIP # 252-20-054 – Olde Oneida St, South Mill Race Bridge: Slight funding increase  
TIP # 252-20-055 – Buchanan-East County Line, Kavanaugh Rd to Outagamie Rd: Slight funding increase  
TIP # 252-20-059 – Commercial St, Stanley St to Tyler St: Slight changes in funding  
TIP # 252-21-010 – STH 55, USH 151 to STH 114: Slight funding increase  
TIP # 252-21-014 – Wisconsin Ave, Casaloma Dr to Badger Ave: Minor funding increase  
TIP # 252-23-073 – Wisconsin Ave, Casaloma Dr to Badger Ave: Slight increase to local match  
TIP # 252-22-002 – STH 76, Everglade Rd to CTH JJ: Moderate increase in funding  
TIP # 252-22-012 – IH 41, Wrightstown SWEF 34/Post-Bldg: Major increase in funding  
TIP # 252-22-059 – Calumet CTH B, STH 55 to STH 32: Moderate decrease in funding  
TIP # 252-22-060 – Grandview Rd, North Rd to Immel Rd: Slight change in funding  
TIP # 252-22-064 – Lawe St, College Ave to Wisconsin Ave: Slight change in funding  
TIP # 252-23-017 – CTH N, CTH N Interchange B440179: Significant reduction in state funding  
TIP # 252-23-060 – C of Menasha, Various Street Lighting: Updated State ID  
TIP # 252-23-063 – STH 47, 9<sup>th</sup> St to NCL: Removed federal/local funding, increase state funding  
TIP # 252-23-070 – STH 441, USH 10 to Oneida St: Moderate increase in funding  
TIP # 252-24-036 – EV Infrastructure Grant, BP Gas Station 1126 Main St: EV Gateway  
TIP # 252-24-037 – LSS, Valley Transit Subrecipient: Mobility Management  
TIP # 252-24-038 – LSS, Valley Transit Subrecipient: Operating Assistance  
TIP # 252-24-039 – Valley Transit, Whitman Facility: Furniture and Fixtures (Mobility Management Office)  
TIP # 252-24-040 – Valley Transit: Mobility Management  
TIP # 252-24-041 – Outagamie County, STH 96 to CTH F  
TIP # 252-24-042 – Safe Routes to School, Appleton/Fox Cities MPO: TAP/TA Set Aside Award  
TIP # 252-24-043 – STH 96, W Wisconsin Avenue Sidewalks: TAP/TA Set Aside Award  
TIP # 252-24-044 – Old Highway Road Trail: TAP/TA Set Aside Award  
TIP # 252-24-045 – Kenneth Avenue, Reaume St to 10<sup>th</sup> St: STBG-Urban Award  
TIP # 252-24-010 – Valley Transit, Shelter Replacements: Project rescheduled  
TIP # 252-24-011 – Valley Transit, Fare Collection System upgrades: Increase in available funding

**WHEREAS**, the attached table will become part of this resolution, and;

**WHEREAS**, the MPO staff will prepare the appropriate documentation to meet federal and state requirements for any transportation projects appearing in the TIP;

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

**Section 1:** That the Commission approves the amendment as presented to include proposed projects in the approved 2024-2027 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization.

Effective Date: June 13, 2024

Prepared By: Executive Committee (using its authority to act on behalf of the Full Commission)

Prepared By: Transportation Planning Staff

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Alice Connors - Chair  
East Central WI Reg Planning Commission

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

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Approval Date

**TO:** Oshkosh Executive Committee  
**FROM:** Casey Peters, GIS Analyst I  
**DATE:** June 13, 2024  
**RE:** Proposed Resolution 34-24: Amending the 2024 Transportation Improvement Program (TIP) for the Oshkosh Urbanized Area

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Since the 2024 Transportation Improvement Program (TIP) for the Oshkosh Urbanized Area was adopted on October 27, 2023, the Wisconsin Department of Transportation (WisDOT) have notified the Commission of several amendments to projects listed in the 2024-2027 program cycle.

As part of an ongoing effort to present the most accurate listing of federally funded transportation projects within the Oshkosh MPO, the Commission continues to collaborate with WisDOT NE Region staff to ensure the most up-to-date information is included within this document based on what has been programmed in WisDOT's Financial Integrated Improvement Programming System. These amendments reflect the addition of new federally funded transportation projects, as well as updates to the scope, budgeting, and/or timeline of previous included projects. These projects require an amendment to ensure the MPO's TIP process remains within federal compliance.

The project details are as follows:

TIP # 253-20-031 – WIS 91, James Rd to Clairville Rd: Update funding source to STBG  
TIP # 253-21-009 – USH 45, Bridge Deck Gates: Moderate increase in federal funds  
TIP # 253-23-021 – IH 41, Lake Butte des Morts: Re-Add HISP funding  
TIP # 253-24-015 – Kwik Trip #457, 2400 Washburn St: EV Infrastructure  
TIP # 253-24-016 – Jackson St, Marion to High Ave: STBG-Urban Award  
TIP # 253-24-017 – Oregon St, 6<sup>th</sup> Ave to 8<sup>th</sup> Ave: STBG-Urban Award

Please see the attached Transportation Improvement Program Table 2: Oshkosh Urbanized Area – Programmed Projects Listing (2024-2027) later in this memo for additional project details. Table 3: Summary of Federal Funds Programmed and Available demonstrates fiscal constrain and provides further description of the project funding types.

These projects were posted for public review for 15 days starting May 26<sup>th</sup>, 2024 and ended June 10<sup>th</sup>, 2024. No public comment was received to date.

**Staff Recommendation:** Staff recommends approval of Resolution 34-24: Amending the 2024 Transportation Improvement Program for the Oshkosh Urbanized Area.

Table 2: Oshkosh Urbanized Area - Project Listing (2024-2027)

\*\*Funds are listed in Year of Expenditure \$.

(\$000)

\*\*Funds are obligated approximately 6 weeks prior to LET date.

Primary Jurisdiction	Project Description	Type of Cost	2024				2025				2026				2027				Comments
			Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	
WisDOT	WIS 91/ Berlin - Oshkosh	STUDY				0				0				0				0	Construction Let 5/14/2024
C of Oshkosh	James Rd - Clairville Rd.	ROW				0				0				0				0	
Winnebago	6540-11-71 BRRPL	CONST	616	154	0	770				0				0				0	
253-20-031	STBG 0.031 miles (P)	TOTAL	616	154	0	770	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT	USH 45/Main St.	DESIGN				0				0				0				0	Construction Let - 02/11/2025
C of Oshkosh	Bridge Deck Gates	ROW				0				0				0				0	
(Design 253-19-038)	4110-33-71 BRRHB	CONST				0	6056	1514	0	7570				0				0	
253-21-009	NHPP .117 miles (P)	TOTAL	0	0	0	0	6056	1514	0	7570	0	0	0	0	0	0	0	0	
WisDOT	IH 41, Oshkosh - Appleton	DESIGN				0				0				0				0	Added HSIP Funding. Construction 3/25/2024
Winnebago	IH 41 Lake Butte Des Morts	ROW				0				0				0				0	
	1120-63-72 MISC	CONST	297	68	0	365				0				0				0	
253-23-021	HSIP .59 miles	TOTAL	297	68	0	365	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT	EV Infrastructure, I-41 Alternative Fuel Corridor	DESIGN				0				0				0				0	Construction scheduled for 7/01/2024. Local share provided by grantee
C of Oshkosh	Kwik Trip #457, 2400 S Washburn St	ROW				0				0				0				0	
	MISC	CONST	310	0	174	484	3	0	2	5	3	0	2	5	3	0	2	5	
253-24-015	NEVI 0 miles	TOTAL	310	0	174	484	3	0	2	5	3	0	2	5	3	0	2	5	
WisDOT	Jackson Street	DESIGN				0				0				0				0	Construction scheduled for 2029
C of Oshkosh	Marion to High Avenue	ROW				0				0				0				0	
	MPO Selected - STBG-Urban 2024	CONST				0				0				0				0	
253-24-016	STBG 0.2 miles	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
WisDOT	Oregon Street	DESIGN				0				0				0				0	Construction scheduled for 2029
C of Oshkosh	6th Avenue to 8th Avenue	ROW				0				0				0				0	
	MPO Selected - STBG-Urban 2024	CONST				0				0				0				0	
253-24-017	STBG 0.1 miles	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		DESIGN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		ROW	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		CONST	4960	634	3802	9396	30182	6892	935	38009	12513	1532	7298	21343	1489	371	2	1862	
		TOTAL	4960	634	3802	9396	30182	6892	935	38009	12513	1532	7298	21343	1489	371	2	1862	
	Preservation Subtotal		4151	566	3512	8229	30179	6892	933	38004	2229	0	5907	8136	1486	371	0	1857	
	Expansion Subtotal		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

\*\*Funds are listed in Year of Expenditure \$.

\*\*Funds are obligated approximately 6 weeks prior to LET date.



**Table 3: Oshkosh Urbanized Area, 2024-2027**  
**Summary of Federal Funds Programmed and Available**  
(\$000)

Agency/Program	Programmed Expenditures				Estimated Available Funding			
	2024	2025	2026	2027	2024	2025	2026	2027
<b>Federal Highway Administration</b>								
National Highway Performance Program (NHPP)	\$2,277	\$17,008	\$6,128	\$1,486	\$2,277	\$17,008	\$6,128	\$1,486
Surface Transportation Block Grant (STBG)	\$1,646	\$8,742	\$6,036	\$0	\$1,646	\$8,742	\$6,036	\$0
Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Highway Safety Improvement Program (HSIP)	\$297	\$4,087	\$0	\$0	\$297	\$4,087	\$0	\$0
Transportation Alternatives (TAP/TA Set Aside)	\$228	\$342	\$346	\$0	\$228	\$342	\$346	\$0
National Electric Vehicle Infrastructure (NEVI)	\$310	\$3	\$3	\$3	\$310	\$3	\$3	\$3
<b>Programmed Expenditures</b>	<b>\$4,758</b>	<b>\$30,182</b>	<b>\$12,513</b>	<b>\$1,489</b>	<b>\$4,758</b>	<b>\$30,182</b>	<b>\$12,513</b>	<b>\$1,489</b>
* Annual Inflation Factor 2.48%	\$110	\$748	\$310	\$37	\$110	\$748	\$310	\$37
<b>Estimated Need with Inflation Factor</b>	<b>\$4,868</b>	<b>\$30,930</b>	<b>\$12,824</b>	<b>\$1,526</b>	<b>\$4,868</b>	<b>\$30,930</b>	<b>\$12,824</b>	<b>\$1,526</b>
<b>Federal Transit Administration</b>								
Section 5307 Operating	\$1,517	\$1,267	\$1,305	\$1,344	\$1,517	\$1,267	\$1,305	\$1,344
Section 5309 Capital	\$3,688	\$1,848	\$88	\$18	\$3,688	\$1,848	\$88	\$18
<b>Programmed Expenditures</b>	<b>\$5,205</b>	<b>\$3,115</b>	<b>\$1,393</b>	<b>\$1,362</b>	<b>\$5,205</b>	<b>\$3,115</b>	<b>\$1,393</b>	<b>\$1,362</b>
* Annual Inflation Factor 2.48%	\$129	\$77	\$35	\$34	\$129	\$77	\$35	\$34
<b>Estimated Need with Inflation Factor</b>	<b>\$5,334</b>	<b>\$3,192</b>	<b>\$1,428</b>	<b>\$1,396</b>	<b>\$5,334</b>	<b>\$3,192</b>	<b>\$1,428</b>	<b>\$1,396</b>
Section 5311	\$0	\$0	-not yet programmed-		\$0	\$0	-not yet programmed-	
Section 5310	\$202	\$0	-not yet programmed-		\$202	\$0	-not yet programmed-	

\* BIL requires that the financial elements of the TIP include inflation factors that estimate the costs of projects in their construction years. This is a summary of TIP projects with the inflation factor applied.

**REAFFIRMATION  
RESOLUTION NO. 34-24**

**AMENDING THE 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR THE  
OSHKOSH METROPOLITAN PLANNING ORGANIZATION**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission designated as the Metropolitan Planning Organization (MPO) for the Oshkosh Urbanized Area, approved the 2024-2027 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization, at the October 27, 2023 quarterly Commission meeting, and;

**WHEREAS**, the Transportation Improvement Program was prepared to meet the requirements of the Fixing America's Surface Transportation Act: (FAST), and the Bipartisan Infrastructure Law (BIL) as prescribed by federal regulations, and;

**WHEREAS**, all projects that use federal funds must appear in an adopted Transportation Improvement Program, and;

**WHEREAS**, WisDOT has requested the MPO advance the following WisDOT projects to be amended to the 2024-2027 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization in the Oshkosh Urbanized Area:

- TIP # 253-20-031 – WIS 91, James Rd to Clairville Rd: Update funding source to STBG
- TIP # 253-21-009 – USH 45, Bridge Deck Gates: Moderate increase in federal funds
- TIP # 253-23-021 – IH 41, Lake Butte des Morts: Re-Add HISP funding
- TIP # 253-24-015 – Kwik Trip #457, 2400 Washburn St: EV Infrastructure
- TIP # 253-24-016 – Jackson St, Marion to High Ave: STBG-Urban Award
- TIP # 253-24-017 – Oregon St, 6<sup>th</sup> Ave to 8<sup>th</sup> Ave: STBG-Urban Award

**WHEREAS**, the attached table will become part of this resolution, and;

**WHEREAS**, the MPO staff will prepare the appropriate documentation to meet federal and state requirements for any transportation project appearing in the TIP;

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

**Section 1:** That the Commission approves the amendment as presented to include the proposed projects in the approved 2024-2027 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization.

Effective Date: June 13, 2024  
Prepared By: Executive Committee (using its authority to act on behalf of the Full Commission)  
Prepared By: Casey Peters, GIS Analyst 1

\_\_\_\_\_  
Alice Connors - Chair  
East Central WI Reg Planning Commission

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

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

**DATE:** June 13, 2024  
**TO:** ECWRPC Executive Committee  
**FROM:** Sara Otting, Controller  
**RE:** Proposed Resolution 35-24: Approving the draft 2025 Indirect Cost Rate and the 2025 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director to being the process of negotiating the 2025 Indirect Cost Rate U.S. Department of Interior

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The Cost Allocation Plan and the Certificate of Lobbying is included in the meeting materials. The purpose of the Cost Allocation Plan is to summarize the methods and procedures that East Central uses to allocate cost to various programs, grants, contracts, and agreements. Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government.

On April 12, 2021, East Central staff received an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation from the U.S. Department of Interior. This rate was utilized for 2020 and 2021. The audit for 2023 was used to calculate an adjustment to the rate that will be effective for 2025.

East Central staff will be working with the U.S. Department of Interior to develop the 2025 Indirect Cost Rate Proposal, which will be based on the 2023 audit. The Indirect Cost Rate Proposal includes supplemental materials including the 2023 Audited Financial Statements, estimated financial data for the 2025 Proposed Budget, the Certificate of Indirect Cost Rate and the Signed Certificate of Lobbying.

The 2025 Cost Allocation Plan, the Indirect Cost Proposal, and the Certificate of Lobbying acknowledges that the methodology used to determine East Central's costs are following federal requirements and standards regarding lobbying costs.

Once a finalized indirect rate has been negotiated for 2025 with the Department of Interior, East Central staff will provided that information to the Executive Committee in the fall of 2025.

**Staff Recommendation:** Staff recommends approving Proposed Resolution 35-24 Approving the draft 2025 Indirect Cost Rate and the 2025 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director to being the process of negotiating the 2025 Indirect Cost Rate U.S. Department of Interior.

June 13, 2024

Mr. Craig Wills, Division Chief  
Indirect Cost Services  
650 Capitol Mall, Suite 4-300  
Sacramento, CA 95814

Dear Ms. Wills:

Enclosed is our Indirect Cost Rate Proposal. We request to review our Fixed Carry Forward Rate for the Fiscal Year 2023 for any over/under to be carried to Fiscal Year 2025. The proposal includes the following parts.

Part I: Narrative

- Checklist
- Organization Information,
- Proposal Point of Contact Information,
- Requested Rate and Related Information,
- Signed Cost Policy Statement,
- Organization Chart,
- Signed Certificate of Indirect Cost,
- Signed Lobbying Certificate, and

Part II: Financial Data (excel file-tab for each of the following)

- Schedule B – Indirect Cost Pool Personnel Salaries, Wages and Fringe Benefits,
- Schedule C – Summary Schedule,
- Schedule D – Subawards,
- Schedule E – SEFA, and
- Schedule F – Contractual/Professional Services

Part III: Supplemental Data

- Audited Financial Statements
- A-133 Audit
- Example of Harvest timesheet

The above documents are separately listed in the attached checklist with the corresponding file names in the proposal. If you have any questions concerning the information in this proposal, please do not hesitate to contact Sara Otting at (920) 886-6817.

Sincerely,

Melissa Kraemer Badtke  
Executive Director  
East Central WI Regional  
Planning Commission

**Indirect Cost Proposal (ICP Proposal) Checklist (Nonprofit)**

**Package Include**

**PART I – Narrative Information**

**Yes    No    N/A**

- 1) **Contact information:** 

(Organization info including mailing address, EIN, POC names including phone numbers and emails)
- 2) **Rate Information** - including rate year(s) requested, base description, and rate history.
- 3) **Signed Cost Policy Statement** for allocating and identifying direct and indirect costs.
- 4) Organization chart
- 5) Signed **Certificate of Indirect Costs**.
- 6) Signed **Lobbying Certificate**.
- 7) Treatment of **Paid Absences** (1st year submission)

**PART II –Schedules and Cost Data**

- 8) **Exhibit A -- Rate Information** 

(Type of rates, distribution base, calculated rate, federal percentage information).
- 9) **Exhibit B - Schedule of Total Expenditures** which should include but not be limited to: 

Total expenditures (reconcilable to the audit if using actual cost data)  
Exclusions with footnote explanation  
Direct costs and indirect costs  
Reconciliation
- 10) **Exhibit C - Indirect Salaries, Wages, and Fringes** 

(indirect salaries by position title, salary amount, and percentage allocated to indirect cost).
- 11) **Exhibit D - List of Subawards** over \$25,000 that are given out by the Entity 

(required for Modified Total Direct Cost (MTDC) base only).
- 12) **Exhibit E - Schedule of Expenditures of Federal Awards** 

(if not included in the audited financial statements).
- 13) **Exhibit F – Contractual Expenditures and Other Costs Data** (if applicable).

**PART III – Supplemental Information**

- 14) **Depreciation Schedule**   

(if depreciation is included as an indirect cost)
- 15) **Cost Validation**
  - Audited Financial Statements
  - A-133 Audit (Required by the Single Audit Act of 1984, Public Law 98-502, as amended)
  - IRS 990
  - General Ledger Reports
- 16) Entity's majority direct federal funding agency   

Is this the same federal agency as last year? EDA
- 17) The **3** most recent signed **negotiation agreements** (1<sup>st</sup> year submission only).
- 18) The **IRS letter** granting nonprofit status (1<sup>st</sup> year submission only).

<b>ORGANIZATION INFORMATION</b>	
Entity Name	East Central WI Regional Planning Commission (ECWRPC)
Entity Type	Local government agency:Economic Development District
EIN	39-1170145
Phone Number	920-751-4770
Mailing Address	400 Ahnaip Street, Suite 100 Menasha, WI 54952
Web Address	<a href="http://www.ecwrpc.org">www.ecwrpc.org</a>
Focus of Work	Regional planning commission and EDD for EDA

<b>PROPOSAL POINT OF CONTACT INFORMATION</b>		
Names	Melissa Kraemer-Batke	Sara Otting
Position Titles	Executive Director	Controller
Email Addresses	<a href="mailto:mbadtke@ecwrpc.org">mbadtke@ecwrpc.org</a>	<a href="mailto:sotting@ecwrpc.org">sotting@ecwrpc.org</a>
Phone Numbers	920-886-6828	920-886-6817

<b>RATE(S) INFORMATION INCLUDED IN THIS PACKAGE</b>	
Requested Rates(s)	71.01%
Requested Rate(s) Type	Fixed with Carryforward
Distribution Base(s)	The base used in the calculation is direct salaries and wages, excluding fringe benefits.
Requested Year(s)	2025 with over/under carried over from 2023
Proposal is Based on	Budget 2025

<b>RATE(S) RELATED OTHER INFORMATION</b>	
Negotiation History	We have negotiated rates with the U.S. Department of the Interior
Fiscal Year Inclusive Dates	1/1/2023 thru 12/31/2023
Rate Development Method	Simplified Allocation
Fringe Benefits Treatment	The accounting system (Sage) tracks fringe benefit costs by accounts; the total fringe benefits are allocated based on the percentage of total (both direct and indirect) salaries minus PTO (which is part of fringe benefits). That percentage is then applied to direct labor by Sage as part of the timesheet posting process. Starting in 2021 the fringe benefit costs are allocated based on the percentage of direct or indirect salaries minus PTO.
PTO Treatment	PTO is charged to projects assigned for holiday, sick and vacation time. The total charge for PTO is a component of fringe benefits which are allocated as outlined above and posted to grants/programs same as salaries are recorded.
Federal Fund Types Received	Grants and Cooperative Agreements (Falls Under 2 CFR 200)
Basis of Accounting	Accrual Basis
Supplementary Information Included with the Package	Audited Financial Statements and A-133 Audit

## COST POLICY STATEMENT

- I. Description of Accounting System Used by the Organization: ECWRPC uses Sage 100 to record all accounting activities including A/P, A/R, G/L, Payroll, and Job Cost. Direct costs are charged to grants/contracts and other projects using a job cost module which includes both A/P and timesheets. In addition, using the calculated indirect cost rate which is programmed (and updated) annually in Sage, an automated month-end posting entry charges grants, contracts, and other agreements for both fringe benefits and indirect costs using the direct wages charged for that month as the multiplier/factor.
  
- II. Cost Allocation Methodology used for the Financial Statements: ECWRPC is an EDA designated Economic Development District (EDD), not as a non-profit. Therefore, our auditors do not separate our expenses into functional classifications of program, fundraising, and general/administrative. Expenses incurred for the direct benefit of a program/grant and of no benefit to the overall operation of the Commission are charged directly to the benefitting program. Material expenses of this nature are included in the budget for that program/contract.
  
- III. Cost Allocation Methodology Used for the Program Funding Reimbursement and the Indirect Cost Rate Development:
  - A. Salaries and Wages:

Time & Attendance System: Timesheets from Harvest (an online time tracking software) shows the time charged and work performed for all employees and allocated based on time spent on each program or grant; this time is recorded as direct expense. Time spent on managerial and administrative activities is also tracked and charged to projects as designated; this time is recorded as an indirect expense. The timesheets are entered into Sage whereby salaries and wages are charged directly to the program/project for which work has been done. Auditable time and attendance records which reflect the actual activities of the employees are approved by the supervisors and Assistant Director; relevant standards for document retention are followed. ECWRPC provides paid time off (PTO) for its employees for holiday, vacation and sick time according to the Personnel Policies; separate projects are maintained in the job cost module of Sage to record this time. All PTO charges are included in fringe benefits; fringe benefits are allocated between program/direct and administration/indirect based on the percentage of total fringe benefits to total salaries paid for work performed. NOTE-If paid interns are employed, the paid intern's labor dollars are burdened with only relevant fringe benefits (FICA/Medicare and Unemployment Insurance) and allowable general and administrative expenses (overhead).

Personnel Time Allocation Policy: The posting of timesheets and the related fringe benefits and indirect costs automatic entry is determined by the set-up assigned to each project added to the job cost module in Sage. A "job type" field of 000 means burden/fringe benefits will be assigned. A field of 900 is used for administrative and management time and no fringe benefits are assigned. The distinction between direct and indirect labor is determined by the "cost code" assigned when entering the timesheets; this is cross checked to the job type field for the projects charged.

Indirect Salaries: The Accounting and IT staff, and the Administrative Coordinator charge most of their time to indirect salaries (PTO is part of the fringe benefit calculation) since their time is primarily for the benefit of the entire Commission. The Executive Director, and to a very small degree the Assistant Director, charge a smaller portion of their salary to indirect salaries as determined by the project charged and supported by their work descriptions which are documented in Harvest. This includes time spent on general management responsibilities such as financial matters, personnel matters, support to the Commissioners, and correspondence.

- B. Fringe Benefits: Fringe benefits include: payroll taxes, unemployment tax, pension contribution, PTO, worker's compensation, and health and life insurance payments. Allocation of fringe benefits between direct expense and the indirect cost pool is based on the percentage of total fringe benefits to the total salaries paid for all work performed by the entire staff of ECWRPC. We have removed all the GASB expenses as they fluctuate every year and we can't budget for amounts we can't control.
- C. Travel: Travel costs are charged to direct and indirect activities based on the predominant purpose of the trip. All costs must be supported by detailed receipts; mileage is reimbursed (or applied if Commission vehicle is used) at the current rate allowed by the Internal Revenue Service.
- D. Board Expenses: All compensation paid to Commissioners for attending meetings including travel reimbursements are removed from the indirect cost pool as unallowable per 200.444 a2.
- E. Supplies and Material: Expenses are charged directly to programs to the extent possible. Costs that benefit all programs are included in the indirect cost pool.
- F. Occupancy Expenses: Using the Simplified Allocation Method, all facilities costs are included in the indirect cost pool. Costs include rent, utilities, cleaning and maintenance.
- G. Communications: Monthly recurring charges related to telephone and internet are included in the indirect cost pool. Very limited additional long distance calls are either direct or indirect based on the benefitting function. Postage charges are tracked by the postage meter and are direct or indirect based on the purpose of the mailing.
- H. Photocopying and Printing: Allocated based on usage as determined by inputting a project number required to activate copier/printer. Copier expenses are charged directly to programs to the extent possible. Costs that benefit all programs are included in the indirect cost pool.
- I. Outside Services: Costs incurred for services of consultants are charged directly to the program requiring the service. A portion of the annual audit fee relative to the performance of the single audit procedures will be charged directly to the programs requiring the service; the remaining audit charge is included in the indirect cost pool. Legal services, if necessary, for general and administrative matters are included in the indirect cost pool.



