

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

COMMITTEE MEMBERS: *Dan Gabrielson, Alice Connors (Chair), Dean Will, Dave Morack, Thomas Kautza, Jeremy Johnson (Vice Chair), Nate Gustafson*

**Place:** East Central Offices (400 Ahnaip Street, Suite 100; Menasha)

**Date:** Wednesday, July 10, 2024

**Time:** 1:30 p.m.

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

**AGENDA**

- 1. Welcome and Introductions**
- 2. Roll Call**
  - A. Introduction of Alternates, Staff and Guests
- 3. Approval of the Agenda/Motion to Deviate**
- 4. Public Comment**
- 5. Approval of the Minutes**
  - A. **May 15, 2024 Executive Committee Meeting**
  - B. **June 13, 2024 Executive Committee Meeting**
- 6. Announcements and Discussion Items**
  - A. Director's Report
- 7. New Business/Action Items**
  - A. **Proposed 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
  - B. **Proposed Resolution 42-24:** Discussion on the Preliminary 2025 Budget and Tax Levy Options for East Central Wisconsin Regional Planning Commission
    - i. Discussion regarding Proposed use of Fund Balance to Support SERDI Implementation
  - C. **Proposed Resolution 43-24:** Support and the Approval of the Appleton (Fox Cities) Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement
  - D. **Proposed Resolution 44-24:** Support and the Approval of the Oshkosh Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement
- 8. Informational/Discussion Items**
  - A. County Roundtable Discussion (*as time permits*)
- 9. Establish Time and Place for Next Meeting(s)**

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be held on Wednesday, July 24<sup>th</sup> at 9:15 a.m. prior to the Commission Board meeting and on Wednesday, September 18<sup>th</sup>, 2024 at 1:30 p.m. An agenda and meeting materials will be forthcoming.
  
- A. **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.

## 10. Adjourn

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

**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  
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

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 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:** 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.

**PROPOSED 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 To: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

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Alice Connors, Chair  
Executive Committee

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

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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	2018 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2019 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	2020 EQUALIZED REAL PROPERTY VALUATION (-TID Inc.)	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.	\$ 3,900,630,100	\$ 4,137,820,401	\$ 4,365,853,302	\$ 4,713,654,802	\$ 5,467,633,402	\$ 6,378,709,502	16.66%
FOND DU LAC CO. (County rejoined in full, 2015)	\$ 7,493,164,400	\$ 7,817,497,000	\$ 8,195,955,700	\$ 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	n/a	n/a	n/a
MARQUETTE CO. (withdrew effective 2002)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
MENOMINEE CO.	\$ 296,932,000	\$ 327,199,900	\$ 354,680,100	\$ 395,192,300	\$ 517,430,000	\$ 644,232,500	24.51%
OUTAGAMIE CO.	\$ 15,176,940,000	\$ 16,076,806,500	\$ 17,126,712,400	\$ 18,233,974,500	\$ 20,402,550,900	\$ 23,246,440,000	13.94%
SHAWANO CO.	\$ 3,115,496,200	\