- J. Capital Items: Capital expenditures are charged directly to programs only in cases where a contract or grant specifically authorizes such charges. No capital item should be charged indirectly; instead capital expenditures not directly charged to a grant/program are recovered through depreciation charges.
- K. Depreciation Charges: ECWRPC depreciates equipment when the initial acquisition costs exceeds \$5,000 or the estimated useful life is in excess of two years. Items below \$5,000 are reflected in the supplies category and included in the indirect cost pool using the simplified method. Depreciation is calculated on the straight-line method using useful lives of two to ten years.
- L. Subscriptions and Membership Dues: ECWRPC belongs to professional organizations to provide staff access to information on best practices, technical webinars and user group portals. Dues are charged as indirect expenses; inquiries are made regarding funds used by the organization for lobbying and those expenses, if any, are removed from the indirect pool used in the allocation.
- M. Conferences and Meetings: Conferences and meetings attended for the benefit of a specific grant/program have the costs charged directly to that grant/program. Costs for conferences on general or administrative matters are included in the indirect cost pool.
- N. Unallowable Costs: Costs that are unallowable in accordance with Title 2 of the U.S. Code of Federal Regulations Part 200, Subpart E-Cost Principles, are removed, if incurred, from the calculation of the indirect cost rate. This includes: alcoholic beverages, bad debts, entertainment, fines and penalties, interest, promotional material, portion of members' dues attributed to lobbying efforts of the organization. Accounting staff are trained in 2 CFR 200 and monitor for these unallowable expenses.

Signature & Date:

June 13, 2024

Title: Executive Director

East Central WI Regional Planning Commission  
400 Ahnaip St., Suite 100  
Menasha, WI 54952

# East Central Wisconsin Regional Planning Commission 2024 Table of Organization (Staff)

## Executive Division

**Melissa Kraemer-Badtke**  
Executive Director & MPO Director

**Craig Moser**  
Deputy Director

## Administrative Services Division

**Leann Buboltz**  
Administrative Coordinator

**Sara Otting**  
Controller

## Technical Services Division

### **GIS Program**

**Mike Zuege**  
GIS Manager

**Rachel Roth**  
GIS Analyst

**Casey Peters**  
GIS Analyst

### **IT Program**

**Tim Badtke**  
IT Manager

## Planning Services Division

### **Transportation MPO Planning Program**

**Kim Biedermann**  
Principal Planner / Bicycle  
& Pedestrian Coordinator

**Chris Colla**  
Associate Planner

**Brice Richardson**  
Associate Planner

**Brenna Root**  
Associate Planner

**Kate Blackburn**  
Associate Planner

### **Environmental Mgt. & SSA Planning Program**

**Joe Stephanson**  
Senior Planner

**Scott Konkle\*\***  
Planning Specialist II /  
NR-135 Mine  
Reclamation

### **Economic Development Program**

**Colin Kafka**  
Associate Planner

### **Safe Routes to School Program**

**Jennie Mayer**  
Senior/SRTS Planner

**Kia Kling**  
SRTS Planner

**Kim Dieck**  
SRTS Planner

*\* Secondary role in Economic  
Development Program*

*\*\* Indicates GIS skills and need for  
coordination/compliance with GIS  
Coordinator's data and mapping  
policies and procedures*

## **Certificate of Indirect Costs For Indirect (F&A) Cost Rate**

This is to certify that to the best of my knowledge and belief:

- (1) I have reviewed the indirect (F&A) cost proposal submitted herewith;
- (2) All costs included in this proposal June 13, 2024 to establish over/under of indirect (F&A) cost rates for 2023 carried forward to 2025 are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E-Cost Principles of Part 200.
- (3) This proposal does not include any costs which are unallowable under Subpart E-Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and
- (4) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements.

I declare that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

Name of Official: Alice Connors

Title: Commission Chair

Signature:

Email Address: [alice.connors@calumetcounty.org](mailto:alice.connors@calumetcounty.org)

Date of Execution: June 13, 2024

This certification:

- Is a requirement per 2 CFR Part 200 Subpart E Subsection 200.415 and Appendix IV Section D;
- Must be submitted as part of the annual indirect cost rate proposal; and
- Must be signed on behalf of the non-Federal entity by an individual at a level no lower than vice president or chief financial officer of the organization.

## **LOBBYING COST CERTIFICATE**

I hereby certify that the East Central WI Regional Planning Commission has complied with the requirements and standards pertaining to lobbying costs in accordance with 2 CFR Part 200 for the following period: 2025

Governmental Unit: East Central Wisconsin Regional Planning Commission

Name of Official: Alice Connors

Title: Commission Chair

Signature:

Email Address: [alice.connors@calumetcounty.org](mailto:alice.connors@calumetcounty.org)

Date of Execution: June 13, 2024

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# East Central Wisconsin Regional Planning Commission

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Cost Allocation Plan

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2025

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## Purpose

The purpose of this Cost Allocation Plan is to summarize the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements.

Title 2 *U. S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. East Central's Cost Allocation Plan treats all allowable costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint purpose benefitting more than one cost objective, and not readily assignable to a particular final cost objective, without effort disproportionate to the results achieved.

Only costs that are necessary and reasonable for the performance of the federal award and allowable, in accordance with the Cost Principles, will be allocated to benefiting programs by East Central.

## Methodology

This proposal is based on East Central's actual costs reconcilable to the audited financial statements for its calendar year ending December 31, 2023. The general approach of East Central in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to programs, grants, contracts, etc.
- B. Allowable fringe benefits including compensated absence time, FICA, Unemployment Insurance, Worker's Compensation, health insurance, retirement system contribution, life & disability insurance, and other fringe benefits are pooled and allocated to programs, grants, etc. using direct labor as the base. We removed the GASB expense as it fluctuates every year and there is no logical way to budget for the changes that we can't control.
- C. All other allowable general and administrative costs are pooled and allocated to programs, grants, etc. using direct labor as the base.

Note--On April 12, 2021 an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation was received from DOI. This rate will be used for 2020 and 2021. The audit for 2020 will be used to calculate an adjustment to the rate that will be effective for 2022; the audit for 2021 will be used to calculate an additional adjustment for the rate to be applied in 2023. This process will be ongoing.

## Allocation of Costs

The following information summarizes the procedures that have been used by East Central:

- A. Compensation for Personal Services - Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. NOTE-Paid intern's labor dollars are burdened with only relevant fringe benefits (FICA/Medicare and Unemployment Insurance) and allowable general and administrative expenses (overhead).
- B. Insurance - Insurance needed for a particular program is charged directly to the program requiring the coverage. Other insurance coverage that benefits all programs is allocated to the overhead category.
- C. Professional Services Costs (such as consultants) -Costs that benefit all programs are charged directly to the program requiring the service.
- D. Audit Costs –A portion of the annual audit fees relative to the performance of the single audit procedures will be charged directly to the programs requiring the service; the remaining charge will be allocated to the overhead category.
- E. Postage - Allocated based on usage. Postage expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- F. Printing – Allocated based on usage. Copier expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- G. Program Supplies - Expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- H. Equipment/Depreciation – East Central depreciates equipment when the initial acquisition cost exceeds \$5000 or the estimated useful life is in excess of two years. Items below \$5000 are reflected in the supplies category and expensed in the current year. Costs that benefit all programs will be allocated to the overhead category.
- I. Training/Conferences/Seminars –Costs that benefit one program will be charged directly to the program. Costs that benefit all programs will be allocated to the overhead category.
- J. Travel Costs - All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs that benefit all programs will be allocated to the overhead category.

- K. Vehicle Costs (Vehicle lease payments, vehicle maintenance costs associated with leased and owned vehicles, gas, repairs, insurance) - Allocated to the program benefiting from the vehicle costs, using the federal mileage reimbursement rate. Vehicle costs that benefit all programs will be allocated to the overhead category.
- L. Facilities Expenses (includes Rent, Utilities, Maintenance) - Facilities costs related to general and administrative activities are allocated to the overhead category.
- M. Other costs (including software subscriptions, membership dues, licenses, fees, etc.) – Expenses are charged directly to programs that benefit from the expense/service. Expenses that benefit all programs will be allocated to the overhead category.
- N. Unallowable Costs – Costs that are unallowable in accordance with Title 2 of the *U. S. Code of Federal Regulations* Part 200, *Subpart E-Cost Principles*, including alcoholic beverages, bad debts, contributions, entertainment, fines & penalties, interest, promotional material, etc. are not included in the calculation of the indirect rate.



## Indirect Salary Narrative

Executive Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Deputy Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Controller charges for time spent on financial management, procurement, employee benefit administration, and contract administration.

GIS Manager charges for time spent on coordination of regional GIS projects, data collection/manipulation, and archive administration.

IT Manager charges for time spent on support of the network and staff, procurement, and web maintenance.

Administrative Staff charges for time spent on support of staff, preparation of materials for the Commissioners, and report preparation and production.

## East Central Wisconsin Regional Planning Commission 2024 Table of Organization (Staff)

### Executive Division

**Melissa Kraemer-Badtke**  
Executive Director & MPO Director

**Craig Moser**  
Deputy Director

### Administrative Services Division

**Leann Buboltz**  
Administrative Coordinator

**Sara Otting**  
Controller

### Technical Services Division

#### GIS Program

**Mike Zuege**  
GIS Manager

**Rachel Roth**  
GIS Analyst

**Casey Peters**  
GIS Analyst

#### IT Program

**Tim Badtke**  
IT Manager

### Planning Services Division

#### Transportation MPO Planning Program

**Kim Biedermann**  
Principal Planner -  
Transportation

**Brenna Root**  
Associate Planner

**Chris Colla**  
Associate Planner

**Brice Richardson**  
Associate Planner

**Kate Blackburn**  
Associate Planner

#### Safe Routes to School Program

**Jennie Mayer**  
Senior/SRTS Planner

**Kia Kling**  
SRTS Planner

**Kim Dieck**  
SRTS Planner

#### Environmental Mgt. & SSA Planning Program

**Joe Stephenson**  
Senior Planner

**Scott Konkle\*\***  
Planning Specialist II /  
NR-135 Mine  
Reclamation

#### Economic Development Program

**Colin Kafka**  
Associate Planner

*\* Secondary role in Economic  
Development Program*

*\*\* Indicates GIS skills and need for  
coordination/compliance with GIS  
Coordinator's data and mapping  
policies and procedures*

**CERTIFICATE OF INDIRECT COST RATE**

This is to certify that I have reviewed the indirect cost rate proposal prepared and submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal, dated June 13, 2024, to establish indirect cost billing rates for calendar year 2024 are allowable in accordance with the requirements of the Federal award(s) to which they apply and Title 2 *U. S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

(3) **The indirect cost rate calculated within the proposal is 117.74%** which is calculated using a direct cost base type of direct salaries and wages. The calculations were based on actual costs from fiscal year 2023 and budgeted costs for fiscal year 2025, to obtain a federal indirect cost billing rate for fiscal year 2025.

(4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient’s annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729), and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

Signature: \_\_\_\_\_

Name of Official: Alice Connors

Title: Commission Chair

Email: [alice.connors@calumetcounty.org](mailto:alice.connors@calumetcounty.org)

Date of Execution: June 13, 2024

**LOBBYING CERTIFICATE**

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

*As the official having the authority to negotiate indirect cost rates on behalf of East Central Wisconsin Regional Planning Commission, I hereby certify that the Organization has complied with the federal requirements and standards on lobbying costs as set forth in Title 2 U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in the development of the indirect cost billing rate for the fiscal year ending December 31, 2025, based on actual costs from fiscal year 2023.*

I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

Signature: \_\_\_\_\_

Name of Official: Alice Connors

Title: Commission Chair

Email: [alice.connors@calumetcounty.org](mailto:alice.connors@calumetcounty.org)

Date of Execution: June 13, 2024

**REAFFIRMATION  
RESOLUTION NO. 35-24**

**APPROVING THE DRAFT 2025 INDIRECT COST RATE AND DRAFT 2025 COST ALLOCATION  
PLAN AND CERTIFICATE OF LOBBYING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO  
BEGIN THE PROCESS OF NEGOTIATING THE 2025 INDIRECT COST RATE WITH THE U.S.  
DEPARTMENT OF INTERIOR**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission receives federal and state funding for various programs, including transportation and economic development, and;

**WHEREAS**, pursuant to Title 2 *U. S. Code of Federal Regulations* Part 200, Appendix VII, the federal U.S. Department of Commerce – Economic Development Administration (EDA) is deemed to be the cognizant agency for overseeing financial reporting at the federal level for the East Central Wisconsin Regional Planning Commission and;

**WHEREAS**, the federal U.S. Department of Commerce – Economic Development Administration (EDA) contracts with the Department of Interior to review and approve indirect cost proposals and;

**WHEREAS**, in accordance with Title 2 *U. S. Code of Federal Regulations* Part 200, on an annual basis, an Indirect Cost Proposal and a Certificate of Lobbying must be developed and the U.S. Department of Interior on behalf of the Economic Development Administration requests a submittal of the proposal for approval/negotiation, and;

**WHEREAS**, in 2021, the Commission received a Negotiated Indirect Cost Rate Agreement from the U.S. Department of Interior and any indirect cost rates thereafter will be a fixed carry forward indirect cost rate, and;

**NOW, THEREFORE, BE IT RESOLVED** that the East Central Wisconsin Regional Planning Commission approves the materials to begin negotiating with Department of Interior the 2025 Indirect Cost Rate that is used in the 2025 Cost Allocation Plan and Certificate of Lobbying, which are considered to be part of this Resolution.

**BE IT FURTHER RESOLVED** that the East Central Wisconsin Regional Planning Commission authorizes the Executive Director to submit the 2025 Cost Allocation Plan, the Indirect Cost Rate and a Certificate of Lobbying to the Department of Interior and the Economic Development Administration.

Effective Date: June 13, 2024

Submitted By: Executive Committee (using its authority to act on behalf of the Full Commission)

Prepared By: Sara Otting, Controller

\_\_\_\_\_  
Alice Connors - Chair  
East Central WI Reg Planning Commission

\_\_\_\_\_  
Attest: Melissa Kraemer Badtke–Executive Director  
East Central WI Reg Planning Commission

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

**TO:** Executive Committee  
**FROM:** Melissa Kraemer Badtke, Executive Director  
**DATE:** July 3, 2024  
**RE:** Proposed Resolution 36-24: Authorizing the Executive Director to enter into an Engagement Letter and Contract with Clifton Larsen Allen, LLP (CLA) for Audit Services for 2024, 2025 & 2026

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Every three years the East Central Wisconsin Regional Planning Commission submits a Request for Proposals (RFP) to select a firm to conduct the annual audit and federal single audit. This year the Request for Proposals opened on May 1, 2024 with a submittal date of May 31, 2024. While the three major public sector audit firms were specifically notified of the RFP, Commission staff received only one response from Clifton, Larson, Allen, LLP, which is the Commission's current audit firm.

Attached for reference is the audit proposal from Clifton, Larson, Allen LLP (CLA) for fiscal years 2024, 2025 & 2026.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 36-24 Authorizing the Executive Director to Enter into an Engagement Letter and Contract with Clifton, Larsen, Allen LLP (CLA) for Audit Services for 2024, 2025 & 2026.

**RESOLUTION NO. 36-24**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN ENGAGEMENT LETTER AND CONTRACT WITH CLIFTON LARSEN ALLEN, LLP (CLA), FOR AUDIT SERVICES FOR 2024, 2025 & 2026**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission is in need of professional services for its annual financial statement and single federal audits, and;

**WHEREAS**, the Commission issued a Request for Proposals for professional services on May 1, 2024 and received one qualified proposal, and;

**WHEREAS**, the Commission selected Clifton Larson Allen LLP to award the contract, and;

**WHEREAS**, the contract is a three-year commitment that includes audits for the fiscal years of 2024, 2025 and 2026, and;

**WHEREAS**, the contract is a financial commitment by the Commission of \$51,083 over a three-year period, and;

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

**Section 1.** That the Executive Director is authorized to enter into an engagement letter and contract with Clifton Larson Allen, LLP (CLA) for the purposes of completing the Commission's annual financial statement and federal single audits for fiscal years 2024, 2025, and 2026.

Effective Date: July 24, 2024

Submitted By: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

\_\_\_\_\_  
Alice Connors - Chair  
East Central WI Reg Planning Commission

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

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

**DATE:** July 10, 2024

**TO:** ECWRPC Executive Committee

**FROM:** Melissa Kraemer Badtke, Executive Director and Sara Otting, Controller

**RE:** Proposed Resolution 42-24: Adoption of the Budget for Calendar Year 2025, Final Tax Levy, and Staffing Plan for the East Central Wisconsin Regional Planning Commission

**2025 BUDGET AND TAX LEVY**

The 2025 budget and tax levy options were discussed at the June 13<sup>th</sup> Executive Committee Meeting. Based on that discussion, staff further refined the budget and tax levy to reflect the consensus of the Executive Committee for Option 2 with a total levy of **\$675,000**.

The following information and assumptions were used to develop the 2025 Budget and Tax Levy (*highlights added to easily reference adjustments made since the June meeting*):

- **Health Insurance Rates**– Staff received the final Health Insurance Premiums from the WI Department of Employee Trust Funds on June 19th. The increase for East Central’s plan is **8.69%**. The preliminary budget had utilized a 10% increase. A slight adjustment to the employee premium share from 19% to 18% was made to ensure the increased health insurance cost didn’t consume the entire salary adjustment for any staff.
- **Merit and Salary Adjustments** – The budget also accounted for salary adjustments and merit increases for the upcoming year using an average of 4%. The Commission utilizes a performance-based merit matrix to determine adjustments.

**Regional Comprehensive Plan Update:** The Regional Comprehensive Plan update was started in 2024 and is scheduled to be completed in mid-2025. Therefore, 50% or \$25,000 of the Regional Comprehensive Plan funding was reallocated to SERDI Implementation items for 2025.

**Assumptions for Transportation Program funding:**

**Appleton (Fox Cities)/Oshkosh MPO Program:** The preliminary transportation funding amounts for the Metropolitan Planning Organizations were provided by WISDOT on June 3rd. These are preliminary numbers subject to change, but currently represent a slight decrease in federal program funding for 2025. The local funding included in the table below represents the minimum local match required based on the federal match requirements. In 2024, additional local levy was included in the budget for Safe and Accessible Transportation Options (SATO) work, which is 100% federally funded. This table currently does not include any additional local match for the SATO portion of the total federal funding, thus the significant reduction in local funding.

<b>Appleton (Fox Cities)/Oshkosh MPO Programs</b>				
	<b>Federal Funding</b>	<b>State Funding</b>	<b>Local Funding</b>	<b>Total Funding</b>
<b>2025 UPWP Funding Levels</b>	\$788,797	\$36,266	\$160,933	\$985,996
<b>2024 UPWP Funding Levels</b>	\$789,969	\$36,266	\$161,226	\$987,461
<b>Amount Increased</b>	\$(1,172)	\$0	\$(293)	\$(1,465)

One other significant change to note is that WISDOT will no longer allow extensions of funding availability. The 2024 budget included \$350,319 of extension funding from 2023, resulting in a significant decrease in total federal funding reflected in the 2025 proposed budget.



**Fond du Lac MPO Program:** The Fond du Lac MPO funding will not increase for 2025.

**Regional Transportation Program:** The Regional Transportation Program amount will likely remain the same as this year. Commission staff will receive funding approval letters from the Wisconsin Department of Transportation in August. At this time, Commission staff has assumed that the amount of funding will remain the same for next year.

**Valley Transit – Transit Development Plan (TDP):** East Central staff will be working with Valley Transit to apply for 5304 funding to update and develop their Transit Development Plan. It is anticipated that this project would begin in early 2025 and that a consultant would be hired to develop this plan.

**Regional Safe Routes to School Program funding:** Funding levels for the Regional Safe Routes to School Program will increase slightly in 2025. The Safe Routes to School team has seen an increase in the number of schools requesting assistance in developing their Unusually Hazardous Transportation Plan and evaluation of crossing guard locations and parent procedures. This has increased the amount of staff time spent dedicated to Safe Routes to School. The team continues to develop SRTS action plans with communities and schools and has also been growing and expanding the bicycle and pedestrian safety education programming.

**Economic Development Program:**

**3-Year Planning Partnership Grant (70% federal funding, 30% local match):** In 2024, 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 which includes \$16,667 in additional local support. This additional local levy maintains total Economic Development Program funding at a consistent level from the prior grant cycle which was funded at 60% federal funding and 40% local match.

Staff have worked in partnership with the National Association of Development Organizations to submit a grant application of \$130,000 to the U.S. Department of Agriculture (USDA) to fund the continuation of the Small Community Technical Assistance program in 2025. Grant awards will not be made until this fall, so this funding has not been included in the preliminary budget.

**Sewer Service Area/Water Quality Management Program:** For the 2025 preliminary budget, East Central staff assumed no increase in funding from Wisconsin Department of Natural Resources (WIDNR). The local levy needed to support the program would be approximately \$75,000. Staff will be submitting a proposal to WIDNR 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. Based on follow-up discussions with WIDNR, \$25,000 of additional funding is now included in the budget.

**Local Contracts:** In 2025, staff will contract with the City of Waupaca for their Comprehensive Outdoor Recreation Plan update and the Village of Greenville for annual mine operations inspections. Roughly \$15,000 in revenue has been included for these two contracts. Based on follow-up discussions with communities an additional \$24,000 has been included in the budget given their strong indication they'll be working with East Central in 2025. In addition, four communities are currently evaluating proposals for Comprehensive Outdoor Recreation Plan updates and three communities are evaluating proposals for a Comprehensive Plan Update, including an additional Housing Needs Assessment. These proposals total just over \$130,000 in additional potential revenue, which has not been included in the budget at this time.

**Staffing:** Staffing remains consist with no changes from 2024.

**Staff Recommendation:** Based on feedback from the Executive Committee at the June 13<sup>th</sup> meeting, staff recommends approval of Proposed Resolution 42-24, Adoption of the Budget for Calendar Year 2025, Final Tax Levy, and Staffing Plan for the East Central Wisconsin Regional Planning Commission.

**Table 1: ECWRPC Equalized Property Valuation 2018-2023** (member units only)

PARTICIPATING JURISDICTION	2021 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2022 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2023 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	% CHANGE FROM PREVIOUS YEAR
CALUMET CO.	\$ 4,713,654,802	\$ 5,467,633,402	\$ 6,378,709,502	16.66%
FOND DU LAC CO. (County rejoined in full, 2015)	\$ 8,640,813,500	\$ 9,769,155,400	\$ 10,823,684,100	10.79%
GREEN LAKE CO.	n/a	n/a	n/a	n/a
MARQUETTE CO. (withdrew effective 2002)	n/a	n/a	n/a	n/a
MENOMINEE CO.	\$ 395,192,300	\$ 517,430,000	\$ 644,232,500	24.51%
OUTAGAMIE CO.	\$ 18,233,974,500	\$ 20,402,550,900	\$ 23,246,440,000	13.94%
SHAWANO CO.	\$ 3,569,420,900	\$ 4,092,668,800	\$ 4,621,773,200	12.93%
WAUPACA CO.	\$ 4,692,105,500	\$ 5,139,999,600	\$ 5,971,084,200	16.17%
WAUSHARA CO. (withdrew effective 2023)	n/a	n/a	n/a	n/a
WINNEBAGO CO.	\$ 15,082,216,100	\$ 16,793,519,300	\$ 18,902,796,800	12.56%
<b>TOTALS (MEMBERS)</b>	<b>\$ 55,327,377,602</b>	<b>\$ 62,182,957,402</b>	<b>\$70,588,720,302</b>	<b>13.52%</b>

Source: Wisconsin Department of Revenue, Report Used for Apportionment of County Levy, 2012-2018

↑ 2023 levy based on this amt      ↑ 2024 levy based on this amt      ↑ 2025 levy based on this amt

**Table 2: ECWRPC 2020 - 2025 Levies & Proposed Levy**

PARTICIPATING JURISDICTION	2023 TAX LEVY (RATE = 0.000011296)	2024 TAX LEVY (RATE = 0.000010051)	Option 1		Option 2		Option 3	
			2025 TAX LEVY RATE =	\$ INCREASE / DECREASE 2024-2025	2025 TAX LEVY RATE = 0.000009562	\$ INCREASE / DECREASE 2024-2025	2025 TAX LEVY RATE = 0.000010051	\$ INCREASE / DECREASE 2024-2025
CALUMET CO.	\$ 53,247.32	\$ 54,955.10	\$ 54,955.10	\$ -	\$ 60,996.00	\$ 6,040.90	\$ 64,112.32	\$ 9,157.22
FOND DU LAC CO. (rejoined 2015)	\$ 97,610.06	\$ 98,189.64	\$ 98,189.64	\$ -	\$ 103,500.70	\$ 5,311.06	\$ 108,788.69	\$ 10,599.05
GREEN LAKE CO.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
MARQUETTE CO.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
MENOMINEE CO.	\$ 4,464.25	\$ 5,200.68	\$ 5,200.68	\$ -	\$ 6,160.44	\$ 959.76	\$ 6,475.17	\$ 1,274.49
OUTAGAMIE CO.	\$ 205,978.21	\$ 205,065.75	\$ 205,065.75	\$ -	\$ 222,293.00	\$ 17,227.25	\$ 233,649.63	\$ 28,583.88
SHAWANO CO.	\$ 40,321.60	\$ 41,135.35	\$ 41,135.35	\$ -	\$ 44,195.00	\$ 3,059.65	\$ 46,453.38	\$ 5,318.03
WAUPACA CO.	\$ 53,003.86	\$ 51,662.06	\$ 51,662.06	\$ -	\$ 57,098.00	\$ 5,435.94	\$ 60,015.28	\$ 8,353.22
WAUSHARA CO.	\$ -	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WINNEBAGO CO.	\$ 170,374.70	\$ 168,791.42	\$ 168,791.42	\$ -	\$ 180,756.86	\$ 11,965.44	\$ 189,991.74	\$ 21,200.32
<b>TOTALS (MEMBERS)</b>	<b>\$ 625,000.00</b>	<b>\$ 625,000.00</b>	<b>\$ 625,000.00</b>	<b>\$ -</b>	<b>\$ 675,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 709,486.21</b>	<b>\$ 84,486.21</b>



**Table 3: ECWRPC - 2025 Federal and State Program Revenues & Matches**

Funding Source	Funding Entity/Program	2025 Total Estimated Award Amount		Required Local Share %	Local Share Amount (ECWRPC Levy)	Total Program Cost
		Federal Amount	State/Local Amount			
PL Funding	FHWA, FTA and State- PL (Appleton MPO)	\$ 411,123	\$ 27,270	16.0%	\$ 75,511	\$ 513,904
PL Funding	Appleton (Fox Cities) MPO - FHWA 2.5% SATO	\$ 11,509				\$ 11,509
PL Funding	Appleton (Fox Cities) MPO - FTA SATO	\$ 169,285				\$ 169,285
PL Funding	Local Additional Appleton MPO				\$ 45,199	\$ 45,199
PL Funding	Oshkosh MPO FHWA, FTA, State - PL Funding	\$ 136,697	\$ 8,996	16.0%	\$ 25,179	\$ 170,871
PL Funding	Oshkosh MPO SATO FHWA 2.5%	\$ 3,797				\$ 3,797
PL Funding	Oshkosh MPO SATO FTA	\$ 56,385				\$ 56,385
PL Funding	Local Additional Oshkosh MPO				\$ 15,045	\$ 15,045
PL Funding	FHWA - PL (Fond du Lac MPO)	\$ 125,712	\$ 6,462	15.0%	\$ 24,966	\$ 157,140
PL Funding	Fond du Lac MPO FHWA 2.5%	\$ 2,727				\$ 2,727
	Fond du Lac MPO FTA	\$ 51,561				\$ 51,561
	Local Additional Fond du Lac MPO				\$ 13,572	\$ 13,572
5304	Regional Transportation Study - Waupaca, Outagamie and Winnebago					
5304	Oshkosh Paratransit Study Valley Transit Transit					
5304	Development Plan	\$ 160,000	\$ 40,000			\$ 200,000
SPR Funding	FHWA - Regional Program (SPR)	\$ 71,729	\$ 8,966	10.0%	\$ 8,966	\$ 89,661
TAP Funding	Regional Safe Routes to School Program (SRTS)	\$ 420,070		20.0%	\$ 105,018	\$ 525,088
Federal	EDA - Economic Development Program Planning Grant	\$ 70,000		30.0%	\$ 30,000	\$ 100,000
Local Levy	EDA - Economic Development Program Planning Grant				\$ 16,667	\$ 16,667
EPA & DNR funding	#1230 - WDNR - NR-121 Sewer Service Area Planning Grant	\$ 27,000	\$ 11,000	66.4%	\$ 75,000	\$ 113,000
USDA	NADO grant possible					
DNR	new funding possible	\$ 25,000			\$ -	\$ 25,000
Local Levy	Regional Comprehensive Plan				\$ 25,000	\$ 25,000
Local Levy	SERDI Implementation				\$ 25,000	
	<b>Totals</b>	<b>\$ 1,742,596</b>	<b>\$ 102,694</b>		<b>\$ 485,122</b>	<b>\$ 2,305,412</b>

Federal Grant Total	\$ 1,742,596		\$ 164,878	\$3.80
State Grant Total	\$ 02,694			
Other Grant Total				
<b>Total</b>	<b>\$ 1,845,290</b>			<b>Leveraged for every \$1 matched by EC</b>

**Table 4: East Central Wisconsin RPC 2025 Budget Summary**

Updated:  
6/28/2024

	2025 PROPOSED BUDGET	2024 APPROVED & AMENDED BUDGET	Difference (\$)	Difference (%)
<b>Projected Operating Revenues</b>				
<b>Intergovernmental Grants</b>	\$ 1,845,290	\$ 1,929,111	\$ (83,821)	-4.3%
Federal Grants	\$ 1,742,596	\$ 1,843,826	\$ (101,230)	-5.5%
State Grants	\$ 102,694	\$ 85,285	\$ 17,409	20.4%
Other Grants	\$ -	\$ -	\$ -	0.0%
<b>Intergovernmental Charges for Services</b>	\$ 874,658	\$ 834,482	\$ 40,176	4.8%
Local districts membership levy	\$ 675,000	\$ 625,000	\$ 50,000	8.0%
Local district contracts (secured & estimated)	\$ 39,146	\$ 51,326	\$ (12,180)	-23.7%
NR-135 program (Operator fees)	\$ 139,392	\$ 137,346	\$ 2,046	1.5%
NR-135 program (WDNR fees)	\$ 21,120	\$ 20,810	\$ 310	1.5%
<b>Public Charges for Services</b>	\$ 38,000	\$ 38,000	\$ -	0.0%
<b>Use of Prior Years Fund Balance</b>	\$ -	\$ -	\$ -	#DIV/0!
<b>Total Operating Revenues</b>	\$ 2,757,948	\$ 2,801,593	\$ (43,645)	-1.6%
<b>Projected Operating Expenses</b>				
<b>Salaries and wages</b>	\$ 1,484,586	\$ 1,428,023	\$ 56,563	4.0%
Staff	\$ 1,464,586	\$ 1,411,023	\$ 53,563	3.8%
Commissioners (meeting payments)	\$ 20,000	\$ 17,000	\$ 3,000	17.6%
<b>Employee fringe benefits</b>	\$ 448,602	\$ 441,071	\$ 7,531	1.7%
Health Insurance	\$ 229,113	\$ 227,757	\$ 1,356	0.6%
FICA, Wkcmn's Comp, Life, WRS, etc.	\$ 219,489	\$ 213,314	\$ 6,175	2.9%
<b>Direct grant expenses</b>	\$ 527,011	\$ 582,343	\$ (55,332)	-9.5%
<b>Overhead Expenses</b>	\$ 297,748	\$ 317,577	\$ (19,829)	-6.2%
6100 Meeting Expenses & Staff Development	\$ 22,740	\$ 17,990	\$ 4,750	26.4%
6200 Supplies	\$ 8,000	\$ 7,000	\$ 1,000	14.3%
6300 Office Space & Equipment	\$ 66,358	\$ 141,802	\$ (75,444)	-53.2%
6400 Reference materials, subscriptions and dues	\$ 11,035	\$ 9,085	\$ 1,950	21.5%
6500 Printing and Publishing	\$ 1,000	\$ 1,000	\$ -	0.0%
6600 Postage	\$ 1,000	\$ 1,000	\$ -	0.0%
6700 Staff expenses	\$ 12,500	\$ 11,500	\$ 1,000	8.7%
6800 Insurance, legal, audit	\$ 55,500	\$ 55,200	\$ 300	0.5%
Interest	\$ 25,000	\$ 5,000	\$ 20,000	400.0%
Depreciation	\$ 94,615	\$ 68,000	\$ 26,615	39.1%
<b>Total Operating Expenses</b>	\$ 2,757,948	\$ 2,769,014	\$ (11,066)	-0.4%
<b>Projected Surplus / (Deficit)</b>	\$ (0)	\$ 32,579	\$ (32,579)	-100.0%

**Table 5: ECWRPC 6000 Work Program Element -2025 Overhead Budget**

Work Program Element/Item	Overhead Item	PROPOSED 2025 BUDGET	ADOPTED 2024 BUDGET	Difference (2024-2025)
<b>6100</b>	<b>Meeting Expenses &amp; Staff Development</b>	<b>\$ 22,740</b>	<b>\$ 17,990</b>	<b>\$ 4,750</b>
6101	Staff Development*	\$ 15,240	\$ 10,490	\$ 4,750
6102	Commissioner's Meeting Exp. (mileage only)**	\$ 7,500	\$ 7,500	\$ -
<b>6200</b>	<b>Supplies</b>	<b>\$ 8,000</b>	<b>\$ 7,000</b>	<b>\$ 1,000</b>
6201	General Office & Copier Supplies	\$ 6,000	\$ 5,000	\$ 1,000
6205	Miscellaneous Supplies	\$ 2,000	\$ 2,000	\$ -
<b>6300</b>	<b>Office Space and Equipment</b>	<b>\$ 66,358</b>	<b>\$ 141,804</b>	<b>\$ (75,446)</b>
6302	Utilities & Security Monitoring	\$ 16,000	\$ 15,000	\$ 1,000
6310	Telephone/Internet	\$ 6,000	\$ 6,000	\$ -
6320	General Office Furniture/Equipment	\$ 5,000	\$ 83,600	\$ (78,600)
6340	Computer & Software Expense	\$ 8,000	\$ 7,000	\$ 1,000
6350	Copier/Postage Meter Rental	\$ 1,000	\$ 1,000	\$ -
6391	Computer Software Maintenance	\$ 30,358	\$ 29,204	\$ 1,154
<b>6400</b>	<b>Reference Materials, Subscriptions &amp; Dues</b>	<b>\$ 11,035</b>	<b>\$ 9,085</b>	<b>\$ 1,950</b>
6401	Reference Materials & Books	\$ 100	\$ 100	\$ -
6410	Subscriptions	\$ 3,000	\$ 2,000	\$ 1,000
6450	Professional Org. Memberships & Dues	\$ 7,935	\$ 6,985	\$ 950
<b>6500</b>	<b>Printing and Publishing</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>
6503	Marketing	\$ 1,000	\$ 1,000	\$ -
<b>6600</b>	<b>Postage</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>6700</b>	<b>Staff Expenses*</b>	<b>\$ 12,500</b>	<b>\$ 11,500</b>	<b>\$ 1,000</b>
6701	Agency Car Maintenance & Expenses	\$ 4,500	\$ 4,500	\$ -
6702	EE Vehicle Mileage (not job related)	\$ 2,000	\$ 2,000	\$ -
6703	Other EE Expenses (not job related)	\$ 6,000	\$ 5,000	\$ 1,000
<b>6800</b>	<b>Insurance, Legal and Audit</b>	<b>\$ 55,500</b>	<b>\$ 55,200</b>	<b>\$ 300</b>
6803	Insurance	\$ 15,000	\$ 12,000	\$ 3,000
6820	Legal Counsel / HR Services / Prof fees	\$ 20,000	\$ 28,000	\$ (8,000)
6830	Annual Audit	\$ 18,000	\$ 12,700	\$ 5,300
6840	Banking Fees	\$ 2,500	\$ 2,500	\$ -
<b>6900</b>	<b>Capital Purchases</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>
6870/assets	Capital Purchases, Computers & Equipment	\$ 25,000	\$ 25,000	\$ -
<b>GRAND TOTAL</b>		<b>\$ 203,133</b>	<b>\$ 269,579</b>	<b>\$ (66,446)</b>

# EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

## ORGANIZATIONAL CHART - 2025

**Melissa Kraemer Badtke**  
Executive Director

**Craig Moser**  
Deputy Director

### TRANSPORTATION PROGRAM

### ECONOMIC DEVELOPMENT PROGRAM

### ENVIRONMENTAL MANAGEMENT PROGRAM

### GIS DATA ANALYSIS & VISUALIZATION PROGRAM

### ADMINISTRATIVE SUPPORT

### REGIONAL SAFE ROUTES TO SCHOOL PROGRAM

### METROPOLITAN PLANNING ORGANIZATIONS

### REGIONAL TRANSPORTATION PROGRAM

APPLETON

OSHKOSH

FOND DU LAC

**Jennie Mayer**  
Senior Planner,  
SRTS Program  
Coordinator

**Kim Biedermann**  
Principal Planner, Regional  
Bicycle & Pedestrian  
Coordinator

**Brenna Root Whitby**  
Associate Planner,  
Transportation

**Joe Stephenson**  
Senior Planner, Economic  
Development

**VACANT**  
Senior Planner, Water  
Quality Management  
Program

**Mike Zuege**  
GIS Manager

**Sara Otting**  
Controller

**Kim Dieck**  
SRTS Associate  
Planner

**Chris Colla**  
Associate  
Planner

**Kate  
Blackburn**  
Associate  
Planner

**Brice  
Richardson**  
Associate  
Planner

**Scott Konkle**  
Senior Planner, Non-  
Metallic Mining  
Reclamation Program

**Rachel Roth**  
GIS Analyst I

**Tim Badtke**  
IT Manager

**Kia Kling**  
SRTS Associate  
Planner

**VACANT**  
Administrative & Communications Coordinator

**Casey Peters**  
GIS Analyst I

**Leann Buboltz**  
Administrative  
Coordinator

Limited Term Employees (LTEs) / Interns

**RESOLUTION NO. 42-24**

**ADOPTION OF THE BUDGET FOR CALENDAR YEAR 2025, FINAL TAX LEVY, AND STAFFING PLAN FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

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

**WHEREAS**, the 2025 preliminary budget, staffing, and tax levy considerations and staffing plan have been duly reviewed and recommended by the Executive Committee on June 13, 2024 and July 10, 2024 and based on those discussion the proposed levy is the minimum with which to carry out the agency's work program, and;

**WHEREAS**, East Central Wisconsin Regional Planning Commission staff has worked with the Economic Development Administration, the Wisconsin Department of Natural Resources and the Wisconsin Department of Transportation to estimate the anticipated local match for the core program areas of Economic Development, Transportation, and Water Quality Management, and;

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

**Section 1:** That the Commission adopts the 2025 Budget and authorizes the officers of the Commission to enter into contracts and agreements as necessary to fund and carry out the intended work program as it relates to the budget.

**Section 2:** That the levy rate of **0.00000956246** of equalized real property valuation is set with the actual levy amount to be determined based on the 2023 equalization of the real property, minus TID increments, as determined by the Supervisor of Assessments. This amount is calculated to be **\$675,000** for 2025.

Effective Date: July 10, 2024

Submitted By: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

\_\_\_\_\_  
Alice Connors - Chair  
East Central WI Reg Planning Commission

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

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



**TO:** Executive Committee

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

**DATE:** July 10, 2024

**RE:** Proposed Resolution 43-24: Support and Approval of the Appleton (Fox Cities) Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement

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## **Background**

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

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

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

In March, the Commission Board approved Resolution 23-24 to proceed with the redesignation process by engaging with all local impacted counties and municipalities on the establishment of new MPO Policy Board structure for the Appleton (Fox Cities) MPO. Since that time, staff have been working with all local units of government to pass Resolutions of Support for the new Policy Board structure. To date, 19 of the 23 local municipalities have passed resolutions, representing **98%** of the impacted population. Outagamie County has passed a resolution and Calumet and Winnebago counties will be considering resolutions in the next two weeks.

**Staff Recommendation:** Having reached the federal requirement of municipal support representing 75% of the impacted population, staff recommends approval of Proposed Resolution 43-24.

## RESOLUTION NO. 43-24

### SUPPORT AND THE APPROVAL OF THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION POLICY BOARD STRUCTURE AND REDESIGNATION AGREEMENT

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

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

**WHEREAS**, due to a population in excess of 200,000 following the 2010 U.S. Census, the Appleton (Fox Cities) Urban area was designated by the federal government as a Transportation Management Area (TMA) in 2012, and;

**WHEREAS**, the ECWRPC Board, consisting of elected and appointed officials from member counties within East Central's 10 county region, has served as the Policy Board for the Appleton (Fox Cities) MPO since 1974, and;

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

**WHEREAS**, a new Appleton (Fox Cities) MPO Policy Board structure has been developed by ECWRPC staff, in close coordination with FHWA, FTA, WISDOT, and local impacted communities, which is outlined in the attached table, and;

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

**WHEREAS**, approval of each governing body of the municipalities and counties located within the Appleton (Fox Cities) Metropolitan Planning Area is necessary to demonstrate local support for the formal request that the Governor redesignate the MPO Policy Board structure as outlined in the attached table, and;

**WHEREAS**, each local unit of government located within the Appleton (Fox Cities) Metropolitan Planning Area will be party to the formal redesignation agreement (attached) between the Governor, ECWRPC, and the local units of government, and so;

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

**Section 1:** That the East Central Wisconsin Regional Planning Commission supports and approves of the new structure of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Policy Board, as reflected in the attached table, and;

**Section 2:** That the East Central Wisconsin Regional Planning Commission agrees to participate in the Appleton (Fox Cities) MPO Policy Board meetings, to ensure a continuing, comprehensive, and cooperative transportation planning process for the Appleton (Fox Cities) Metropolitan Planning Area, and;

**Section 3:** That the East Central Wisconsin Regional Planning Commission agrees to the provisions outlined in the attached redesignation agreement, which is hereby incorporated by reference and made a part hereof.

Effective Date: July 24, 2024

Submitted By: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

\_\_\_\_\_  
Alice Connors - Chair  
East Central WI Reg Planning Commission

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

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

RESOLUTION NO. 43-24

<b>APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION</b>				
<i>Updated 2/22 with adjusted MPA boundary populations</i>				
Member Jurisdiction	2020 Census		Policy Board Structure	
	Population within MPA Boundary	Population %	> 5,000 populaton = 1 vote; Additional vote(s) for each increment of 25K pop	
			Voting Seats	Advisory Seats
City of Appleton	75,913	30%	4	
Outagamie - 63,168				
Calumet - 11,304				
Winnebago - 1,441				
City of Neenah	27,319	11%	2	
Town of Grand Chute	23,650	9%	1	
Village of Fox Crossing	18,974	7%	1	
City of Kaukauna	17,094	7%	1	
City of Menasha	18,268	7%	1	
Winnebago - 15,261				
Calumet - 3,007				
Village of Greenville	12,118	5%	1	
Village of Harrison	12,091	5%	1	
Village of Little Chute	11,619	5%	1	
Village of Kimberly	7,320	3%	1	
Town of Buchanan	6,823	3%	1	
Town of Neenah	3,702	1%		1
Village of Combined Locks	3,634	1%		1
Town of Clayton	3,487	1%		1
Village of Sherwood	3,271	1%		1
Town of Center	1,859	1%		1
Town of Vandebroek	1,627	1%		1
Town of Freedom	1,353	1%		1
Town of Kaukauna	1,020	0%		1
Town of Vinland	1,202	0%		1
Town of Ellington	945	0%		1
Village of Wrightstown	292	0%		1
Town of Woodville	149	0%		1
<b>MUNICIPALITY TOTALS</b>	<b>253,730</b>	<b>100%</b>	<b>15</b>	<b>12</b>
			<b>Min. 1 vote; Additional vote(s) for each increment of 100,000 population</b>	
<b>COUNTIES</b>				
Outagamie County	152,522	60%	2	
Winnebago County	71,386	28%	1	
Calumet County	29,822	12%	1	
<b>COUNTY TOTALS</b>	<b>253,730</b>	<b>100%</b>	<b>4</b>	<b>0</b>
<b>REQUIRED MAJOR MODES OF TRANSPORTATION</b>				
WISDOT			1	
Valley Transit			1	
Appleton International Airport			1	
<b>MAJOR MODES TOTALS</b>			<b>3</b>	<b>0</b>
<b>REQUIRED NON-VOTING MEMBERS</b>				
FHWA				1
FTA				1
MPO Director				1
<b>REQUIRED NON-VOTING MEMBER TOTALS</b>			<b>0</b>	<b>3</b>
<b>GRAND TOTAL POLICY BOARD SEATS</b>			<b>22</b>	<b>15</b>
	% of pop w/direct representation		91.1%	

**AN AGREEMENT REDESIGNATING THE METROPOLITAN PLANNING ORGANIZATION POLICY BOARD STRUCTURE FOR THE APPLETON (FOX CITIES) URBANIZED AREA – DRAFT**

**Introduction**

The parties to this agreement (hereinafter the “Signatories”) comprise of: (1) the Governor of Wisconsin (hereinafter, the “Governor”); (2) the Wisconsin Department of Transportation (hereinafter, “WisDOT”); (3) Valley Transit; (4) Appleton International Airport; (5) City of Appleton; (6) City of Neenah; (7) Town of Grand Chute; (8) Village of Fox Crossing; (9) City of Kaukauna; (10) City of Menasha; (11) Village of Greenville; (12) Village of Harrison; (13) Village of Little Chute; (14) Village of Kimberly; (15) Town of Buchanan; (16) Town of Neenah; (17) Village of Combined Locks; (18) Town of Clayton; (19) Village of Sherwood; (20) Town of Center; (21) Town of Vandebroek; (22) Town of Freedom; (23) Town of Kaukauna; (24) Town of Vinland; (25) Town of Ellington; (26) Village of Wrightstown; (27) Town of Woodville; (28) Outagamie County; (29) Winnebago County; (30) Calumet County; and (31) East Central Wisconsin Regional Planning Commission (hereinafter, “ECWRPC”). The Signatories hereby agree to the redesignation of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) including a change in the structure of the existing policy board arising out of the Federal Highway Administration (hereinafter, “FHWA”) and Federal Transit Administration (hereinafter, “FTA”) recommendation.

**WHEREAS**, the MPO for the Appleton (Fox Cities) Urban Area is charged, under Title 23 U.S.C., § 134, as the organization responsible for cooperative transportation planning and decision making for the Appleton (Fox Cities) Metropolitan Planning Area, and;

**WHEREAS**, the Metropolitan Planning Area (MPA) consists of the City of Appleton, the Appleton Urban Area, and all or portions of the contiguous cities, villages, and towns which are or are likely to become urbanized within a 20-year period as shown on the attached map and agreed to by the MPO and the Governor, and;

**WHEREAS**, the responsibilities of the MPO include:

1. Carrying out a cooperative, continuous, and comprehensive planning process for making transportation investment decisions in the metropolitan area with program oversight from the FHWA, the FTA, and the WisDOT).
2. Preparing and maintaining a Metropolitan Transportation Plan.
3. Preparing and implementing an annual unified planning work program.
4. Preparing a transportation improvement program to provide for transportation investments to meet metropolitan transportation needs.
5. Preparing and maintaining the Congestion Management Process, the Public Participation Process and the Title VI plan.
6. Establishing operating rules and procedures.
7. Working in cooperation with Valley Transit.
8. Other duties as required to comply with State and Federal regulations, and;

**WHEREAS**, the Appleton (Fox Cities) Urban Area was created through an agreement between the Governor and East Central Wisconsin Regional Planning Commission (hereinafter, “ECWRPC”), effective January 15, 1974 designating the MPO for the

RESOLUTION NO. 43-24

Appleton (Fox Cities) Urban Area in accordance with federal law. ECWRPC assumed the responsibility to conduct transportation planning and programming for the Appleton (Fox Cities) Urban area, and;

**WHEREAS**, on March 12, 2024, the Appleton (Fox Cities) MPO Policy Board membership and voting structure was identified by ECWRPC, FHWA, and FTA as requiring adjustments to ensure compliance with federal requirements, and;

**WHEREAS**, 23 U.S.C. § 134(d)(6) allows for the redesignation of the MPO by agreement between the Governor and units of general-purpose local government that together represent at least 75 percent of the population within the Planning Area, including the largest incorporated city, and;

**WHEREAS**, a redesignation process to implement the necessary changes was initiated by ECWRPC, in partnership with FHWA, FTA, and WisDOT, in late 2023. On March 28, 2024, the ECWRPC Board took the first step in the process and approved a resolution in support of engaging the local impacted communities on the structure and membership of the Appleton (Fox Cities) MPO Policy Board to bring it into compliance with federal requirements, as outlined in 23 CFR § 450.310, and;

**WHEREAS**, a Redesignation Agreement requires the consent of all the Signatories per 23 CFR § 450.310(h), and so;

**NOW, THEREFORE, IT IS MUTUALLY AGREED:**

That the revised structure of the Appleton (Fox Cities) Metropolitan Planning Organization's Policy Board is described below.

**A. Composition of the Appleton (Fox Cities) MPO Policy Board**

The members of the Appleton (Fox Cities) MPO Policy Board are appointed by the Signatories within the MPA in recognition of their respective roles as the owners and operators of the major modes of transportation serving the MPA. Each appointee to the Policy Board shall represent one of the Signatories within the Metropolitan Planning Area and shall serve until their successor is appointed. As of September 3, 2024, the MPO Policy Board for the Appleton (Fox Cities) Urbanized Area and Appleton (Fox Cities) MPA consist of the following members:

RESOLUTION NO. 43-24

<b>APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION</b>				
<i>Updated 2/22 with adjusted MPA boundary populations</i>				
Member Jurisdiction	2020 Census		Policy Board Structure	
	Population within MPA Boundary	Population %	> 5,000 populaton = 1 vote; Additional vote(s) for each increment of 25K pop	
			Voting Seats	Advisory Seats
City of Appleton	75,913	30%	4	
Outagamie - 63,168				
Calumet - 11,304				
Winnebago - 1,441				
City of Neenah	27,319	11%	2	
Town of Grand Chute	23,650	9%	1	
Village of Fox Crossing	18,974	7%	1	
City of Kaukauna	17,094	7%	1	
City of Menasha	18,268	7%	1	
Winnebago - 15,261				
Calumet - 3,007				
Village of Greenville	12,118	5%	1	
Village of Harrison	12,091	5%	1	
Village of Little Chute	11,619	5%	1	
Village of Kimberly	7,320	3%	1	
Town of Buchanan	6,823	3%	1	
Town of Neenah	3,702	1%		1
Village of Combined Locks	3,634	1%		1
Town of Clayton	3,487	1%		1
Village of Sherwood	3,271	1%		1
Town of Center	1,859	1%		1
Town of Vandebroek	1,627	1%		1
Town of Freedom	1,353	1%		1
Town of Kaukauna	1,020	0%		1
Town of Vinland	1,202	0%		1
Town of Ellington	945	0%		1
Village of Wrightstown	292	0%		1
Town of Woodville	149	0%		1
<b>MUNICIPALITY TOTALS</b>	<b>253,730</b>	<b>100%</b>	<b>15</b>	<b>12</b>
<b>COUNTIES</b>			<b>Min. 1 vote; Additional vote(s) for each increment of 100,000 population</b>	
Outagamie County	152,522	60%	2	
Winnebago County	71,386	28%	1	
Calumet County	29,822	12%	1	
<b>COUNTY TOTALS</b>	<b>253,730</b>	<b>100%</b>	<b>4</b>	<b>0</b>
<b>REQUIRED MAJOR MODES OF TRANSPORTATION</b>				
WISDOT			1	
Valley Transit			1	
Appleton International Airport			1	
<b>MAJOR MODES TOTALS</b>			<b>3</b>	<b>0</b>
<b>REQUIRED NON-VOTING MEMBERS</b>				
FHWA				1
FTA				1
MPO Director				1
<b>REQUIRED NON-VOTING MEMBER TOTALS</b>			<b>0</b>	<b>3</b>
<b>GRAND TOTAL POLICY BOARD SEATS</b>			<b>22</b>	<b>15</b>
	% of pop w/direct representation		91.1%	

## RESOLUTION NO. 43-24

In addition, all appointments must be in accordance with 23 U.S.C. § 134 (d)(2) that indicates the voting membership of the Policy Board shall consist of:

- a. Local elected officials;
- b. Officials of public agencies that administer or operate major modes of transportation in the metropolitan area; and
- c. Appropriate State officials.

When each of the Signatories is making an appointment under condition (b) above, the MPO also accepts members in good standing that come from local boards and commissions with a focus on transportation or land use, including mayoral representatives, or representatives of the chief executive officer of any city, village, or town in the MPA with said focus.

Policy board members representing any local government jurisdiction or collective group of local government jurisdictions (such as Cities, Villages, or Towns) must be selected by the elected officials of the local government jurisdiction(s) they represent.

### **B. Future Changes to the Policy Board Composition**

The composition of the Appleton (Fox Cities) MPO Policy Board will be reviewed following each decennial U.S. Census to ensure appropriate and proportional representation.

Revising the composition of the Policy Board (e.g. adding membership, the number or requirements of members appointed by each appointing authority) or expansion of the metropolitan planning area boundary does not necessarily require redesignation of the MPO (see 23 CFR 450.310(l)).

A change to the Appleton (Fox Cities) MPO Policy Board can be made following the notification of the Signatories, all the local units of government in the MPA, a public hearing on the proposed changes, and ratification by those units of government with 75 percent of the population in the planning area, including the City of Appleton as the largest incorporated city.

### **C. Designation of Fiscal Agent**

ECWRPC shall be designated to serve as the fiscal agent for the Appleton (Fox Cities) MPO.

1. Staffing. MPO staff will be provided by the ECWRPC.
2. Matching Contribution: Outagamie, Calumet and Winnebago Counties shall be responsible for providing the local matching contributions, through their annual levy contribution to ECWRPC.

### **D. Initial Plan Updates**

Subject to state and federal laws and fiscal constraint, to maintain consistency and continuity in the region planning efforts to-date, the existing planning documents of the previous MPOs are adopted, including the fiscally constrained TIPs, as the starting point for future updates, and prioritizing projects currently.



**E. Effective Date and Conditions of the Agreement**

1. This Agreement is effective on September 3, 2024, after obtaining signatures of approval by the Signatories.
2. This Agreement supersedes and voids the designation agreement entered into by the Governor and ECWRPC dated January 15, 1974.

**F. Amendments**

Any changes to this Agreement shall be enacted by a written amendment executed by the Signatories.

**G. Non-Discrimination**

In the performance of the services under this Agreement, the Signatories shall not discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin, or ancestry, income level, or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status. The Signatories further agree not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, color, age, disability, sex or national origin.

**H. Counterparts**

This Agreement may be executed in counterparts, each of which when executed by the Signatories will be deemed to be a complete original Agreement. An electronic or facsimile copy of the executed Agreement or counterpart will have the same legal force and effect as an original document.

**WITNESS WHEREOF**, the Signatories have caused this to be executed by individuals and officers duly authorized on the dates noted below.

Insert Signatory Lines for all parties involved.

**TO:** Executive Committee

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

**DATE:** July 10, 2024

**RE:** Proposed Resolution 44-24: Support and Approval of the Oshkosh Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement

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## **Background**

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

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

During the 2023 federal certification review of the Appleton (Fox Cities) MPO, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) included a strong recommendation to redesignate the Appleton (Fox Cities) MPO policy board, to ensure compliance with federal requirements as outlined in [23 CFR 450.310](#). A deadline of **September 3, 2024** has been established to complete the redesignation process. The decision was made to work through the same process with the Oshkosh MPO at the same time and using the same methodology to allow for a smooth merger should that occur following a future U.S. Census.

In March, the Commission Board approved Resolution 24-24 to proceed with the redesignation process by engaging with all local impacted counties and municipalities on the establishment of new MPO Policy Board structure for the Appleton Oshkosh MPO. Since that time, staff have been working with all local units of government to pass Resolutions of Support for the new Policy Board structure. To date, 2 of the 8 local municipalities have passed resolutions, representing **93%** of the impacted population. Two towns with 2% of the population chose not to act on a Resolution due to their Advisory seat versus a Voting seat. Winnebago County will be considering a resolution at their County Board meeting next week.

**Staff Recommendation:** Having reached the federal requirement of municipal support representing 75% of the impacted population, staff recommends approval of Proposed Resolution 44-24.

## RESOLUTION NO. 44-24

### SUPPORT AND THE APPROVAL OF THE OSHKOSH METROPOLITAN PLANNING ORGANIZATION (MPO) POLICY BOARD STRUCTURE AND REDESIGNATION AGREEMENT

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

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

**WHEREAS**, the ECWRPC Board, consisting of elected and appointed officials from member counties within East Central's 10 county region, has served as the Policy Board for the Oshkosh MPO since 1974, and;

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

**WHEREAS**, a new Oshkosh MPO Policy Board structure has been developed by ECWRPC staff, in close coordination with FHWA, FTA, WISDOT, and local impacted communities, which is outlined in the attached table, and;

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

**WHEREAS**, approval of each governing body of the municipalities and county located within the Oshkosh Metropolitan Planning Area is necessary to demonstrate local support for the formal request that the Governor redesignate the MPO Policy Board structure as outlined in the attached table, and;

**WHEREAS**, each local unit of government located within the Oshkosh Metropolitan Planning Area will be party to the formal redesignation agreement (attached) between the Governor, ECWRPC, and the local units of government, and so;

### NOW THEREFORE, BE IT RESOLVED BY THE COMMISSION

**Section 1:** That the East Central Wisconsin Regional Planning Commission supports and approves of the new structure of the Oshkosh Metropolitan Planning Organization (MPO) Policy Board, as reflected in the attached table, and;

RESOLUTION NO. 44-24

**Section 2:** That the East Central Wisconsin Regional Planning Commission agrees to participate in the Oshkosh MPO Policy Board meetings, to ensure a continuing, comprehensive, and cooperative transportation planning process for the Oshkosh Metropolitan Planning Area, and;

**Section 3:** That the East Central Wisconsin Regional Planning Commission agrees to the provisions outlined in the attached redesignation agreement, which is hereby incorporated by reference and made a part hereof.

Effective Date: July 24, 2024

Submitted By: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

\_\_\_\_\_  
Alice Connors - Chair  
East Central WI Reg Planning Commission

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

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

RESOLUTION NO. 44-24

<b>OSHKOSH METROPOLITAN PLANNING ORGANIZATION</b>				
<i>Updated 2/22 with adjusted MPA boundary populations</i>				
Member Jurisdiction	2020 Census		Policy Board Structure	
	Population within MPA Boundary	Population %	> 5,000 populaton = 1 vote; Additional vote(s) for each increment of 25K pop	
			Voting Seats	Advisory Seats
City of Oshkosh	66,923	84%	3	
Town of Algoma	6,761	9%	1	
Town of Oshkosh	1,981	2%		1
Town of Black Wolf	1,806	2%		1
Town of Omro	1,217	2%		1
Town of Nekimi	633	1%		1
Town of Utica	47	0%		1
Town of Vinland	39	0%		1
<b>MUNICIPALITY TOTALS</b>	<b>79,407</b>	<b>100%</b>	<b>4</b>	<b>6</b>
<b>COUNTIES</b>			<b>Min. 1 vote; Additional vote(s) for each increment of 100,000 population</b>	
Winnebago County	79,407	100%	1	
<b>COUNTY TOTALS</b>	<b>79,407</b>	<b>100%</b>	<b>1</b>	<b>0</b>
<b>REQUIRED MAJOR MODES OF TRANSPORTATION</b>				
WISDOT			1	
GO Transit			1	
<b>TOTAL VOTING SEATS</b>			<b>2</b>	<b>0</b>
<b>REQUIRED NON-VOTING MEMBERS</b>				
FHWA				1
FTA				1
MPO Director				1
<b>REQUIRED NON-VOTING MEMBER TOTALS</b>			<b>0</b>	<b>3</b>
<b>GRAND TOTAL POLICY BOARD SEATS</b>			<b>7</b>	<b>9</b>
	% of pop w/direct representation		92.8%	

**AN AGREEMENT REDESIGNATING THE METROPOLITAN PLANNING ORGANIZATION POLICY BOARD STRUCTURE FOR THE OSHKOSH URBANIZED AREA - DRAFT**

**Introduction**

The parties to this Agreement (hereinafter the "Signatories") comprise of: (1) the Governor of Wisconsin (hereinafter, the "Governor"); (2) the Wisconsin Department of Transportation (hereinafter, "WisDOT"); (3) GO Transit; (4) City of Oshkosh; (5) Town of Algoma; (6) Town of Oshkosh; (7) Town of Black Wolf; (8) Town of Omro; (9) Town of Nekimi; (10) Town of Utica; (11) Town of Vinland; (12) Winnebago County; and (13) East Central Wisconsin Regional Planning Commission (hereinafter, "ECWRPC"). The Signatories hereby agree to the redesignation of the Oshkosh Metropolitan Planning Organization (MPO) including a change in the structure of the existing policy board arising out of the Federal Highway Administration (hereinafter, "FHWA") and Federal Transit Administration (hereinafter, "FTA") recommendation.

**WHEREAS**, the Metropolitan Planning Organization (MPO) for the Oshkosh Urban Area is charged, under Title 23 U.S.C., Section 134, as the organization responsible for cooperative transportation planning and decision making for the Oshkosh Metropolitan Planning Area, and;

**WHEREAS**, the Metropolitan Planning Area consists of the City of Oshkosh, the Oshkosh Urban Area, and all or portions of the contiguous cities, villages, and towns which are or are likely to become urbanized within a 20-year period as shown on the attached map and agreed to by the MPO and the Governor, and;

**WHEREAS**, the responsibilities of the Metropolitan Planning Organization include:

1. Carrying out a cooperative, continuous, and comprehensive planning process for making transportation investment decisions in the metropolitan area with program oversight from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Wisconsin Department of Transportation (WisDOT).
2. Preparing and maintaining a Metropolitan Transportation Plan.
3. Preparing and implementing an annual unified planning work program.
4. Preparing a transportation improvement program to provide for transportation investments to meet metropolitan transportation needs.
5. Preparing and maintaining the Public Participation Process and the Title VI plan.
6. Establishing operating rules and procedures.
7. Working in cooperation with Go Transit.
8. Other duties as required to comply with State and Federal regulations, and;

**WHEREAS**, the Oshkosh Urban Area was created through an agreement between the Governor and East Central Wisconsin Regional Planning Commission (ECWRPC), effective January 15, 1974 designating the MPO for the Oshkosh Urban Area in accordance with federal law. East Central Wisconsin Regional Planning Commission assumed the responsibility to conduct transportation planning and programming for the Oshkosh Urban area, and;

**WHEREAS**, the Oshkosh MPO Policy Board membership and voting structure was identified by ECWRPC, Federal Highway Administration, and Federal Transit Administration as requiring adjustments to ensure compliance with federal requirements, and;

**WHEREAS**, federal law allows for the redesignation of the Metropolitan Planning Organization by agreement between the Governor and units of general-purpose local government that together represent at least 75 percent of the population within the Planning Area, including the largest incorporated city, and;

**WHEREAS**, a redesignation process to implement the necessary changes was initiated by ECWRPC, in partnership with FHWA, FTA, and WisDOT, in late 2023. On March 28, 2024, the East Central WI Regional Planning Commission Board took the first step in the process and approved a resolution in support of engaging the local impacted communities on the structure and membership of the Oshkosh MPO Policy Board to bring it into compliance with federal requirements, as outlined in 23 CFR 450.310, and;

**WHEREAS**, a Redesignation Agreement cannot be amended without the consent of all the Signatories, and so;

**NOW, THEREFORE, IT IS MUTUALLY AGREED:**

That the revised structure of the Oshkosh Metropolitan Planning Organization's Policy Board is described below.

**B. Composition of the Oshkosh MPO Policy Board**

The members of the Oshkosh Metropolitan Planning Organization Policy Board are appointed by the Wisconsin Department of Transportation, GO Transit, City of Oshkosh, Winnebago County, and the cities, villages, and towns within the Metropolitan Planning Area in recognition of their respective roles as the owners and operators of the major modes of transportation serving the Metropolitan Planning Area. Each appointee to the Policy Board shall represent one of the Signatories within the Metropolitan Planning Area and shall serve until their successor is appointed. As of September 3, 2024, the Metropolitan Planning Organization Policy Board for the Oshkosh Urbanized Area and Oshkosh Metropolitan Planning Area consist of the following members:

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<b>OSHKOSH METROPOLITAN PLANNING ORGANIZATION</b>				
<i>Updated 2/22 with adjusted MPA boundary populations</i>				
Member Jurisdiction	2020 Census		Policy Board Structure	
	Population within MPA Boundary	Population %	> 5,000 populaton = 1 vote; Additional vote(s) for each increment of 25K pop	
			Voting Seats	Advisory Seats
City of Oshkosh	66,923	84%	3	
Town of Algoma	6,761	9%	1	
Town of Oshkosh	1,981	2%		1
Town of Black Wolf	1,806	2%		1
Town of Omro	1,217	2%		1
Town of Nekimi	633	1%		1
Town of Utica	47	0%		1
Town of Vinland	39	0%		1
<b>MUNICIPALITY TOTALS</b>	<b>79,407</b>	<b>100%</b>	<b>4</b>	<b>6</b>
			<b>Min. 1 vote; Additional vote(s) for each increment of 100,000 population</b>	
<b>COUNTIES</b>				
Winnebago County	79,407	100%	1	
<b>COUNTY TOTALS</b>	<b>79,407</b>	<b>100%</b>	<b>1</b>	<b>0</b>
<b>REQUIRED MAJOR MODES OF TRANSPORTATION</b>				
WISDOT			1	
GO Transit			1	
<b>TOTAL VOTING SEATS</b>			<b>2</b>	<b>0</b>
<b>REQUIRED NON-VOTING MEMBERS</b>				
FHWA				1
FTA				1
MPO Director				1
<b>REQUIRED NON-VOTING MEMBER TOTALS</b>			<b>0</b>	<b>3</b>
<b>GRAND TOTAL POLICY BOARD SEATS</b>			<b>7</b>	<b>9</b>
% of pop w/direct representation			92.8%	

In addition, all appointments must be in accordance with Title 23, United States Code, Section 134, Paragraph (d)(2) that indicates the voting membership of the Policy Board shall consist of:

- a. Local elected officials;
- b. Officials of public agencies that administer or operate major modes of transportation in the metropolitan area; and
- c. Appropriate State officials.

When each of the appointing authorities is making an appointment under condition (b) above, the MPO also accepts members in good standing that come from local boards



## RESOLUTION NO. 44-24

and commissions with a focus on transportation or land use, including mayoral representatives, or representatives of the chief executive officer of any city, village, or town in the MPO Planning area with said focus.

Policy board members representing any local government jurisdiction or collective group of local government jurisdictions (such as cities, villages, or towns) must be selected by the elected officials of the local government jurisdiction(s) they represent.

### **C. Future Changes to the Policy Board Composition**

The composition of the Oshkosh MPO Policy Board will be reviewed following each decennial U.S. Census to ensure appropriate and proportional representation. Revising the composition of the Policy Board (e.g. adding membership, the number or requirements of members appointed by each appointing authority) or expansion of the metropolitan planning area boundary does not necessarily require redesignation of the MPO.

A change to the Oshkosh MPO Policy Board can be made following the notification of the appointing authorities, all the local units of government in the MPO Planning Area, a public hearing on the proposed changes, and ratification by those units of government with 75 percent of the population in the planning area, including the City of Oshkosh as the largest incorporated city.

### **D. Designation of Fiscal Agent**

East Central Wisconsin Regional Planning Commission shall be designated to serve as the fiscal agent for the Oshkosh Metropolitan Planning Organization.

1. Location. MPO staff will be provided by the East Central WI Regional Planning Commission
2. Matching Contribution. Winnebago County shall be responsible for providing the local matching contributions, through its annual levy contribution to ECWRPC.

### **E. Initial Plan Updates**

Subject to state and federal laws and fiscal constraint, to maintain consistency and continuity in the region planning efforts to-date the existing planning documents of the previous MPOs are adopted, including the fiscally constrained TIPs, as the starting point for future updates, and prioritizing projects currently.

### **F. Effective Date and Conditions of the Agreement**

1. This agreement is effective on September 3, 2024 after obtaining signatures of approval by the Governor and representatives of units of government with 75 percent of the population in the MPO Planning Area, including Oshkosh as the largest incorporated city.
2. This agreement supersedes and voids the designation agreement entered into by the Governor and East Central WI Regional Planning Commission dated January 15, 1974.

### **G. Amendments**

Any changes to the Redesignation Agreement shall be enacted by a written amendment executed by all signatories.

**H. Non-Discrimination**

In the performance of the services under this Agreement, the parties shall not discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin, or ancestry, income level, or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status. The parties further agree not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, color, age, disability, sex or national origin.

**WITNESS WHEREOF**, the parties have caused this to be executed by individuals and officers duly authorized on the dates noted below.

Insert Signatory Lines for all parties involved.

**DATE:** July 24, 2024

**TO:** ECWRPC Executive Committee

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

**RE:** Proposed Resolution 45-24: Amending the By-Laws of the East Central Wisconsin Regional Planning Commission

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In conversations with legal counsel regarding the new Appleton (Fox Cities) Metropolitan Planning Organization (MPO) and Oshkosh MPO Policy Boards, the Commission By-Laws needed to be updated to reflect the changes for the policy board structures. In addition, staff and legal counsel also updated and revised the MPO section to be consistent with the federal regulations and best practices for developing MPO policy boards. A redlined version of the By-Laws with those changes is provided as an attachment to the resolution for reference.

East Central staff reviewed the By-Laws and discussed the proposed edits with legal counsel. Legal counsel also reviewed and made revisions to the By-Laws with the new Policy Board structures that are anticipated to be in place by September 3, 2024.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 45-24: Amending the By-laws of the East Central Wisconsin Regional Planning Commission.

**RESOLUTION NO. 45-24**

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

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

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

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

**WHEREAS**, the East Central Wisconsin Regional Planning Commission has engaged in a process to redesignate the Appleton (Fox Cities) Metropolitan Planning Organization Policy Board Structure consistent with federal regulations and local municipalities accounting for 99% of the impacted population have approved resolutions of support for the new structure, and;

**WHEREAS**, the East Central Wisconsin Regional Planning Commission has engaged in process to redesignate the Oshkosh Metropolitan Planning Organization Policy Board Structure to consistent with federal regulations and local municipalities accounting for 95% of the impacted population have approved resolutions of support for the new structure, and;

**WHEREAS**, the redesignation of the Policy Board Structures for the Appleton (Fox Cities) MPO and Oshkosh MPO requires revising the East Central Wisconsin Regional Planning Commission By-laws to be updated to reflect this change, and so;

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

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

Effective Date: July 24, 2024  
Submitted By: Executive Committee  
Prepared By: Melissa Kraemer Badtke, Executive Director

\_\_\_\_\_  
Alice Connors, Chair – Calumet Co.

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

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

**BY-LAWS**  
**of the**  
**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

As amended on ~~October 27, 2023~~ (insert new date)

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

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

**BY-LAWS**  
**of the**  
**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

**PREAMBLE**

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

**ARTICLE I - OFFICES**

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

**ARTICLE II - POWERS, DUTIES AND RESPONSIBILITIES**

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

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

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

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

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

### ARTICLE III - MEETINGS

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

**Section 2. QUARTERLY MEETINGS:** In addition to the annual meeting, quarterly meetings of



the Commission shall be held in each calendar quarter. When the agenda of any meeting does not include resolutions for deliberation by the Commission or consideration of said resolutions may be delayed to the next meeting without adversely impacting the work flow of the Commission, the Chairperson may cancel and then reschedule any meeting at their discretion, but may not cancel two consecutive meetings. The election of officers shall be conducted by the Commission at the 2<sup>nd</sup> Quarter meeting. The levy and draft annual budget shall be adopted by the Commission at the 2<sup>nd</sup> Quarter meeting. The annual budget and work program (not levy) shall be re-affirmed at the subsequent 1<sup>st</sup> Quarter meeting.

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

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

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

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

## ARTICLE IV - COMPOSITION OF COMMISSION

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

- A. The Chairperson and the County Executive from each member county within the Commission. If a member county is organized without a County Executive, the County Chairperson shall appoint a member of the County Board to serve as the second elected official from that county.
- B. One elected official from the largest city, if the member County has a population of 50,000 or more as defined by the U.S. Decennial Census. If the member County

does not have a population of 50,000 or more per the U.S. Decennial Census, the member County may appoint a County Supervisor to the Commission Board.

C. In addition to the representation specified in subsections A. and B., above, Counties with a population greater than 50,000 based on the U.S. Decennial Census are entitled to one additional member to the Commission Board for each full unit of 50,000 population that exceeds the 50,000 base number described in subsection B., above. (For purposes of illustration only, a County with a population of 180,000 would be entitled to 2 additional members to the Commission Board under this subsection C.)

~~D. One ex-officio representative of the Wisconsin Department of Transportation (WisDOT) may participate on transportation issues, subjects of concern and interest to their geographic areas, or due to noted/recognized expertise. This member must be appointed by WisDOT.~~

~~E. One ex-officio representative of a public agency that administers or operates major modes of transportation in the Fox Valley metropolitan planning organization area, including representation by providers of public transportation. [Note: This position will be held by the Transit Manager for Valley Transit].~~

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

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

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

## ARTICLE V - OFFICERS

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

**Section 2. ELECTION:** The offices of Chairperson and Vice-Chairperson of the Commission shall be selected by ballot as the last order of business at the 2<sup>nd</sup> -Quarter meeting of the Commission, to take office effective as of said date, and they shall hold their terms of office for a period of two years or until their successors have been duly elected and qualified. The Chairperson shall appoint a Nominating Committee for the purpose of nominating Commission members for election as officers, and the Chairperson shall advise the Commission of his or her selection of such a Nominating Committee at the 1<sup>st</sup> Quarter meeting.

**Section 3. REMOVAL:** Any of the officers may be removed for cause and may be removed if

incapacitated or unable to attend meetings and perform the duties of his office. Removal from office shall require a two-thirds (2/3rds) vote of the Commissioners present, voting at a legal meeting.

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

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

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

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

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

## ARTICLE VI - MANAGEMENT

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

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

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

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

8. Recommend the appointment of employees necessary to administer and carry out the functions of the Commission.
  9. Recommend the salaries and wages of all employees of the Commission.
  10. Recommend a per diem compensation, mileage and other expenses to be paid members of the Commission.
  11. Direct and monitor the current planning, information system and administration, and overhead program elements.
- B. Planning Committees:** The composition of the various planning committees shall be determined by the Executive Committee. The general functions of the committees include:
1. Elect a Committee Chairperson and Vice-Chairperson as their first order of business at the first regular Committee meeting following the Annual Meeting. The Executive Committee Chairperson and Vice Chairperson shall generally be the same as the current Commission Chairperson and Vice-Chairperson, but it is not required.
  2. Provide orientation information for new Planning Committee members at the first meeting following the Annual Meeting.
  3. Prepare the annual work program statement of activities for their respective program element(s).
  4. Review detailed study designs for major work elements.
  5. Monitor progress on work activities, review staff drafts of analytical reports and alternative plan and program proposals.
  6. Report, advise and recommend on activities for their respective program element(s) including their responsibilities for elements of the regional comprehensive plan to the full Commission for action.
  7. Review specific project proposals for conformance with adopted plans and policies.
  8. Coordinate activities with those of other committees when necessary and desirable.
  9. Maintain liaison with appropriate citizen and technical advisory committees.

The specific duties of the Planning Committees are as follows:

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

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE VIII - FISCAL YEAR**

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

## **ARTICLE IX - SEAL**

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

## **ARTICLE X - AMENDMENTS**

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

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

## ARTICLE XI - COMPLIANCE WITH FEDERAL AND STATE OF WISCONSIN LAW

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

## ARTICLE XII – APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION POLICY BOARD FUNCTION & RESPONSIBILITIES

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

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

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

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

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

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

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



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

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

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

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

**Section 1. NAME:** The name of the board shall be the Appleton (Fox Cities) MPO Policy Board, and hereinafter shall be referred to as the Appleton (Fox Cities) Policy Board.

**Section 2. PURPOSE:** The purpose of the Appleton (Fox Cities) Policy Board shall be to carry out a continuing, cooperative and comprehensive urban transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area, and thereby satisfies the conditions necessary for the receipt of federal capital, operating and planning assistance.

**A.** The physical, economic, and social well-being of the region, its residents, and business enterprises, now and in the future, are determined to a great extent by its transportation system. Therefore, decisions involving transportation systems and subsystems must consider the environmental, economic, and social impacts of the alternatives in the future development of the transportation system and must attain the principal objective of having an efficient, safe, and practical system for moving all people, goods, and services in the region according to their needs.

**B.** A transportation system can best be planned on a large-area basis involving town, village, city, county, regional, and state jurisdictional responsibilities and a proper mix of various modes of travel.

**C.** Counties, cities, villages, and towns have the local responsibility for anticipating and meeting the transportation needs for adequately moving people and goods within their jurisdictions. However, the Wisconsin Department of

Transportation is charged, by law, with the responsibility for planning, designing, constructing, and maintaining the State Highway System. In addition, duly authorized transportation authorities are responsible for planning, developing, and operating public transportation services in their respective service areas. Under federal law, the Appleton (Fox Cities) MPO Policy Board has an expanded role in project selection, transportation project programming, and project funding.

D. Evaluation of transportation alternatives and the determination of the most desirable transportation system can best be accomplished through a Policy Board of local elected officials from the counties, cities, villages and towns in the Appleton (Fox Cities) Metropolitan Planning Area, as defined in the Code of Federal Regulations 450.312. The Appleton (Fox Cities) Policy Board will be the forum for cooperative decision making by local elected officials of general-purpose local governments (i.e., counties, cities, villages, and towns) and including representatives of entities responsible for highway, transit, and ground access to air carrier aviation.

E. The Appleton (Fox Cities) Policy Board will make recommendations involving the regional transportation system, including the regional highway system, the regional public transportation system, and the regional aviation system, to the state, counties, cities, villages, towns and the authorities for all modes of transportation. Final decisions for implementing the Metropolitan Transportation Plan will be a cooperative effort between the governing bodies of the local governments, the Wisconsin Department of Transportation, the Appleton (Fox Cities) Policy Board, and the authorities.

F. The Appleton (Fox Cities) Policy Board will monitor the metropolitan transportation planning process to assure that it is conducted in a manner consistent with requirements of federal law and regulations.

G. In an attempt to fulfill the above concepts and to meet the requirements of the Federal Aid Highway Act of 1973, the Governor, on January 15, 1974, designated the Commission as the Metropolitan Planning Organization for transportation planning and to be the decision-making group for regional transportation policy for the Appleton (Fox Cities) Metropolitan Planning Area. The Commission serves as the fiscal agent and staff for the Appleton (Fox Cities) MPO. As the designated Appleton (Fox Cities) Metropolitan Planning Organization, the Commission must assure that transportation planning in the urbanized area is satisfactorily coordinated and integrated with other comprehensive planning in the region. These By-laws set forth the manner in which the Policy Board shall fulfill its responsibilities as the cooperative transportation decision-making group of the Metropolitan Planning Organization for the Appleton (Fox Cities) Metropolitan Planning Area.

**Section 3. POLICY BOARD MEMBERSHIP: The Appleton (Fox Cities) Policy Board**

membership shall consist of local elected officials who represent at least 75 percent of the population of the Appleton (Fox Cities) Metropolitan Planning Area (including the largest incorporated city as named by the Bureau of the Census) as required in 49 U.S. Code 5303 (d). See Table 1 for listing of membership and voting structure. Represented entities will notify the Commission as soon as practicable of newly elected officials that will serve on the Appleton (Fox Cities) Policy Board. Each entity may use its own process to select the elected official to serve on the Appleton (Fox Cities) Policy Board.

**Section 4. TERMS OF OFFICE:** A member shall remain on the Appleton (Fox Cities) Policy Board until a successor has been duly elected or appointed, or until resignation, disqualification, incapacity to serve, or removal in accordance with Wisconsin law.

**Section 5. OFFICERS:** The officers of the Appleton (Fox Cities) Policy Board and the Technical Advisory Committee shall be a Chairperson, a Vice Chairperson and a Secretary.

**A. Chairperson** – The Chairperson shall preside over all the meetings and may appoint other members to represent the MPO on committees, task forces, etc., or at meetings or other events.

**B. Vice Chairperson** – In the event of the Chairperson's absence or at their direction, the Vice Chairperson shall assume the powers and duties of the Chairperson.

**C. Secretary** – The Appleton (Fox Cities) Metropolitan Planning Organization Director shall serve as the Secretary of the Appleton (Fox Cities) Policy Board. This will be an ex officio position. The Secretary shall provide or otherwise delegate staff services for the MPO as needed, and will be responsible for the summary of proceedings and meeting materials and agendas. The Appleton (Fox Cities) Policy Board meeting agenda and supporting materials shall be prepared and distributed to the Board and the media 5 days prior to Board meetings.

**D. Alternates** – Alternates are not permitted. Should a member no longer be able to fulfill their duty on the Appleton (Fox Cities) Policy Board, refer to Section 3: Policy Board Membership and Section 4: Terms of Office.

**E. Absences** – Excused absences will be noted in the minutes. In the absence of an elected official, no votes may be taken on behalf of that member. Proxy and absentee voting are not permitted.

**Section 6. ELECTION & TERM OF OFFICERS:** The Appleton (Fox Cities) Policy Board shall elect officers at the first meeting of the Board by simple majority vote, to take office as of said date, and at the first meeting held after May 1 in even years thereafter. Officers shall be elected for two-year terms or until their successors have been duly elected and qualified.

**Section 7 CODE OF ETHICS:** Voting members of the Appleton (Fox Cities) Policy Board must adhere to the Codes of Ethics for Local Government Officials, as outlined in Wisconsin Statutes 19.59.

**Section 8. MEETINGS:** The Appleton (Fox Cities) Policy Board and Technical Advisory Committee will meet bimonthly (every two months) with additional meetings at the call of the Chairperson. Appleton (Fox Cities) Policy Board meetings will be held in the months of February, April, June, August, October, and December, unless otherwise noted. Policy Board and Technical Advisory Committee meetings shall be conducted in accordance with Robert's Rules of Order; Newly Revised Edition and the Open Meetings Law of Wisconsin, as outlined in Wisconsin Statutes 19.81 – 19.98.

**Section 9. QUOROM:** At any meeting of the Appleton (Fox Cities) Policy Board or Technical Advisory Committee, a quorum shall consist of a majority (defined as  $\geq 50\%$ ) of the current voting membership of the body.

**A. VOTING MEMBERS** - Each voting member shall have all voting privileges and be entitled to one (1) vote.

**B. ADVISORY MEMBERS** - Each advisory member may attend and participate in all meetings but shall not have voting powers.

**Section 10. TECHNICAL ADVISORY COMMITTEE:** A Transportation Technical Advisory Committee (TAC) made up of technical transportation representatives to advise the Appleton (Fox Cities) Policy Board on transportation matters shall be composed of staff from the municipalities within the Metropolitan Planning Area. The committee shall provide guidance on the Metropolitan Transportation Plan, Transportation Improvement Program (TIP), and other MPO activities. This includes but is not limited to state, federal, or local transportation funding programs for transportation projects in the Appleton (Fox Cities) MPO.

**Section 11. SUB-COMMITTEES:** The Appleton (Fox Cities) Policy Board may establish sub-committees to carry out the purpose and goals of the MPO. The Chairperson shall appoint sub-committee Chairpersons.

**Section 12. GENERAL PROVISIONS:** The MPO may cooperate with, and contribute or accept services from Federal, State, or local agencies, public or semi-public agencies, private individuals, or corporations and may carry out such cooperative undertakings as needed to fulfill its federal and state requirements.

**A. FISCAL AGENT** - The Commission shall be designated to serve as the fiscal agent for the Appleton (Fox Cities) MPO.

**B. STAFFING** - The Commission shall provide staffing for the Appleton (Fox Cities) MPO.

**C. WORK PROGRAM** - The MPO staff shall submit the required annual Unified Planning Work Program to the Appleton (Fox Cities) Policy Board for approval. Upon approval by the Appleton (Fox Cities) Policy Board, the Work Program will be submitted to Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Wisconsin Department of Transportation (WisDOT) for approval.

**D. LOCAL MATCH** - Outagamie, Calumet and Winnebago counties shall be responsible for providing the local matching contributions, through their annual levy contribution to the Commission. The Commission Board shall have budgetary authority over the local levy provided to support the local match requirements of the Appleton (Fox Cities) MPO.

**Table 1**

<b>APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION</b>				
<i>Updated 2/22 with adjusted MPA boundary populations</i>				
Member Jurisdiction	2020 Census		Policy Board Structure	
	Population within MPA Boundary	Population %	> 5,000 populaton = 1 vote; Additional vote(s) for each increment of 25K pop	
			Voting Seats	Advisory Seats
City of Appleton	75,913	30%	4	
Outagamie - 63,168				
Calumet - 11,304				
Winnebago - 1,441				
City of Neenah	27,319	11%	2	
Town of Grand Chute	23,650	9%	1	
Village of Fox Crossing	18,974	7%	1	
City of Kaukauna	17,094	7%	1	
City of Menasha	18,268	7%	1	
Winnebago - 15,261				
Calumet - 3,007				
Village of Greenville	12,118	5%	1	
Village of Harrison	12,091	5%	1	
Village of Little Chute	11,619	5%	1	
Village of Kimberly	7,320	3%	1	
Town of Buchanan	6,823	3%	1	
Town of Neenah	3,702	1%		1
Village of Combined Locks	3,634	1%		1
Town of Clayton	3,487	1%		1
Village of Sherwood	3,271	1%		1
Town of Center	1,859	1%		1
Town of Vandebroek	1,627	1%		1
Town of Freedom	1,353	1%		1
Town of Kaukauna	1,020	0%		1
Town of Vinland	1,202	0%		1
Town of Ellington	945	0%		1
Village of Wrightstown	292	0%		1
Town of Woodville	149	0%		1
<b>MUNICIPALITY TOTALS</b>	<b>253,730</b>	<b>100%</b>	<b>15</b>	<b>12</b>
			<b>Min. 1 vote; Additional vote(s) for each increment of 100,000 population</b>	
<b>COUNTIES</b>				
Outagamie County	152,522	60%	2	
Winnebago County	71,386	28%	1	
Calumet County	29,822	12%	1	
<b>COUNTY TOTALS</b>	<b>253,730</b>	<b>100%</b>	<b>4</b>	<b>0</b>
<b>REQUIRED MAJOR MODES OF TRANSPORTATION</b>				
WISDOT			1	
Valley Transit			1	
Appleton International Airport			1	
<b>MAJOR MODES TOTALS</b>			<b>3</b>	<b>0</b>
<b>REQUIRED NON-VOTING MEMBERS</b>				
FHWA				1
FTA				1
MPO Director				1
<b>REQUIRED NON-VOTING MEMBER TOTALS</b>			<b>0</b>	<b>3</b>
<b>GRAND TOTAL POLICY BOARD SEATS</b>			<b>22</b>	<b>15</b>

## **ARTICLE XIII – OSHKOSH METROPOLITAN PLANNING ORGANIZATION POLICY BOARD**

**Section 1. NAME:** The name of the board shall be the Oshkosh MPO Policy Board, and hereinafter shall be referred to as the Oshkosh Policy Board.

**Section 2. PURPOSE:** The purpose of the Oshkosh Policy Board shall be to carry out a continuing, cooperative and comprehensive urban transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area, and thereby satisfies the conditions necessary for the receipt of federal capital, operating and planning assistance.

**A.** The physical, economic, and social well-being of the region, its residents, and business enterprises, now and in the future, are determined to a great extent by its transportation system. Therefore, decisions involving transportation systems and subsystems must consider the environmental, economic, and social impacts of the alternatives in the future development of the transportation system and must attain the principal objective of having an efficient, safe, and practical system for moving all people, goods, and services in the region according to their needs.

**B.** A transportation system can best be planned on a large-area basis involving town, village, city, county, regional, and state jurisdictional responsibilities and a proper mix of various modes of travel.

**C.** Counties, cities, villages, and towns have the local responsibility for anticipating and meeting the transportation needs for adequately moving people and goods within their jurisdictions. However, the Wisconsin Department of Transportation is charged, by law, with the responsibility for planning, designing, constructing, and maintaining the State Highway System. In addition, duly authorized transportation authorities are responsible for planning, developing, and operating public transportation services in their respective service areas. Under federal law, the Oshkosh Policy Board has an expanded role in project selection, transportation project programming, and project funding.

**D.** Evaluation of transportation alternatives and the determination of the most desirable transportation system can best be accomplished through a Policy Board of local elected officials from the counties, cities, villages and towns in the Oshkosh Metropolitan Planning Area, as defined in the Code of Federal Regulations 450.312. The Oshkosh Policy Board will be the forum for cooperative decision making by local elected/chief executive officials of general-purpose local governments (i.e., counties, cities, villages, and towns) and including representatives of entities responsible for highway, transit, and ground access to air carrier aviation.

**E.** The Oshkosh Policy Board will make recommendations involving the regional transportation system, including the regional highway system, the regional public

transportation system, and the regional aviation system, to the state, counties, cities, villages, towns and the authorities for all modes of transportation. Final decisions for implementing the Metropolitan Transportation Plan will be a cooperative effort between the governing bodies of the local governments, the Wisconsin Department of Transportation, the Oshkosh Policy Board, and the authorities.

F. The Oshkosh Policy Board will monitor the metropolitan transportation planning process to assure that it is conducted in a manner consistent with requirements of federal law and regulations.

G. In an attempt to fulfill the above concepts and to meet the requirements of the Federal Aid Highway Act of 1973, the Governor designated the Commission as the Metropolitan Planning Organization for transportation planning and to be the decision-making group for regional transportation policy for the Oshkosh Metropolitan Planning Area. The Commission serves as the fiscal agent and staff for the Oshkosh MPO. As the designated Oshkosh Metropolitan Planning Organization, the Commission must assure that transportation planning in the urbanized area is satisfactorily coordinated and integrated with other comprehensive planning in the region. These By-laws set forth the manner in which the Oshkosh Policy Board shall fulfill its responsibilities as the cooperative transportation decision-making group of the Metropolitan Planning Organization for the Oshkosh Metropolitan Planning Area.

**Section 3. POLICY BOARD MEMBERSHIP:** The Oshkosh Policy Board membership shall consist of local elected/chief executive officials who represent at least 75 percent of the population of the Oshkosh Metropolitan Planning Area (including the largest incorporated city as named by the Bureau of the Census) as required in 49 U.S. Code 5303 (d). See Table 2 for listing of membership and voting structure. Represented entities will notify the Commission as soon as practicable of newly elected officials that will serve on the Oshkosh Policy Board. Each entity may use its own process to select the elected/chief executive official to serve on the Oshkosh Policy Board.

**Section 4. TERMS OF OFFICE:** A member shall remain on the Oshkosh Policy Board until a successor has been duly elected or appointed, or until resignation, disqualification, incapacity to serve, or removal in accordance with Wisconsin law.

**Section 5. OFFICERS:** The officers of the Oshkosh Policy Board and the Technical Advisory Committee shall be a Chairperson, a Vice Chairperson and a Secretary.

**A. Chairperson** – The Chairperson shall preside over all the meetings and may appoint other members to represent the MPO on committees, task forces, etc., or at meetings or other events.

**B. Vice Chairperson** – In the event of the Chairperson's absence or at their



direction, the Vice Chairperson shall assume the powers and duties of the Chairperson.

**C. Secretary** – The Oshkosh Metropolitan Planning Organization Director shall serve as the Secretary of the Oshkosh Policy Board. This will be an ex officio position. The Secretary shall provide or otherwise delegate staff services for the MPO as needed, and will be responsible for the summary of proceedings and meeting materials and agendas. The Oshkosh Policy Board meeting agenda and supporting materials shall be prepared and distributed to the Board and the media 5 days prior to Board meetings.

**D. Alternates** – Alternates are not permitted. Should a member no longer be able to fulfill their duty on the Oshkosh Policy Board, refer to Section 3: Policy Board Membership and Section 4: Terms of Office.

**E. Absences** – Excused absences will be noted in the minutes. In the absence of an Oshkosh Policy Board member, no votes may be taken on behalf of that member. Proxy and absentee voting are not permitted.

**Section 6. ELECTION & TERM OF OFFICERS:** The Oshkosh Policy Board shall elect officers at the first meeting of the Board by simple majority vote, to take office as of said date, and at the first meeting held after May 1 in even years thereafter. Officers shall be elected for two-year terms or until their successors have been duly elected and qualified.

**Section 7 CODE OF ETHICS:** Voting members of the Oshkosh Policy Board must adhere to the Codes of Ethics for Local Government Officials, as outlined in Wisconsin Statutes 19.59.

**Section 8. MEETINGS:** The Oshkosh Policy Board and Technical Advisory Committee will meet bimonthly (every two months) with additional meetings at the call of the Chairperson. Oshkosh Policy Board meetings will be held in the months of February, April, June, August, October, and December, unless otherwise noted. Oshkosh Policy Board and Technical Advisory Committee meetings shall be conducted in accordance with Robert's Rules of Order; Newly Revised Edition and the Open Meetings Law of Wisconsin, as outlined in Wisconsin Statutes 19.81 – 19.98.

**Section 9. QUORUM:** At any meeting of the Oshkosh Policy Board or Technical Advisory Committee, a quorum shall consist of a majority (defined as  $\geq 50\%$ ) of the current voting membership of the body.

**A. VOTING MEMBERS** - Each voting member shall have all voting privileges and be entitled to one (1) vote.

**B. ADVISORY MEMBERS** - Each advisory member may attend and participate in all meetings but shall not have voting powers.

**Section 10. TECHNICAL ADVISORY COMMITTEE:** A Transportation Technical Advisory Committee (TAC) made up of technical transportation representatives to advise the Oshkosh Policy Board on transportation matters shall be composed of staff from the municipalities within the Metropolitan Planning Area. The committee shall provide guidance on the Metropolitan Transportation Plan, Transportation Improvement Program (TIP), and other MPO activities. This includes but is not limited to state, federal, or local transportation funding programs for transportation projects in the Oshkosh MPO.

**Section 11. SUB-COMMITTEES:** The Oshkosh Policy Board may establish sub-committees to carry out the purpose and goals of the MPO. The Chairperson shall appoint sub-committee Chairpersons.

**Section 12. GENERAL PROVISIONS:** The MPO may cooperate with, and contribute or accept services from Federal, State, or local agencies, public or semi-public agencies, private individuals, or corporations and may carry out such cooperative undertakings as needed to fulfill its federal and state requirements.

**A. FISCAL AGENT** - The Commission shall be designated to serve as the fiscal agent for the Oshkosh Metropolitan Planning Organization.

**B. STAFFING** - The Commission shall provide staffing for the Oshkosh MPO.

**C. WORK PROGRAM** - The MPO staff shall submit the required annual Unified Planning Work Program to the Policy Board for approval. Upon approval by the Policy Board, the Work Program will be submitted to Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Wisconsin Department of Transportation (WisDOT) for approval.

**D. LOCAL MATCH** - Winnebago County shall be responsible for providing the local matching contribution, through their annual levy contribution to the Commission. The Commission Board shall have budgetary authority over the local levy provided to support the local match requirements of the Oshkosh MPO.

**Table 2**

<b>OSHKOSH METROPOLITAN PLANNING ORGANIZATION</b>				
<i>Updated 2/22 with adjusted MPA boundary populations</i>				
Member Jurisdiction	2020 Census		Policy Board Structure	
	Population within MPA Boundary	Population %	> 5,000 populaton = 1 vote; Additional vote(s) for each increment of 25K pop	
			Voting Seats	Advisory Seats
City of Oshkosh	66,923	84%	3	
Town of Algoma	6,761	9%	1	
Town of Oshkosh	1,981	2%		1
Town of Black Wolf	1,806	2%		1
Town of Omro	1,217	2%		1
Town of Nekimi	633	1%		1
Town of Utica	47	0%		1
Town of Vinland	39	0%		1
<b>MUNICIPALITY TOTALS</b>	<b>79,407</b>	<b>100%</b>	<b>4</b>	<b>6</b>
			<b>Min. 1 vote; Additional vote(s) for each increment of 100,000 population</b>	
<b>COUNTIES</b>				
Winnebago County	79,407	100%	1	
<b>COUNTY TOTALS</b>	<b>79,407</b>	<b>100%</b>	<b>1</b>	<b>0</b>
<b>REQUIRED MAJOR MODES OF TRANSPORTATION</b>				
WISDOT			1	
GO Transit			1	
<b>TOTAL VOTING SEATS</b>			<b>2</b>	<b>0</b>
<b>REQUIRED NON-VOTING MEMBERS</b>				
FHWA				1
FTA				1
MPO Director				1
<b>REQUIRED NON-VOTING MEMBER TOTALS</b>			<b>0</b>	<b>3</b>
<b>GRAND TOTAL POLICY BOARD SEATS</b>			<b>7</b>	<b>9</b>

**DATE:** July 24, 2024

**TO:** ECWRPC Executive Committee

**FROM:** Melissa Kraemer Badtke, Executive Director; Craig Moser, Deputy Director; Sara Otting, Controller

**RE:** Proposed Resolution 46-24: Amending the 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission

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In June, Executive Committee was provided the finalized complete record report from the recent Southeast Regional Directors Institute (SERDI) assessment of East Central’s programs, services and operations. That report included the following recommendations which emerged throughout the assessment process and were confirmed by the Commission Board at its work session in May:

- Annual Orientation Session
- Promotion of East Central Wisconsin Regional Planning Commission
- Annual Local Government Briefing and Work Session
- Increased communication with local governments by routinely being visible at member Board meetings and functions
- ECWRPC as a Convener of the Region
- Develop a work program and services structure that supports the region through regional efforts but also provides program and services support to the urban counties and their municipalities as well as to the rural counties and their municipalities.
- General Planning Services and Assistance

Based on the discussions at the June 13 and July 10<sup>th</sup> Executive Committee meetings, staff was directed to develop a plan to utilize **\$50,000** of the available fund balance (see table below) to begin the implementation of the SERDI Board Assessment.

<b>FUND BALANCE OVERVIEW</b>		
Net Position (12/31/23)	\$	1,065,254.00
<hr/>		
Unrestricted Cash (12/31/23)	\$	638,105.00
Max Cash Reserve per Cash Reserve Policy (17%)	\$	468,851.00
<b>Available Fund Balance (Unrestricted Cash less maximum Cash Reserve)</b>	<b>\$</b>	<b>169,254.00</b>

From July – December, 2024, the efforts would be focused on the development of communication materials as well as putting in place systems to provide better communication to the communities within the East Central Region. If not all of the \$50,000 is utilized the remainder would be included in the 2025 work program and budget.

<b>SERDI Implementation Budget - 2024</b>		
<b>Deliverables</b>	<b>Cost</b>	<b>Notes</b>
Customer Relationship Management System (CRM)	\$18,000	This system will allow the staff to have one database for contact information for communities and partner organizations. In addition, it will provide staff an avenue for sending out notices of grants, newsletters, and other important agency announcements.
Website Update/Refresh	\$2,000	This was identified as a need by staff, communities, and also during the Appleton (Fox Cities) MPO Certification Review. Staff will develop a new website that is more user friendly.
Brand Refresh	\$15,000	Update the logo and brand for the Commission along with the development of template documents that staff will be able to utilize when communicating to partner organizations and communities.
Communication Materials	\$5,000	Develop communication materials (i.e. newsletter, etc.) regarding the Commission.
Community Outreach	\$10,000	The Executive Director and Deputy Director will begin attending City, Village, Town and County Board meetings and developing a schedule to listen to the challenges and opportunities within each community.
<b>Total Amount</b>	<b>\$50,000</b>	

The 2024 Budget tables have been amended to include this additional funding and also include the deliverables to begin implementation.

It is anticipated that an additional amount of the fund balance may be utilized and included in the 2025 Work Program and Budget. The Executive Committee and the leadership team will evaluate how to move forward with the SERDI Board Assessment Implementation and the possible utilization of additional fund balance after the Local Government Meetings are completed in August and September. The local government meetings will provide valuable insight in terms of the challenges and opportunities communities within the East Central Region are facing and where there may be opportunities for East Central to assist or where East Central could connect the community with other resources.

Each year during the annual Work Program and Budget development, this approach would be evaluated.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 46-24: Amending the 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission.



## **5105 SERDI Board Assessment**

5105 Work Program Elements		Budget	Local Funding		Other Funding		Commission	
			Dollars	%	Dollars	%	Dollars	%
5105	<b>SERDI Board Assessment</b>	\$ 50,000.00	\$ -	0.0%			\$ 50,000.00	100.0%
5105	SERDI Board Assessment Implementation	\$ 50,000.00					\$ 50,000.00	
5105	<b>Total SERDI Board Assessment</b>	\$ 50,000.00	\$ -				\$ 50,000.00	

## SERDI Board Assessment Implementation

### 5105 Major Work Program Element: SERDI Board Assessment Implementation

**Objective:** To implement the SERDI Board Assessment that was completed in 2024.

5105 Work Program Cost Summary			
Local Funding	Other Funding	ECWRPC	ELEMENT TOTAL
\$0.00	\$0.00	\$50,000.00	\$50,000.00
0.0%	0.0%	100.0%	100.0%

\*The Commission will utilize \$50,000 of the fund balance for 2024 to complete this work.

Staff Allocations in Hours				
Executive Director/ Deputy Director	Planning Staff	GIS Staff	Administrative Staff	Total Hours

5105 Work Program – FY 2024 Schedule of Activities & Work Products		
Description	Amount	Notes
1.1 Customer Relationship Management System (CRM)	\$18,000	This system will allow the staff to have one database for contact information for communities and partner organizations. In addition, it will provide staff an avenue for sending out notices of grants, newsletters, and other important agency announcements.
1.2 Website Update/Refresh	\$ 2,000	This was identified as a need by staff, communities, and also during the Appleton (Fox Cities) MPO Certification Review. Staff will develop a new website that is user friendly.
1.3 Brand Refresh	\$15,000	Update the logo and brand for the Commission along with the development of template documents that staff will be able to utilize when communicating to partner organizations and communities.
1.4 Communication Materials	\$ 5,000	Develop communication materials (i.e. newsletter, etc.) regarding the Commission.
Community Outreach	\$10,000	The Executive Director and Deputy Director will begin attending City, Village, Town and County Board meetings and developing a schedule to listen to the challenges and opportunities within each community.



Table 4: East Central Wisconsin RPC 2024 Budget Summary

	2024 PROPOSED BUDGET	2023 APPROVED & AMENDED BUDGET	Difference (\$)	Difference (%)
<b>Projected Operating Revenues</b>				
<b>Intergovernmental Grants</b>	\$ 1,929,111	\$ 1,900,025	\$ 29,086	1.5%
Federal Grants	\$ 1,843,826	\$ 1,801,490	\$ 42,336	2.4%
State Grants	\$ 85,285	\$ 98,535	\$ (13,250)	-13.4%
Other Grants	\$ -	\$ -	\$ -	0.0%
<b>Intergovernmental Charges for Services</b>	\$ 834,481	\$ 809,817	\$ 24,664	3.0%
Local districts membership levy	\$ 625,000	\$ 625,000	\$ -	0.0%
Local district contracts (secured & estimated)	\$ 51,325	\$ 40,792	\$ 10,533	25.8%
NR-135 program (Operator fees)	\$ 137,346	\$ 123,450	\$ 13,896	11.3%
NR-135 program (WDNR fees)	\$ 20,810	\$ 20,575	\$ 235	1.1%
<b>Public Charges for Services</b>	\$ 38,000	\$ 14,000	\$ 24,000	171.4%
<b>Use of Prior Years Fund Balance</b>	\$ 50,000	\$ -	\$ 50,000	#DIV/0!
<b>Total Operating Revenues</b>	\$ 2,851,593	\$ 2,723,842	\$ 127,751	4.7%
<b>Projected Operating Expenses</b>				
<b>Salaries and wages</b>	\$ 1,428,023	\$ 1,285,494	\$ 142,529	11.1%
Staff	\$ 1,411,023	\$ 1,271,494	\$ 139,529	11.0%
Commissioners (meeting payments)	\$ 17,000	\$ 14,000	\$ 3,000	21.4%
<b>Employee fringe benefits</b>	\$ 441,069	\$ 413,496	\$ 27,573	6.7%
Health Insurance	\$ 227,757	\$ 219,308	\$ 8,449	3.9%
FICA, Wkmn's Comp, Life, WRS, etc.	\$ 213,313	\$ 194,188	\$ 19,125	9.8%
<b>Direct grant expenses</b>	\$ 582,343	\$ 682,758	\$ (100,416)	-14.7%
<b>Overhead Expenses</b>	\$ 367,579	\$ 290,009	\$ 77,570	26.7%
6100 Meeting Expenses & Staff Development	\$ 17,990	\$ 17,440	\$ 550	3.2%
6200 Supplies	\$ 7,000	\$ 5,600	\$ 1,400	25.0%
6300 Office Space & Equipment	\$ 156,804	\$ 62,529	\$ 94,275	150.8%
6400 Reference materials, subscriptions and dues	\$ 9,085	\$ 1,600	\$ 7,485	467.8%
6500 Printing and Publishing	\$ 36,000	\$ 12,500	\$ 23,500	188.0%
6600 Postage	\$ 1,000	\$ 500	\$ 500	100.0%
6700 Staff expenses	\$ 11,500	\$ 9,000	\$ 2,500	27.8%
6800 Insurance, legal, audit	\$ 55,200	\$ 42,840	\$ 12,360	28.9%
Interest	\$ 5,000	\$ 7,500	\$ (2,500)	-33.3%
Depreciation	\$ 68,000	\$ 130,500	\$ (62,500)	-47.9%
<b>Total Operating Expenses</b>	\$ 2,819,012	\$ 2,671,757	\$ 147,255	5.5%
<b>Projected Surplus / (Deficit)</b>	\$ 32,580	\$ 52,085	\$ (19,505)	-37.4%

**Table 5: ECWRPC 6000 Work Program Element -2024 Overhead Budget**

<b>Work Program Element/Item</b>	<b>Overhead Item</b>	<b>PROPOSED AMENDMENT</b>	<b>ADOPTED 2024 BUDGET</b>	<b>Difference (2023-2024)</b>
<b>6100</b>	<b>Meeting Expenses &amp; Staff Development</b>	<b>\$ 17,990</b>	<b>\$ 17,990</b>	<b>\$ -</b>
6101	Staff Development*	\$ 10,490	\$ 10,490	\$ -
6102	Commissioner's Meeting Exp. (mileage only)**	\$ 7,500	\$ 7,500	\$ -
<b>6200</b>	<b>Supplies</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ -</b>
6201	General Office & Copier Supplies	\$ 5,000	\$ 5,000	\$ -
6203	GIS Printing/Plotting/Graphics Supplies		\$ -	\$ -
6205	Miscellaneous Supplies	\$ 2,000	\$ 2,000	\$ -
<b>6300</b>	<b>Office Space and Equipment</b>	<b>\$ 159,804</b>	<b>\$ 141,804</b>	<b>\$ 18,000</b>
6302	Utilities & Security Monitoring	\$ 15,000	\$ 15,000	\$ -
6310	Telephone/Internet	\$ 6,000	\$ 6,000	\$ -
6320	General Office Furniture/Equipment	\$ 83,600	\$ 83,600	\$ -
6340	Computer & Software Expense	\$ 7,000	\$ 7,000	\$ -
6350	Copier/Postage Meter Rental	\$ 1,000	\$ 1,000	\$ -
6391	Computer Software Maintenance	\$ 47,204	\$ 29,204	\$ 18,000
<b>6400</b>	<b>Reference Materials, Subscriptions &amp; Dues</b>	<b>\$ 9,085</b>	<b>\$ 9,085</b>	<b>\$ 0</b>
6401	Reference Materials & Books	\$ 100	\$ 100	\$ -
6410	Subscriptions	\$ 2,000	\$ 2,000	\$ -
6450	Professional Org. Memberships & Dues	\$ 6,985	\$ 6,985	\$ 0
<b>6500</b>	<b>Printing and Publishing</b>	<b>\$ 33,000</b>	<b>\$ 1,000</b>	<b>\$ 32,000</b>
6503	Marketing	\$ 33,000	\$ 1,000	\$ 32,000
<b>6600</b>	<b>Postage</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>6700</b>	<b>Staff Expenses*</b>	<b>\$ 11,500</b>	<b>\$ 11,500</b>	<b>\$ -</b>
6701	Agency Car Maintenance & Expenses	\$ 4,500	\$ 4,500	\$ -
6702	EE Vehicle Mileage (not job related)	\$ 2,000	\$ 2,000	\$ -
6703	Other EE Expenses (not job related)	\$ 5,000	\$ 5,000	\$ -
<b>6800</b>	<b>Insurance, Legal and Audit</b>	<b>\$ 55,200</b>	<b>\$ 55,200</b>	<b>\$ -</b>
6803	Insurance	\$ 12,000	\$ 12,000	\$ -
6820	Legal Counsel / HR Services / Prof fees	\$ 28,000	\$ 28,000	\$ -
6830	Annual Audit	\$ 12,700	\$ 12,700	\$ -
6840	Banking Fees	\$ 2,500	\$ 2,500	\$ -
<b>6900</b>	<b>Capital Purchases</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>
6870/assets	Capital Purchases, Computers & Equipment	\$ 25,000	\$ 25,000	\$ -
<b>GRAND TOTAL</b>		<b>\$ 319,579</b>	<b>\$ 269,579</b>	<b>\$ 50,000</b>

**RESOLUTION NO. 46-24**

**AMENDING THE 2024 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 2024 Work Program and Budget was adopted by the Commission on January 24, 2024; amended on March 28, 2024, and;

**WHEREAS**, the East Central Wisconsin Regional Planning Commission conducted a 2024 annual audit and the Commission has a fund balance which exceeds the 17% of funding to be kept in the reserve fund, and;

**WHEREAS**, the East Central Wisconsin Regional Planning Commission contracted with the Southeast Regional Directors Institute (SERDI) to assess East Central's program and services by engaging in interviews, focus groups and surveys with key stakeholders in early 2024, and;

**WHEREAS**, the SERDI Board Assessment outlined a number of recommendations for implementation by the Commission, many of which were focused on increased communication and outreach to member counties and communities, and;

**WHEREAS**, the East Central Wisconsin Regional Planning Commission would include \$50,000 of the unrestricted fund balance to begin the implementation of the SERDI Recommendations in 2024, and so;

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

**Section 1:** That the Commission amends the 2024 Work Program and Budget to reflect the inclusion of \$50,000 of the Commission's fund balance to be used for SERDI Board Assessment Implementation deliverables for the remainder of 2024.

Effective Date: July 24, 2024

Submitted To: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

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Alice Connors, Chair – Calumet Co.

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

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Approval Date

**MINUTES  
ECONOMIC DEVELOPMENT COMMITTEE MEETING  
East Central Wisconsin Regional Planning Commission**

**Date:** Wednesday, January 3, 2024 – Virtual

**1. Welcome and Introductions**

Chair Connors welcomed attendees to the meeting and called the meeting to order at 1:00 P.M.

**2. Roll Call**

Introduction of Alternates, Staff, and Guests.

**Committee Members Present:**

Alice Connors, Chair ..... Calumet County  
 Kara Homan (Alt. for Jake Woodford) ..... City of Appleton  
 DuWayne Federwitz ..... Waupaca County  
 Gene Caldwell ..... Menominee County  
 Jerry Bougie (Alt. for Jon Doemel), Vice Chair ..... Winnebago County  
 Mark Rohloff (Alt for Matt Mugerauer) ..... City of Oshkosh

**Committee Members Absent:**

Nadine Miller ..... Outagamie County  
 Sam Kaufman ..... Fond du Lac County  
 Steve Gueths ..... Shawano County

**ECWRPC Staff and Guests Present:**

Melissa Kraemer Badtke ..... Executive Director  
 Colin Kafka ..... Associate Planner

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

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

**5. Approval of the Minutes of the October 4, 2023 Economic Development Committee Meeting Minutes** A motion was made by Ms. Homan and second by Mr. Bougie to approve the minutes as presented. Motion carried unanimously.

**6. Announcements**

A. 2024 Economic Development Committee Meeting Schedule. Mr. Kafka indicated that all the meeting will take place on Wednesday at 1:00 pm with the next meeting on April 3, 2024. He stated that consideration to change the July 3, 2024 meeting can be discussed at the next proposed meeting. The members concurred with the schedule as presented.

**7. New Business/Action Items**

A. Approval of the 2024 Work Program & Budget - 1500 Element – Economic Development Program. Mr. Kafka gave a brief overview of the 2024 Work Program as it pertains to 1500 – Economic Development Program. He noted that staff applied for and received the 2024-2026 Partnership Planning Grant which will be utilized to fund the ECWRPC Economic Development Program.

Ms. Kraemer Badtke shared that the Economic Development Administration (EDA) indicated that the East Central Wisconsin Regional Planning Commission is eligible for a three-year Partnership Planning Assistance grant of \$210,000, which must be matched with non-federal funds of \$90,000 (minimum) for a total of \$300,000 over the three-year performance period. She noted that the required local match went from 40% to 30% based on the economic statistics within the

ECWRPC region. The Economic Development program previously worked with a \$350,000 budget over the three-year performance period (\$210,000 federal, \$140,000 local). She reported that it would now be reduced to \$300,000. Ms. Kraemer Badtke stated that the federal funding remains constant at \$70,000/year, the local match is reduced from \$46,667/year to \$30,000/year; which is a reduction of \$16,667/year. She shared that based on prior feedback from Economic Development Committee and the Commission Board, the proposed 2024 Work Program and Budget includes an additional local match of \$16,667 for the economic development program to maintain consistent funding levels from the prior program cycle.

A motion was made by Mr. Caldwell with a second from Mr. Rohloff to approve of the 2024 Work Program & Budget - 1500 Element – Economic Development Program. Mr. Federwitz shared that he would like to see that additional local match within the budget to continue to help out in areas of need, especially economic growth in our small communities. Mr. Rohloff added that he feels that the distress level in small communities has increased and believes it is important to maintain this level of funding. Members concurred to continue this funding level. Motion carried unanimously.

## 8. Informational/Discussion Items

### A. Economic Development Program Update

1. **2023 Small Community Technical Assistance Program** Mr. Kafka shared that East Central held the third round of the Small Community Technical Assistance Program this fall, with Ayres Associates providing free economic development technical assistance workshops to communities in our region. He noted that with funding available for four day-long workshops with selected communities, staff shared a competitive application for technical assistance in August and then with the assistance from our review team, scored/ranked them in September. Mr. Kafka shared that we received a total of 10 applications and selected four projects to implement. Ayres Associates spent additional time preparing final reports for each community to recap the workshop and/or make additional recommendations regarding the project  
The technical assistance workshops took place the week of October 9<sup>th</sup> -October 12<sup>th</sup> in the following locations, focusing on the projects listed below:
  - City of Chilton – Morrissey Park Conceptual Design
  - City of New Holstein – Downtown Redevelopment Strategy
  - Village of Brandon – Brandon Downtown and Park Concepts
  - Village of Fremont – Streetscape and Redevelopment Considerations
2. **The Small Community Technical Assistance Program** Mr. Kafka shared that East Central received the Overcoming Adversity – Small Division award from the Mid America Economic Development Council at their Annual Conference held in Indianapolis. He noted the award recognizes projects or best practices that a community, region, or state utilized during a situation to overcome challenges. Current East Central Commissioner and former East Central Deputy Directory, Kevin Englebert and East Central Economic Development Planner, Colin Kafka attended the conference November 29<sup>th</sup> – December 1<sup>st</sup> and received the award in person, He noted that Mr. Englebert provided some brief remarks on the program and an appreciation for the award. The News Release on the award can be found [here](#).
3. **EDA 2021-2023 Partnership Planning Grant Close-Out** Mr. Kafka reported that staff successfully completed the 2021-2023 EDA Partnership Planning Grant in December 2023. He shared that this three-year, non-competitive grant is the main funding source for the ECWRPC Economic Development program. With the challenges in 2021 and 2022 due to staff time spent on other deliverables for the CARES Act Grant and the Main Street Bounceback Program, staff successfully reallocated the carry-over funds from these prior years towards the 5-year Comprehensive Economic Development Strategy (CEDS) update in 2023.

4. **EDA 2024-2026 Partnership Planning Grant Application** Mr. Kafka shared that the Economic Development Administration invited ECWRPC to apply for the non-competitive 2024 – 2026 Partnership Planning Assistant Grant. He noted that staff prepared and an application was submitted for this non-competitive EDA grant on November 9. An award notification is anticipated late in 2023.

B. County Roundtable Discussion (as time permits)

1. DuWayne Federwitz – Waupaca County will be seeing significant turnover this election with a number of supervisors not seeking to run and also Chair, Mr. Koeppen is not running due to health issues. He noted that there will be 1/3 turnover again this year.
2. Alice Connors – Calumet County currently has 3 districts that no one is running within, noting that long time running supervisor, Merlin Gentz has filed for noncandidacy.

**9. Upcoming Meetings**

A. **Economic Development Committee Meeting:** The next Economic Development Committee meeting will take place on Wednesday, **April 3, 2024** at 1:00 p.m. Further details will be forthcoming.

B. **Commission Meeting:** The next Commission meeting will take place on Wednesday, **January 24, 2024** at 10:00 a.m. Further details will be forthcoming.

**10. Adjourn** - By unanimous consent, Chair Connors adjourned the meeting.

Respectfully submitted by  
Leann Buboltz – ECWRPC Administrative Coordinator



**MINUTES**  
**ENVIRONMENTAL MANAGEMENT COMMITTEE**  
**East Central Wisconsin Regional Planning Commission**  
 Wednesday, January 10, 2024 - Virtual

COMMITTEE MEMBERS: David DeTroye (Perm. Alt for Tom Reinl), Brenda Schneider, Jeremy Johnson (Perm. Alt. for Elizabeth Moses), Jeff Nooyen, Kevin Englebert (Perm. Alt. for Thomas Nelson), Ken Capelle, Aaron Jenson (Perm. Alt for Brian Smith), David Albrecht (Perm. Alt. for Tom Egan), Bob Schmeichel

1. Welcome and Introductions - 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:

David DeTroye (perm alt. for Tom Reinl) .....	Calumet County
Jeremy Johnson (perm alt. for Elizabeth Moses) .....	Menominee County
Kevin Englebert-Chair (perm alt. for Thomas Nelson) .....	Outagamie County
Jeff Nooyen .....	Outagamie County
Ken Capelle .....	Shawano County
Bob Schmeichel .....	Winnebago County
Brenda Schneider-Vice Chair .....	Fond du Lac County
Aaron Jenson (perm alt. for Brian Smith) .....	Waupaca County
David Albrecht (perm alt. for Tom Egan) .....	Winnebago County

Committee Members Excused:

ECWRPC Staff Present:

Melissa Kraemer-Badtke .....	Executive Director
Craig Moser .....	Deputy Director
Colin Kafka .....	Associate Planner
Scott Konkle .....	Senior Planner
Mike Zuege .....	GIS Manager
Rachel Roth .....	GIS Analyst I
Leann Buboltz .....	Administrative Coordinator

3. Approval of Agenda / Motion to Deviate Mr. Nooyen motioned to approve the agenda Mr. Capelle seconded the motion. The motion passed unanimously.

4. **Review of Staff Report from September 13, 2023** (Cancelled) meeting – Staff Report was acknowledged and no further discussion took place.

5. **Announcements and Discussion Items**

- A. 2024 Environmental Management Committee Schedule – Chair Englebert noted a correction of the Committee title from Economic Development to show Environmental Management Committee. Upon those changed, the Meeting schedule was accepted and placed on file.
- B. Water Quality Management Program Update – Craig Moser, Deputy Director.  
**Potential Additional Funding in 2024** - Ms. Craig Moser shared with the members that staff have participated in several calls with WDNR staff regarding additional federal funding through the Bipartisan Infrastructure Law (BIL) they have available to support the Water Quality Management programming in the state. He noted that the WDNR is planning a statewide

workshop in early 2024 for agencies administering this program on behalf of WDNR to learn more.

**Staffing Update** - Mr. Moser shared that Joe Stephenson will be joining East Central's team as a Senior Planner, leading the Water Quality Management program area. He noted that Mr. Stephenson recently served as the Director of Planning and Community Development for the City of Kaukauna and previously worked as a Principal Planner for the City of Menasha and Treasurer for the Village of Combined Locks. Joe is scheduled to begin his work with the Commission on Tuesday, January 16th.

- C. NR135 Program Update – Scott Konkle, Senior Planner gave a brief overview of the Program update noting that the member counties approved the increase of the operator annual fees from \$35 per acre to \$38 dollars per acre. East Central's portion of the operator annual fees increased from \$30 per acre to \$33 per acre. The WDNR's portion of the collected fees remains the same at \$5 per acre. Fees are calculated based on the un-reclaimed (Active) acres of a nonmetallic mining site. Mr. Konkle shared the activity by County(ies) with the Committee. He mentioned that it was an ambitious inspection schedule that was conducted over the year. The Report Update was accepted and placed on file.

Chair Englebert stated that the photos from the drone-fly are a great asset and a good part of this Program.

## 6. New Business/Action Items

### A. Review & Action on 2024 Work Program & Budget Elements

- i. 1600 NR-135 Non-Metallic Mining Reclamation Program. Mr. Moser gave a brief overview of the NR-135. He stated that the NR-135 Non-Metallic Mining Reclamation portion of the work program is identified by the number 1600. He noted that staff will continue to track quarterly budget items, review new mine site applications/plan modifications, conduct site inspections, certify reclaimed acreage, and update financial assurance documents. Annual operator reporting activities and collection of associated fees will be conducted. Annual WDNR reporting will be submitted along with the WDNR portion of fees collected. GIS data creation and mapping will continue as part of program administration along with the continuation of the recently launched drone program. Operator assistance with permitting issues is on-going. Mr. Moser pointed out that the total Revenue should be shown as \$518,156. A motion was made by Mr. DeTroye and a second by Mr. Schmeichel to approve of the NR-135 Work Program as amended. Motion carried unanimously.
- ii. 1200 Water Quality Management Program – Mr. Moser shared that major components of the 2024 work program include the completion of plans for the Sherwood Sewer Service Area and the Stockbridge Sewer Service Area in 2024. The anticipated adoption of those two SSA Plans is late 2024. He noted that in 2024, staff plans to continue conducting Section 208 water quality conformance reviews and SSA Plan amendments, as necessary. During the meeting with the DNR, there was also discussion of additional federal funding through the Bipartisan Infrastructure Law (BIL) that may be available to support the Water Quality Management programming in the state. He noted that the emphasis of the additional funding will be on climate resiliency and environmental justice efforts. The DNR is planning a statewide workshop in early 2024 for agencies administering this program on behalf of DNR to learn more. A motion was made by m. Schneider and a second by Mr. Albrecht to approve of the work program and budget as presented. Motion carried unanimously.

## 7. Informational/Discussion Items

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

Mr. Johnson – Menominee County shared that he has been attending meeting with the Menominee Tribe regarding their Land Use Plan update. He noted that they are happy to be a part of the conversations.

Mr. Albrecht – Winnebago County shared that he will be stepping down from his work on behalf of Winnebago County/Tom Egan due to health issues. Chair Englebert went on record commending his service on the Commission and thanking him for his dedication.



8. **Establish Time and Place for Next Meeting**

- A. The next Environmental Management Committee meeting will be at 10:00 a.m. on Wednesday, March 13, 2024 at the ECWRPC Office (400 Ahnaip Street, Suite 100; Menasha).
- B. The next Quarterly Commission Board meeting will be at 10:00 a.m. on Wednesday – January 24, 2024 – (TBD). Additional meeting details will be forthcoming.

9. **Adjourn** A motion was made by Mr. Schmeichel and a second by Mr. Nooyen to adjourn with the time noted at 10:30 a.m.

Respectfully Submitted

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

\*\* Note Meeting was not recorded.

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

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

Date: Tuesday, March 12, 2024

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

Committee Members Present:

Nick Kesler.....	Calumet County
John Zorn (Alt. for Steve Abel) .....	Fond du Lac County
Lee Hammen, Vice Chair .....	Outagamie County
Robert Keller, Chair .....	Winnebago County
Nick Weber .....	WisDOT – NE Region
Joe Moore ( <i>Perm Alt for Keith Heisler</i> ).....	Fond du Lac County
Denise Gilane .....	Menominee County
Tom Kautza .....	Shawano County

Committee Members Excused:

Dick Koeppen .....	Waupaca County
Ron McDonald .....	Valley Transit

ECWRPC Staff:

Melissa Kraemer Badtke. ....	Executive Director/MPO Director
Kim Biedermann .....	Principal Planner
Mike Zuege .....	GIS Manager
Casey Peters .....	Associate Planner
Leann Buboltz.....	Administrative Coord
Jennie Meyer .....	SRTS Coordinator

Guests Present

Jeff Philipiak.....	Community Member
Dave Albrecht .....	Winnebago County

3. **Approval of Agenda / Motion to Deviate** – A motion by Mr. Zorn and second by Mr. Hammen to approve of the agenda as posted. Motion carried unanimously.
4. **Public Comment** – No public comment.
5. **Approval of the January 9, 2024** Transportation Committee Meeting Minutes – A motion was made by Mr. Hammen 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. Kim Biedermann
 

Roadways

    1. *Comprehensive Safety Action Plan:* Ms. Biedermann gave a brief overview of the ECWRPC Comprehensive Safety Action Plan (CSAP) for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations. She noted that this Plan was developed to satisfy the

action plan requirements of the Safe Streets and Roads for All (SS4A) Grant Program, a federal discretionary program with \$5 billion in appropriated funds over five years (2022-2026).

Ms. Biedermann shared that a completed Action Plan is required for local governments to be eligible to apply for Safe Streets and Roads for All Demonstration and/or Implementation Grants. The SS4A Demonstration and Implementation Grants are two separate funding sources that provide federal funding for municipalities to conduct demonstration activities or further planning, implement safety strategies, and construct projects identified in the Action Plan. She reported that the Notice of Funding Opportunity for SS4A was recently released, and ECWRPC staff are working with communities on potential applications.

2. *Performance Measures and Targets:* Ms. Biedermann shared with the members that on December 7, 2023, the Federal Highway Administration published a final rule establishing a performance measure for the performance of the National Highway System related to Greenhouse Gas (GHG) emissions (88 FR 85364). She noted that the final planning rule became effective on January 8, 2024, which requires states to establish initial declining targets along with their initial reports by February 1, 2024. Ms. Biedermann reported that since that time twenty-two states have challenged the rule in federal court and FHWA has agreed that it will not seek to enforce the February 1, 2024 deadline, noting that the extension to submit initial targets and reports is March 29, 2024. East Central staff will continue to work in coordination with WisDOT and provide any updates to the Appleton (Fox Cities) Technical Advisory Committee and Policy Board.
3. *Small Urban Area Boundary Adjustments:* ECWRPC staff has been working with small urban areas throughout the region to update their boundaries, which are to be updated based on the 2020 US Census data.

#### Active Transportation—Bicycle and Pedestrian Planning

1. *Fond du Lac MPO Bicycle and Pedestrian Plan:* ECWRPC staff worked with the Fond du Lac MPO on creating the MPO's first bicycle and pedestrian plan. Ms. Biedermann stated that working with an advisory committee, local communities, and the public, a draft plan was presented to the MPO's Technical Advisory Committee and Policy Board. She noted that the plan was adopted on March 6, 2024. ECWRPC staff will continue to work with the MPO on implementation of the plan.

#### Safe Routes to School presented by Jennie Mayer

1. *Winter Walk to School Month:* Toolkits were provided to 43 schools this year, and a record number of schools participated in the weekly challenges.
2. *Gap Analysis Study:* Staff have been working with Kimberly School District to collect data at the roundabout at Midway Road and County Highway N to determine the need for a crossing guard. Ms. Mayer noted that the gap analysis study is one factor in the scoring criteria that is used to determine if or where crossing guards are needed.
3. *Bike Safety Presentations:* Fifty-two schools in the region requested bike safety presentations for this school year. Ms. Mayer reported that staff have been able to get several presentations scheduled and are still working with schools to schedule presentations for the spring.
4. *Shawano Safe Routes to School Action Plan:* Staff have been working with the Shawano School District, the City, and partners on a Safe Routes to School Action Plan. Observations were completed at the schools and staff are currently engaging the school community through surveys and Social pinpoint together information. The Action Plan should be completed by mid-May.

### Transit and Specialized Transportation

1. *GO Transit (City of Oshkosh) Transit Development Plan*: Ms. Biedermann reported that ECWRPC and City of Oshkosh staff continue to work with SRF Consulting to update the Transit Development Plan for GO Transit. The plan will be brought forth as an action item on the City of Oshkosh's Common Council agenda for the April 9, 2024 meeting.

B. Discussion Regarding the Appleton and Oshkosh Metropolitan Planning Organization (MPO) Policy Board Redesignation Process. Ms. Kraemer Badtke gave a brief overview of the redesignation process. She noted that the redesignation process will begin with the ECWRPC Board approving Resolutions of Support to proceed with the redesignation process by engaging with all local impacted counties and municipalities on the establishment of new MPO Policy Board structures for both the Appleton (Fox Cities) and Oshkosh MPOs. Each impacted county and municipality will be required to adopt a Resolution of Support approving of the new Policy Board structure. A resolution will be brought before the next Executive Committee meeting and then on to the full Commission Board for their review and action.

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

A. Proposed Resolution 11-24: Adopting the Adjusted 2020 Urban Area Boundary for the Appleton (Fox Cities) Metropolitan Planning Organization. Mr. Casey Peters shared with the members that as the Metropolitan Planning Organization for the Appleton (Fox Cities) MPO, ECWRPC staff worked with local communities to adjust the boundary provided by the US Census Bureau to align with transportation planning initiatives. A map of the proposed Adjusted Urban Area Boundary was approved by the Appleton (Fox Cities) Technical Advisory Committee. The Village of Sherwood will no longer be a part of the Urban Area. Committee discussion took place addressing the issue of preserving farmlands; however, staff noted that as far as the boundary map adjustments it is not a WisDOT requirement or part of the criteria. The urban area boundary includes areas for transportation needs and planning.

A motion was made by Mr. Hammen and a second by Mr. Moore to approve of Proposed Resolution 11-24: Adopting the Adjusted 2020 Urban Area Boundary for the Appleton (Fox Cities) Metropolitan Planning Organization as presented. Motion carried unanimously.

B. Proposed Resolution 12-24: Adopting the Adjusted 2020 Urban Area Boundary for the Oshkosh Metropolitan Planning Organization. Mr. Casey Peters shared with the members that as the Metropolitan Planning Organization for the Oshkosh MPO, ECWRPC staff worked with local communities to adjust the boundary provided by the US Census Bureau to align with transportation planning initiatives. A map of the proposed Adjusted Urban Area Boundary was approved by the Oshkosh Technical Advisory Committee. Mr. Peters noted that on the north side Hwy 76 and State Hwy I-41, a small urban area did reach up into the Appleton Planning area.

A motion was made by Mr. Zorn and a second by Mr. Kesler to approved of Proposed Resolution 12-24: Adopting the Adjusted 2020 Urban Area Boundary for the Oshkosh Metropolitan Planning Organization as presented. Motion carried unanimously.

C. Proposed Resolution 13-24: Adopting the Adjusted 2020 Metropolitan Planning Area (MPA) Boundary for the Appleton (Fox Cities) Metropolitan Planning Organization. Mr. Casey Peters gave an overview of establishing MPA boundaries. He noted that ECWRPC staff have developed a recommended MPA (20 year) boundary for the Appleton (Fox Cities) MPO to coincide with the adjusted Urban Area Boundary (UAB). This process has been expedited to coincide with the planning efforts of the Congestion Management Plan and the updated Long-Range Transportation Plan (which will be renamed the Metropolitan Transportation Plan (MTP) in accordance with 49 USC 5303(i) and 23 CFR 450.306). Mr. Peters reported that there is a notable change in the boundary in the Town of Neenah, where the Oshkosh MPO's UAB and MPA have expanded into the Appleton MPA. This map was approved at the March 4, 2024 Appleton (Fox Cities) MPO Technical Advisory Committee meeting.

A motion was made by Mr. Kautza and second by Mr. Kesler approve of Proposed Resolution 13-24: Adopting the Adjusted 2020 Metropolitan Planning Area (MPA) Boundary for the Appleton (Fox Cities) Metropolitan Planning Organization as presented. Motion carried unanimously.

- D. Proposed Resolution 14-24: Adopting the Adjusted 2020 Metropolitan Planning Area Boundary for the Oshkosh Metropolitan Planning Organization. Mr. Casey Peters gave an overview of establishing MPA boundaries. He noted that ECWRPC staff have developed a recommended MPA boundary for Oshkosh MPO to coincide with the adjusted Urban Area Boundary (UAB). This process has been expedited to coincide with the planning efforts of the Long-Range Transportation Plan (which will be renamed the Metropolitan Transportation Plan (MTP) in accordance with 49 USC 5303(i) and 23 CFR 450.306). Mr. Peters reported that there is a notable change in the boundary in the Town of Neenah, where the Oshkosh MPO's UAB and MPA have expanded into the Appleton MPA. This map was approved at the March 5, 2024 Oshkosh MPO Technical Advisory Committee meeting.

A motion was made by Mr. Hammen and a second by Mr. Kesler to approve Proposed Resolution 14-24: Adopting the Adjusted 2020 Metropolitan Planning Area Boundary for the Oshkosh Metropolitan Planning Organization as presented. Motion carried unanimously.

- E. Proposed Resolution 15-24: Amending the 2024-2027 Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Metropolitan Planning Organization. Mr. Casey Peters shared that Wisconsin Department of Transportation (WisDOT) has requested TIP numbers on several new project for the 2024-2027 program cycle. These projects to be amended into the TIP must be assigned TIP numbers, as well as be considered in the Appleton (Fox Cities) MPO's fiscal constrain table. Mr. Peters noted that the projects to be included fall into two categories. The first includes general reconstruction and maintenance of the transportation network within the Appleton (Fox Cities) MPO.

These projects include the following:

- TIP # 252-22-012 – NHPP, IH 41, Wrightstown SWEF 34/Post-Bldg.: Updated funding
- TIP # 252-22-052 – NHPP, IH 41, Expansion: Updated funding and state project IDs
- TIP # 252-22-057 – NHPP, IH 41, Expansion: Updated funding and state project IDs
- TIP # 252-23-015 – NHPP, STH 441 Interchange: Updated funding
- TIP # 252-23-016 – NHPP, STH 441 & CTH OO Interchange: Updated funding and date
- TIP # 252-23-017 – NHPP, STH 441 & CTH N Interchange: Updated funding
- TIP # 252-23-018 – NHPP, IH 41, STH 55 Interchange: Updated funding and date
- TIP # 252-23-019 – NHPP, IH 41, Maloney Rd: Updated date
- TIP # 252-23-045 – NHPP, IH 41, Ballard Rd Interchange: Updated funding
- TIP # 252-23-046 – NHPP, IH 41, Railroad Structures: Updated funding
- TIP # 252-23-047 – NHPP, IH 41, French Rd Overpass: Updated funding and date
- TIP # 252-23-063 – NHPP, STH 47, 9<sup>th</sup> Street to NCL: Updated funding and scope
- TIP # 252-23-071 – NHPP, IH 41, Wrightstown SWEF 34/Post-Site: Updated funding

The second category includes transit programs which have received Section 5310 funding. The operators receiving these funds may not be located within the Appleton (Fox Cities) MPO urbanized area. However, these providers service areas within the urbanized area, therefore requiring for these funds to be cataloged within this TIP.

These include the following:

- TIP # 252-24-026 – Section 5310, ADVOCAP, Inc: Operating assistance
- TIP # 252-24-027 – Section 5310, Brooke Industries, Inc: Vehicle replacement
- TIP # 252-24-028 – Section 5310, County of Calumet: Vehicle replacement
- TIP # 252-24-029 – Section 5310, County of Calumet: Operating assistance
- TIP # 252-24-030 – Section 5310, Lutheran Social Services: Mobility management
- TIP # 252-24-031 – Section 5310, Lutheran Social Services: Operating assistance
- TIP # 252-24-032 – Section 5310, New Hope Center, Inc: Mobility Management
- TIP # 252-24-033 – Section 5310, New Hope Center, Inc: Mobility Management

Mr. Peters noted no public comment was received.

A motion was made by Mr. Zorn and a second by Mr. Hammen to approve of Proposed Resolution 15-24: Amending the 2024-2027 Transportation Improvement Program (TIP) for the

Appleton (Fox Cities) Metropolitan Planning Organization as presented. Motion carried unanimously.

- F. Proposed Resolution 16-24: Amending the 2024-2027 Transportation Improvement Program (TIP) for the Oshkosh Metropolitan Planning Organization. Mr. Casey Peters shared with the members that the Wisconsin Department of Transportation (WisDOT) has requested TIP Numbers on multiple new projects in the 2024-2027 funding cycle. These projects need to be amended into the TIP to receive the TIP numbers required for federal funding. These projects consist of Section 5310 funds, which provide enhanced mobility of seniors and individuals with disabilities within the Oshkosh MPO.

These projects include:

- TIP # 253-24-011 – Section 5310, ADVOCAP Inc: Operating Assistance
- TIP # 253-24-012 – Section 5310, Brooke Industries Inc: Vehicle Replacement
- TIP # 253-24-013 – Section 5310, Lutheran Social Services: Mobility Management
- TIP # 253-24-014 – Section 5310, Lutheran Social Services: Operating Assistance

Mr. Peters noted no public comment was received.

A motion was made by Mr. Moore and a second by Mr. Kesler to approve of Proposed Resolution 16-24: Amending the 2024-2027 Transportation Improvement Program (TIP) for the Oshkosh Metropolitan Planning Organization as presented. Motion carried unanimously.

- G. Proposed Resolution 17-24: Approving the 2024-2029 Surface Transportation Block Grant-Urban Project for the Oshkosh Metropolitan Planning Organization. Ms. Kim Biedermann reported that the Surface Transportation Block Grant (STBG) - Urban Program Cycle for 2024-2029 program cycle opened on June 3, 2023 and closed on October 27, 2023. She noted that STBG projects are funded up to 80% federal funding and 20% local match, with a requirement that selected projects must be at least 50% federally funded. Ms. Biedermann gave a brief overview of the process. He shared that the Wisconsin Department of Transportation submitted its SFY 2024 Federal Expenditure Plan to the Joint Committee on Finance in December 2023. The Joint Committee on Finance had an opportunity to provide comments and/or modifications to the plan. Ms. Biedermann noted that the Wisconsin Department of Transportation was informed in early January 2024, that the plan had been approved with no modifications and the allocations were received by the MPOs in February 2024. The Oshkosh MPO had two projects that were submitted:

- City of Oshkosh: Jackson Street – Marion to High Avenue
  - Total construction cost: \$3,757,835
  - Total participating cost: \$2,212,835
  - Federal funding request: \$1,547,702 (69.9%)
- City of Oshkosh: Oregon Street – 6<sup>th</sup> Avenue -8<sup>th</sup> Avenue
  - Total construction cost: \$1,708,446
  - Total participating cost: \$941,721
  - Federal funding request: \$649,883 (69%)

The total allocation for this cycle for the Oshkosh MPO is \$2,197,585; the total amount of Federal funding requested from both projects equals that amount. The following is a percentage breakdown of the funding amounts. The requested Federal funding amount for the Jackson Street project is 69.9% of the total participating costs; for the Oregon street project the requested Federal funding amount is 69% of the total participating costs. Both projects fall within the Federally-mandated 50% - 80% range.

A motion was made by Mr. Hammen and a second by Mr. Moore to approve of Proposed Resolution 17-24: Approving the 2024-2029 Surface Transportation Block Grant-Urban Project for the Oshkosh Metropolitan Planning Organization as presented. Motion carried unanimously.

## 8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*) – Mr. Keller – Winnebago County shared that the National Neighborhoods Communicator Partnership gave a presentation. In brief, they consolidate data from both regional and local into a single source where the Health department

and other can find the data that they need. It is intended to save staff time. He stated that the cost is \$300,000 for Winnebago County which would be included within the Tri-County Program of Winnebago/Calumet/Outagamie. The full cost over a 3-year implementation would be approximately \$1 million.

- B. North Central WisDOT Updates – No one present
- C. Northeast WisDOT Updates - Mr. Nick Weber shared that 2 webinars are upcoming and the links are available on the WisDOT website (1) Ag Roads Improvement Program and (2) 2024 Federal Redistribution.

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

- A. *Transportation Committee Meeting* will take place on May 14, 2024 at 1:30 p.m. Further details will be forthcoming.
- B. *Commission Meeting* will take place on Thursday, March 28, 2024 at The Hillside – Plamann Park, 1375 Broadway Drive, Appleton at 10:00 am. Further details will be forthcoming.

10. **Adjourn** – A motion was made by Mr. Hammen and second by Mr. Moore to adjourn with the time noted 2:09 p.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator  
ECWRPC

**TO:** Transportation Committee  
**FROM:** Chris Colla, Associate Planner  
**DATE:** July 9, 2024  
**RE:** Proposed Resolution 39-24: Amending the Transportation Chapter of the 2024 Work Program and Budget

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Commission staff have been meeting with Valley Transit staff to discuss an update to Valley Transit's Transit Development Plan, which would start in 2025. Funding to develop the update to this plan is available through the Federal Transit Administration's 5304 program funds. These funds are administered through the Wisconsin Department of Transportation. Wisconsin's Statewide Transit Planning ("Section 5304") Program which supports local and regional transit planning efforts by offering funding for relevant studies and plans. Funding is available at up to 80% of eligible expenses. Eligible applicants include Metropolitan Planning Organizations (MPOs), local government authorities, and operators of public transportation systems. While applications are accepted on a rolling basis, there are two review periods of applications, with the next review period taking place in the fall of 2024. One criterion of eligibility is to have projects intending to be funded with 5304 funds be listed in the work program and budget.

East Central would apply for and administer the 5304 funds on behalf of Valley Transit. It is anticipated that once the funds are received, a Request for Proposals would be issued to select a consultant to develop the Transit Development Plan. ECWRPC staff will assist in administering the grant, participating in check-in and stakeholder meetings, providing GIS support, and monitoring project progress and deliverables.

The anticipated budget for this project is \$200,000. As the project is 80% federally funded, the anticipated grant award would be \$160,000.

In addition, two other changes were made: one to 1324 and one to 1324F. The change made to 1324 is to reflect deliverables to the Valley Transit TDP that will occur outside of the grant award. The change to 1324F is to reflect work with GO Transit for a paratransit study, as the parameters of this study fulfill Safe and Accessible Transportation Options requirements.

**Staff Recommendation:** Staff recommends the approval of Proposed Resolution 39-24: Amending the Transportation Chapter of the 2024 Work Program and Budget.



**Table 5: Regional Safe Routes to School Funding**

		WisDOT/FHWA - TAP			MPO/Local	
		Budget	Dollars	%	Dollars	%
<b>1380</b>	<b>Regional Safe Routes to School Funding (TA Set Aside)</b>					
1381	Program Administration/Support	\$ 375,000.00	\$ 300,000.00	80.0%	\$ 75,000.00	20.0%
1383	Events and Programs	\$ 85,000.00	\$ 68,000.00	80.0%	\$ 17,000.00	20.0%
1384	Communication and Education Materials	\$ 8,000.00	\$ 6,400.00	80.0%	\$ 1,600.00	20.0%
1386	Youth Engagement Program	\$ 14,500.00	\$ 11,600.00	80.0%	\$ 2,900.00	20.0%
1390	Workshops	\$ 1,000.00	\$ 800.00	80.0%	\$ 200.00	20.0%
1391	Evidence Based Practices and Research	\$ 4,700.00	\$ 3,760.00	80.0%	\$ 940.00	20.0%
	<b>Total Regional Safe Routes to School Program</b>	<b>\$ 488,200.00</b>	<b>\$ 390,560.00</b>	<b>80.0%</b>	<b>\$ 97,640.00</b>	<b>20.0%</b>

**Table 6: FTA Special Studies - 2024**

		FTA			WisDOT		Local Match	
		Budget	Dollars	%	Dollars	%	Dollars	%
2461	GO Transit - Transit Development Plan	\$ 141,876.00	\$ 113,501.00	80.0%	\$ -	0.0%	\$ 28,375.00	20.0%
	GO Transit – Facilities Master Plan	\$ 100,000.00	\$ 80,000.00	80.0%	\$-		\$ 20,000.00	20.0%
<b>2465</b>	<b>Valley Transit – Transit Development Plan</b>	<b>\$200,000.00</b>	<b>\$160,000.00</b>	<b>80.0%</b>	<b>\$-</b>		<b>\$40,000.00</b>	<b>20.0%</b>
	<b>Total Program</b>	<b>\$ 441,876.00</b>	<b>\$ 353,501.00</b>	<b>80.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 88,375.00</b>	<b>20.0%</b>

implementation of their bicycle and pedestrian plans. East Central staff will also work with a consultant to develop a Complete Streets Toolkit as part of the Roadway Urbanization Guidebook.

### **Specialized Transportation Coordination Plans/Transit**

Specialized Transportation throughout the Appleton (Fox Cities) MPO has been significantly impacted by the pandemic, with some programs shutting down service at times and others switching to meal delivery and essential rides (dialysis, medical appointments) only. Transit, paratransit and demand response services are all currently operating following FTA safety guidelines as they relate to COVID-19. Specialized transportation coordination plans for each of the counties within the region will be updated in 2024. In addition, communities have continued to request assistance for updating their data, assistance with applying for funding, and assistance for updating their Title VI Plans.

East Central staff continues to work with Valley Transit on the implementation of their Transit Development Plan and will continue work with GO Transit to update their Transit Development Plan. East Central staff will work with Valley Transit on updating the 5310 policies and procedures in anticipation of the 5310 program cycle.

Through 5304 funds, GO Transit will continue to work with a consultant to conduct a planning study in 2024. This project studies the transit administrative and garage facilities, and it evaluates their current and future use. This will include examining the ability to accommodate electric buses and charging infrastructure. The end product will be a master plan for GO Transit.

Through 5304 funds, Valley Transit will commence work with a consultant to update the Transit Development Plan. East Central, on behalf of Valley Transit, will administer the grant, assist with procurement, and staff will assist Valley Transit throughout the TDP update process. The end product will be an updated Transit Development Plan for Valley Transit.

### **Health in Transportation Planning**

East Central staff will be working with Public Health Department, Community Development Departments, and Public Works Departments to build relationship and demonstrate the linkage from the built environment to public health.

### **Safe Routes to School**

The Regional Safe Routes to School staff will continue to work with local SRTS coalitions to implement safe routes to school programs and encouragement programs such as the walking school bus program. The team will also continue to work on the school siting tool and implement the educational campaign for the school year.

**1324 Work Item: Transit and Specialized Transportation Development and Coordination/Safety and Security**

**Objective:** To work with the urban transit systems to develop transit operating and capital improvement programs which efficiently serve the Appleton (Fox Cities) and Oshkosh Urbanized Areas.

1324 - Work Program Funding Allocation		
<b>FHWA - PL</b>	\$ 24,000.00	80.0%
<b>WisDOT - PL</b>	\$ 1,500.00	5.0%
<b>ECWRPC</b>	\$ 4,500.00	15.0%
<b>Total</b>	\$ 30,000.00	100.0%

1324 - Staff Allocations	
Position	Hours
<b>MPO Director</b>	16
<b>Deputy Director</b>	0
<b>Principal Planner</b>	156
<b>Senior Planner</b>	0
<b>Associate Planner</b>	532
<b>GIS Manager</b>	48
<b>GIS Analyst 1</b>	85
<b>IT Manager</b>	0
<b>Controller</b>	0
<b>Administrative Coordinator</b>	0

**FY 2023 Major Accomplishments**

- Continued to work with Valley Transit on implementing their Transit Development Plan.
- Worked with Valley Transit to develop a GIS application for visualization of their boarding and alighting data.
- Worked with partner organizations on the Winnebago Catch A Ride Program.
- Worked with Valley Transit and other providers to review and assist on the 5310 application.

1324 Work Program—FY 2024 Schedule of Activities & Work Products	
Description	Completion Date
*1.1 Continue to support Valley Transit with Whitman Avenue Facility project and Appleton Downtown Transit Center project.	January - April 2024
1.2 Work with Valley Transit to update their 5310 Coordination Management Plan.	January – December 2024
1.3 Work with Valley Transit to apply for funding to update their Transit Development Plan (TDP), create a request for proposals for the TDP, and assist in the consultant selection process.	January – December 2024
1.4 Continue working with WisDOT, FTA, GO Transit and Valley Transit to implement the planning requirements for coordination in the Appleton	Ongoing

1.5 Work with Valley Transit to use their Optimibus platform to analyze data and to use for future planning.	January-December 2024
1.6 Continue to work with Valley Transit on the boarding and alighting data for analysis and for visualization	Ongoing
1.7 Work with partner organizations to develop an interactive trail map site/application for trail users that complements the Trails of the Fox Cities maps.	July to December 2024
1.8 Work with public transportation agencies, FTA and WisDOT to monitor options for intercity transportation initiatives along the I-41 corridor (replaces Commuter Service Study)	Ongoing
*1.9 Continue to coordinate with Outagamie and Winnebago Catch a Ride within the Oshkosh MPO and Appleton (Fox Cites) MPO.	Ongoing
*1.10 Work with Valley Transit and the City of Neenah to implement the recommendations in the Neenah Transfer Center Study	January – December 2024
1.11 Continue to work with local communities and partner organizations on the High Cliff Connection project.	Ongoing
1.12 Implement a formal count rotation program within the MPOs, including establishing locations for year-round count locations.	January – October 2024
1.13 Assist GO Transit with a paratransit study	July-December 2024

Table 17: FTA Special Studies - 2024

		FTA			WisDOT		City of Oshkosh	
		Budget	Dollars	%	Dollars	%	Dollars	%
	<b>GO Transit - Transit Development Plan</b>							
2461	GO Transit - Transit Development Plan	\$ 141,876.00	\$113,501.00	80.0%	\$ -	0.0%	\$28,375.00	20.0%
	GO Transit - Master Facilities Plan*	\$100,000.00	\$80,000.00	80.0%	\$ -	0.0%	\$20,000.00	20.0%
2465	Valley Transit – Transit Development Plan	\$200,000.00	\$160,000.00	80.0%	\$ -	0.0%	\$40,000.00	20.0%
	<b>Total Program</b>	<b>\$441,876.00</b>	<b>\$353,501.00</b>	80.0%	<b>\$ -</b>	0.0%	<b>\$88,375.00</b>	20.0%

\*This project was not assigned a project identification number, as there will not be MPO staff time or matching funds on this project from the Commission. Funds will remain solely within GO Transit’s budget.

**Section 6.5 -  
Work Item: Valley Transit – Transit Development Plan Update**

**Objectives:** Work with Valley Transit and a consultant to update the Transit Development Plan.

2465 Work Program Funding Allocation		
<b>FTA (5304)</b>	\$ 160,000.00	80.00%
<b>Local Match</b>	\$ 40,000 .00	20.00%
<b>Total</b>	\$ 200,000.00	100%

2465 - Staff Allocations	
<b>Position</b>	<b>Hours</b>
<b>MPO Director</b>	5
<b>Principal Planner</b>	15
<b>Associate Planner</b>	20
<b>GIS Manager</b>	3
<b>GIS Analyst 1</b>	0
<b>IT Manager</b>	0
<b>Controller</b>	5
<b>Administrative Coordinator</b>	0

2465 Work Program—FY 2024 Schedule of Activities & Work Products	
<b>Description</b>	<b>Completion Date</b>
1.1 Start work on contract template in preparation for consultant selection.	Nov-Dec '24

This funding represents the anticipated amount necessary to complete the TDP over the life of the project, which is expected to be awarded in late 2024 and completed in 2025 or 2026.

Staff hours reflect the staff hours necessary to complete work on this project in 2024, which includes drafting a contract template in preparation of consultant selection.

**RESOLUTION NO. 39-24**

**AMENDING THE TRANSPORTATION CHAPTER OF THE 2024 WORK PROGRAM AND BUDGET**

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

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

**WHEREAS**, the Commission Board approved the Commission's 2024 Work Program and Budget, which included the 2024 Unified Transportation Work Program and Budget, on January 24, 2024 and was amended on March 28, 2024, and;

**WHEREAS**, transportation work program and budget amendments are allowable under certain circumstances, including the addition of new projects and deliverables, and;

**WHEREAS**, the State of Wisconsin administers Federal Transit Association (FTA) Section 5304 funds, and;

**WHEREAS**, East Central Wisconsin Regional Planning Commission intends to apply for Section 5304 funds on behalf of Valley Transit for its Transit Development Plan update, and;

**WHEREAS**, these funds will be utilized to update the Transit Development Plan for Valley Transit and is of mutual interest by ECWRPC and Valley Transit, and;

**WHEREAS**, these funds will be used to administer an update to the Valley Transit Transit Development Plan, and East Central staff time will be allocated to meet the deliverables of this project; and,

**WHEREAS**, the anticipated budget for this project is \$200,000 with 80% being federally funded, and;

**WHEREAS**, projects funded under Section 5304 funds must appear in the work program before funding can be received, and;

**WHEREAS**, the work program and budget has been amended to reflect the intent to apply for Section 5304 funds, and;

**WHEREAS**, additional changes to the work program have been made to clarify work program deliverables remaining for 2024, and;

**WHEREAS**, these additional changes outside of the Section 5304 grant are budget neutral; so

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

**Section 1.** That, contingent upon the funding award from the Wisconsin Department of Transportation, the Commission hereby amends the Transportation Chapter of the 2024 Work Program and Budget to reflect the additional funding and deliverables for the Section 5304 Grants Program.

**Section 2.** That the Transportation Chapter of the 2024 Work Program and Budget is amended to reflect the additional deliverables anticipated for Calendar Year 2024.

Effective Date: July 24, 2024  
Submitted By: Transportation Committee  
Prepared By: Chris Colla, Associate Transportation Planner

\_\_\_\_\_  
Alice Connors - Chair  
East Central WI Reg Planning Commission

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

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

**TO:** Transportation Committee  
**FROM:** Chris Colla, Associate Planner  
**DATE:** July 9, 2024  
**RE:** Proposed Resolution 40-24: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization—2024-2027

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Since the 2024 Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Urbanized Area was adopted on October 4, 2023, Wisconsin Department of Transportation (WisDOT) has requested TIP numbers on several new project for the 2024-2027 program cycle. These projects to be amended into the TIP must be assigned TIP numbers, as well as be considered in the Appleton (Fox Cities) MPO's fiscal constrain table.

Most project amendments involve changes in funding or additions of scheduled construction dates.

- TIP # 252-20-064 – NHPP, WIS 96 / Cleary Ct – Tower View Dr: Federal funding removed
- TIP # 252-20-065 – STBG, WIS 76 / CTH II – Shady Lane: Construction date moved
- TIP # 252-21-010 – STBG, STH 55 / USH 151 – STH 114: Changes in funding - currently state funded only but eligible for federal funds
- TIP # 252-21-014 – NHPP, Wisconsin Ave - Casaloma Dr. – N Badger Ave: Construction scheduled for 7/8/25
- TIP # 252-21-014 – HSIP, Wisconsin Ave - Casaloma Dr. – N Badger Ave: Construction scheduled for 7/8/25
- TIP # 252-23-073 – TAP, Wisconsin Ave / I-41 Badger Ave, Sidewalk - Casaloma Dr. – N Badger Ave: Construction scheduled for 7/8/25
- TIP # 252-22-058 – STBG Local Bridge, CTH KK / Kankapot Creek Bridge: Changes in funding amount
- TIP # 252-22-060 – STBG, Grandview Rd / North Rd – Immel Rd: Changes in local funding amount
- TIP # 252-23-007 – NHPP, USH 10 / STH 114 – Fire Lane 7: Changes in funding amount
- TIP # 252-23-017 – State, CTH N / CTHN Intchg B440179: Changes in funding amount
- TIP # 252-23-046 – NHPP, IH 41 Expansion - Railroad structures: Changes in funding amount
- TIP # 252-23-070 – NHPP, STH 441, USH 10-S Oneida St: Changes in funding amount
- TIP # 252-24-024 – NHPP, STH 76 / STH 15 – S. Junction CTH S: Changes in funding amount
- TIP # 252-24-043 – TAP, STH 96 Sidewalk / N Westhill Blvd – N Bluemound Dr: Changes in funding amount, construction scheduled
- TIP # 252-24-044 – TAP, Old Highway Road trail / Lake Park Road – STH 114: Changes in funding amount, construction scheduled
- TIP # 252-24-045 – STBG, Kenneth Avenue / W Reaume St – W 10th St: Changes in funding amount, construction scheduled
- TIP # 252-24-246 – Protect, STH 54 and STH 96: Changes in funding amount
- TIP # 252-24-047 – Protect, NE Region Lift Bridges: Changes in funding amount

Please see the attached Transportation Improvement Program in the attached table: Appleton (Fox Cities) Urbanized Area – Project Listing (2024-2027) later in this memo for project details.

These projects were posted for public review for 15-days starting June 24<sup>th</sup>, 2024. To date, no public comment has been received.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 40-24: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Urbanized Area—2024-2027.







**Table 3: Appleton (Fox Cities) Transportation Management Area, 2024-2027**  
**Summary of Federal Funds Programmed and Available**  
**(\$000)**

\*\* Funds are listed in Year of Expenditure \$.

Agency/Program	Programmed Expenditures				Estimated Available Funding			
	2024	2025	2026	2027	2024	2025	2026	2027
<b>Federal Highway Administration</b>								
National Highway Performance Program (NHPP)	\$ 137,968	\$ 148,339	\$ 328,761	\$ 17,693	\$ 137,968	\$ 148,339	\$ 328,761	\$ 17,693
Surface Transportation Block Grant (STBG)	\$ 14,668	\$ 34,154	\$ -	\$ 5,223	\$ 14,668	\$ 34,154	\$ -	\$ 5,223
Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT)	\$ 260	\$ -	\$ -	\$ -	\$ 260	\$ -	\$ -	\$ -
Surface Transportation Program (STP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Flexibility (FLX)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Highway Safety Improvement Program (HSIP)	\$ 232	\$ 2,321	\$ -	\$ 939	\$ 232	\$ 2,321	\$ -	\$ 939
Office of the Commissioner of Railroads (OCR)	\$ -	\$ -	\$ 246	\$ -	\$ -	\$ -	\$ 246	\$ -
Transportation Alternatives (TAP/TA Set Aside)	\$ 1,024	\$ 1,616	\$ 687	\$ 789	\$ 1,024	\$ 1,616	\$ 687	\$ 789
Carbon Reduction Program (CRP)	\$ 458	\$ -	\$ -	\$ -	\$ 458	\$ -	\$ -	\$ -
Local Bridge	\$ 501	\$ -	\$ -	\$ 3,135	\$ 501	\$ -	\$ -	\$ 3,135
Local Bridge (STP - Local Bridge)	\$ -	\$ 54	\$ -	\$ 513	\$ -	\$ 54	\$ -	\$ 513
Local Bridge (STBG - Local Bridge)	\$ 962	\$ -	\$ -	\$ -	\$ 962	\$ -	\$ -	\$ -
National Electric Vehicle Infrastructure (NEVI)	\$ 279	\$ 20	\$ 20	\$ 34	\$ 279	\$ 20	\$ 20	\$ 34
<b>Programmed Expenditures</b>	<b>\$ 156,352</b>	<b>\$ 186,504</b>	<b>\$ 329,714</b>	<b>\$ 28,326</b>	<b>\$ 156,352</b>	<b>\$ 186,504</b>	<b>\$ 329,714</b>	<b>\$ 28,326</b>
<b>* Annual Inflation Factor 2.48%</b>	<b>\$ 3,878</b>	<b>\$ 4,625</b>	<b>\$ 8,177</b>	<b>\$ 702</b>	<b>\$ 3,878</b>	<b>\$ 4,625</b>	<b>\$ 8,177</b>	<b>\$ 702</b>
<b>Estimated Need with Inflation Factor</b>	<b>\$ 160,230</b>	<b>\$ 191,129</b>	<b>\$ 337,891</b>	<b>\$ 29,028</b>	<b>\$ 160,230</b>	<b>\$ 191,129</b>	<b>\$ 337,891</b>	<b>\$ 29,028</b>
<b>Federal Transit Administration</b>								
Section 5307 Operating	\$ 2,121	\$ 2,164	\$ 2,229	\$ 2,296	\$ 2,121	\$ 2,164	\$ 2,229	\$ 2,296
Section 5307 Capital	\$ 1,093	\$ 541	\$ 2,550	\$ 28,400	\$ 1,093	\$ 541	\$ 2,550	\$ 28,400
<b>Programmed Expenditures</b>	<b>\$ 3,214</b>	<b>\$ 2,705</b>	<b>\$ 4,779</b>	<b>\$ 30,696</b>	<b>\$ 3,214</b>	<b>\$ 2,705</b>	<b>\$ 4,779</b>	<b>\$ 30,696</b>
<b>* Annual Inflation Factor 2.48%</b>	<b>\$ 80</b>	<b>\$ 67</b>	<b>\$ 119</b>	<b>\$ 761</b>	<b>\$ 80</b>	<b>\$ 67</b>	<b>\$ 119</b>	<b>\$ 761</b>
<b>Estimated Need with Inflation Factor</b>	<b>\$ 3,294</b>	<b>\$ 2,772</b>	<b>\$ 4,897</b>	<b>\$ 31,457</b>	<b>\$ 3,294</b>	<b>\$ 2,772</b>	<b>\$ 4,897</b>	<b>\$ 31,457</b>
Section 5339	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Section 5311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Section 5310	\$ 592	\$ 101	\$ -	\$ -	\$ 592	\$ 101	\$ -	\$ -

\*BIL requires that the financial elements of the TIP include inflation factors that estimate the costs of projects in their construction years. This is a summary of TIP projects with the inflation factor applied.

## RESOLUTION NO. 40-24

### AMENDING THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION—2024-2027

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Metropolitan Planning Area, approved the 2024 Transportation Improvement Program for the Appleton (Fox Cities) MPO at the October 27, 2023 quarterly Commission meeting, and;

**WHEREAS**, the Transportation Improvement Program was prepared to meet the requirements of Fixing America's Surface Transportation Act (FAST), and the Bipartisan Infrastructure Law (BIL) as prescribed by federal regulations, and;

**WHEREAS**, all projects that use federal funds must appear in an adopted Transportation Improvement Program, and;

**WHEREAS**, WisDOT and the MPO advance the following projects to be amended into the 2024 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization in the Appleton (Fox Cities) Urbanized Area:

- TIP # 252-20-064 – NHPP, WIS 96 / Cleary Ct – Tower View Dr: Federal funding removed
- TIP # 252-20-065 – STBG, WIS 76 / CTH II – Shady Lane: Construction date moved
- TIP # 252-21-010 – STBG, STH 55 / USH 151 – STH 114: Changes in funding - currently state funded only but eligible for federal funds
- TIP # 252-21-014 – NHPP, Wisconsin Ave - Casaloma Dr. – N Badger Ave: Construction scheduled for 7/8/25
- TIP # 252-21-014 – HSIP, Wisconsin Ave - Casaloma Dr. – N Badger Ave: Construction scheduled for 7/8/25
- TIP # 252-23-073 – TAP, Wisconsin Ave / I-41 Badger Ave, Sidewalk - Casaloma Dr. – N Badger Ave: Construction scheduled for 7/8/25
- TIP # 252-22-058 – STBG Local Bridge, CTH KK / Kankapot Creek Bridge: Changes in funding amount
- TIP # 252-22-060 – STBG, Grandview Rd / North Rd – Immel Rd: Changes in local funding amount
- TIP # 252-23-007 – NHPP, USH 10 / STH 114 – Fire Lane 7: Changes in funding amount
- TIP # 252-23-017 – State, CTH N / CTH N Intchg B440179: Changes in funding amount
- TIP # 252-23-046 – NHPP, IH 41 Expansion - Railroad structures: Changes in funding amount
- TIP # 252-23-070 – NHPP, STH 441, USH 10-S Oneida St: Changes in funding amount
- TIP # 252-24-024 – NHPP, STH 76 / STH 15 – S. Junction CTH S: Changes in funding amount
- TIP # 252-24-043 – TAP, STH 96 Sidewalk / N Westhill Blvd – N Bluemound Dr: Changes in funding amount, construction scheduled
- TIP # 252-24-044 – TAP, Old Highway Road trail / Lake Park Road – STH 114: Changes in funding amount, construction scheduled
- TIP # 252-24-045 – STBG, Kenneth Avenue / W Reaume St – W 10th St: Changes in funding amount, construction scheduled
- TIP # 252-24-246 – Protect, STH 54 and STH 96: Changes in funding amount
- TIP # 252-24-047 – Protect, NE Region Lift Bridges: Changes in funding amount

**WHEREAS**, the attached table will become part of this resolution, and;

**WHEREAS**, the MPO staff will prepare the appropriate documentation to meet federal and state requirements for any transportation projects appearing in the TIP;

**RESOLUTION 40-24**

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

**Section 1:** That the Commission approves the amendment as presented to include proposed projects in the approved Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization – 2024-2027.

Effective Date: July 24, 2024  
Submitted By: Transportation Committee  
Prepared By: Chris Colla, Associate Planner

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Alice Connors - Chair  
East Central WI Reg Planning Commission

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

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Approval Date

**TO:** Transportation Committee  
**FROM:** Kate Blackburn, Associate Planner  
**DATE:** July 9, 2024  
**RE:** Proposed Resolution 41-24: Amending the Transportation Improvement Program (TIP) for the Oshkosh Urbanized Area—2024-2027

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Since the 2024 Transportation Improvement Program (TIP) for the Oshkosh Urbanized Area was adopted on October 27, 2023, the Wisconsin Department of Transportation (WisDOT) has notified the Commission of several amendments to projects listed in the 2024-2027 program cycle.

As part of an ongoing effort to present the most accurate listing of federally funded transportation projects within the Oshkosh MPO, the Commission continues to collaborate with WisDOT NE Region staff to ensure the most up-to-date information is included within this document based on what has been programmed in WisDOT's Financial Integrated Improvement Programming System. These amendments may reflect the addition of new federally funded transportation projects, as well as updates to the scope, budgeting, and/or timeline of previous included projects. These projects require an amendment to ensure the MPO's TIP process remains within federal compliance.

The project details are as follows:

TIP # 253-20-031 – WIS 91, James Rd to Clairville Rd: Slight reduction in funding  
TIP # 253-21-009 – USH 45, Bridge Deck Gates: Slight reduction in funding  
TIP # 253-22-022 – STH 91, STH 91 and Clairville Rd: Slight increase in state funding  
TIP # 253-23-022 – IH 41, STH 26 – CTH Y: Added design funds in 2024  
TIP # 253-24-016 – Jackson St, Marion Road to High Avenue: Added state ID and design funds  
TIP # 253-24-017 – Oregon St, 6<sup>th</sup> Avenue to 8<sup>th</sup> Avenue: Added state ID and design funds

Please see the attached Transportation Improvement Program Table 2: Oshkosh Urbanized Area – Programmed Projects Listing (2024-2027) later in this memo for additional project details. Table 3: Summary of Federal Funds Programmed and Available demonstrates fiscal constraint and provides further description of the project funding types.

These projects were posted for public review for 15 days starting June 23<sup>rd</sup>, 2024 and ended July 8<sup>th</sup>, 2024. To date, no public comment has been received.

**Staff Recommendation:** Staff recommends approval of Proposed Resolution 41-24: Amending the Transportation Improvement Program for the Oshkosh Urbanized Area—2024-2027.

Table 2: Oshkosh Urbanized Area - Project Listing (2024-2027)

\*\*Funds are listed in Year of Expenditure \$.

(\$000)

\*\*Funds are obligated approximately 6 weeks prior to LET date.

Primary Jurisdiction	Project Description	Type of Cost	2024				2025				2026				2027				Comments
			Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	
WisDOT C of Oshkosh Winnebago 253-20-031	WIS 91/ Berlin - Oshkosh James Rd - Clairville Rd. 6540-11-71 BRRPL STBG 0.031 miles (P)	STUDY ROW CONST TOTAL				0 0 750 750				0 0 0 0				0 0 0 0				0 0 0 0	Construction Let 5/14/2024
WisDOT C of Oshkosh (Design 253-19-038) 253-21-009	USH 45/Main St. Bridge Deck Gates 4110-33-71 BRRHB NHPP .117 miles (P)	DESIGN ROW CONST TOTAL				0 0 0 0				6080 1520 0 7600				0 0 0 0				0 0 0 0	Construction Let - 02/11/2025
WisDOT C of Oshkosh 253-22-022	STH 91, Berlin-Oshkosh STH 91 & Clairville Rd. RR387462L 6540-08-72 RESURF NHPP .058 miles (P)	DESIGN ROW CONST TOTAL				0 0 162 162				0 0 0 0				0 0 0 0				0 0 0 0	Project delayed - scheduled for 5/14/2024. Federal funding removed 01/23/2024
WisDOT Winnebago 253-23-022	IH 41, Fond du Lac - Oshkosh STH 26 - CTH Y 1120-64-00, 70 PSRS20 NHPP 9.33 miles	DESIGN ROW CONST TOTAL				665 0 0 665				0 0 0 0				0 0 0 0				0 0 0 0	Construction scheduled for 9/11/2029 due to balancing; advanceable to 09/12/2028. Design began 03/25/24
WisDOT C of Oshkosh 253-24-016	C Oshkosh, Jackson Street Marion Road to High Avenue 4994-01-42, 43 MPO Selected - STBG-Urban 2024 STBG 0.2 miles	DESIGN ROW CONST TOTAL				0 0 0 0				0 0 17 17				0 0 0 0				0 0 0 0	Construction scheduled for 3/13/2029
WisDOT C of Oshkosh 253-24-017	C Oshkosh, Oregon St. 6th Avenue to 8th Avenue 4994-01-40, 41 MPO Selected - STBG-Urban 2024 STBG 0.1 miles	DESIGN ROW CONST TOTAL				0 0 0 0				0 0 13 13				0 0 0 0				0 0 0 0	Construction scheduled for 3/13/2029
		DESIGN ROW CONST TOTAL	281 0 4944 5225	384 0 633 1017	0 0 3802 3802	665 0 9379 10044	0 0 30206 30206	0 0 6898 6898	30 0 935 965	30 0 38039 38069	0 0 12513 12513	0 0 1532 1532	0 0 7298 7298	0 0 21343 21343	0 0 1489 1489	0 0 371 371	0 0 2 2	0 0 1862 1862	
	Preservation Subtotal		4135	565	3512	8212	30203	6898	933	38034	2229	0	5907	8136	1486	371	0	1857	
	Expansion Subtotal		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

\*\*Funds are listed in Year of Expenditure \$.

\*\*Funds are obligated approximately 6 weeks prior to LET date.

**Table 3: Oshkosh Urbanized Area, 2024-2027**  
**Summary of Federal Funds Programmed and Available**  
(\$000)

Agency/Program	Programmed Expenditures				Estimated Available Funding			
	2024	2025	2026	2027	2024	2025	2026	2027
<b>Federal Highway Administration</b>								
National Highway Performance Program (NHPP)	\$2,558	\$17,032	\$6,128	\$1,486	\$2,558	\$17,032	\$6,128	\$1,486
Surface Transportation Block Grant (STBG)	\$1,630	\$8,742	\$6,036	\$0	\$1,630	\$8,742	\$6,036	\$0
Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Highway Safety Improvement Program (HSIP)	\$297	\$4,087	\$0	\$0	\$297	\$4,087	\$0	\$0
Transportation Alternatives (TAP/TA Set Aside)	\$228	\$342	\$346	\$0	\$228	\$342	\$346	\$0
National Electric Vehicle Infrastructure (NEVI)	\$310	\$3	\$3	\$3	\$310	\$3	\$3	\$3
<b>Programmed Expenditures</b>	<b>\$5,023</b>	<b>\$30,206</b>	<b>\$12,513</b>	<b>\$1,489</b>	<b>\$5,023</b>	<b>\$30,206</b>	<b>\$12,513</b>	<b>\$1,489</b>
* Annual Inflation Factor 2.48%	\$117	\$749	\$310	\$37	\$117	\$749	\$310	\$37
<b>Estimated Need with Inflation Factor</b>	<b>\$5,140</b>	<b>\$30,955</b>	<b>\$12,824</b>	<b>\$1,526</b>	<b>\$5,140</b>	<b>\$30,955</b>	<b>\$12,824</b>	<b>\$1,526</b>
<b>Federal Transit Administration</b>								
Section 5307 Operating	\$1,517	\$1,267	\$1,305	\$1,344	\$1,517	\$1,267	\$1,305	\$1,344
Section 5309 Capital	\$3,688	\$1,848	\$88	\$18	\$3,688	\$1,848	\$88	\$18
<b>Programmed Expenditures</b>	<b>\$5,205</b>	<b>\$3,115</b>	<b>\$1,393</b>	<b>\$1,362</b>	<b>\$5,205</b>	<b>\$3,115</b>	<b>\$1,393</b>	<b>\$1,362</b>
* Annual Inflation Factor 2.48%	\$129	\$77	\$35	\$34	\$129	\$77	\$35	\$34
<b>Estimated Need with Inflation Factor</b>	<b>\$5,334</b>	<b>\$3,192</b>	<b>\$1,428</b>	<b>\$1,396</b>	<b>\$5,334</b>	<b>\$3,192</b>	<b>\$1,428</b>	<b>\$1,396</b>
Section 5311	\$0	\$0	-not yet programmed-		\$0	\$0	-not yet programmed-	
Section 5310	\$202	\$0	-not yet programmed-		\$202	\$0	-not yet programmed-	

\* BIL requires that the financial elements of the TIP include inflation factors that estimate the costs of projects in their construction years. This is a summary of TIP projects with the inflation factor applied.



**RESOLUTION NO. 41-24**

**AMENDING THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR THE OSHKOSH METROPOLITAN PLANNING ORGANIZATION—2024-2027**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission designated as the Metropolitan Planning Organization (MPO) for the Oshkosh Urbanized Area, approved the 2024-2027 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization, at the October 27, 2023 quarterly Commission meeting, and;

**WHEREAS**, the Transportation Improvement Program was prepared to meet the requirements of the Fixing America’s Surface Transportation Act: (FAST), and the Bipartisan Infrastructure Law (BIL) as prescribed by federal regulations, and;

**WHEREAS**, all projects that use federal funds must appear in an adopted Transportation Improvement Program, and;

**WHEREAS**, WisDOT has requested the MPO advance the following WisDOT projects to be amended to the 2024-2027 Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization in the Oshkosh Urbanized Area:

- TIP # 253-20-031 – WIS 91, James Rd to Clairville Rd: Slight reduction in funding
- TIP # 253-21-009 – USH 45, Bridge Deck Gates: Slight reduction in funding
- TIP # 253-22-022 – STH 91, STH 91 and Clairville Rd: Slight increase in state funding
- TIP # 253-23-022 – IH 41, STH 26 – CTH Y: Added design funds in 2024
- TIP # 253-24-016 – Jackson St, Marion Road to High Avenue: Added state ID and design funds
- TIP # 253-24-017 – Oregon St, 6th Avenue to 8th Avenue: Added state ID and design funds

**WHEREAS**, the attached table will become part of this resolution, and;

**WHEREAS**, the MPO staff will prepare the appropriate documentation to meet federal and state requirements for any transportation project appearing in the TIP; so

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

**Section 1:** That the Commission approves the amendment as presented to include the proposed projects in the approved Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization 2024-2027.

Effective Date: July 24, 2024  
Submitted By: Transportation Committee  
Prepared By: Kate Blackburn, Associate Planner

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Alice Connors - Chair  
East Central WI Reg Planning Commission

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

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Approval Date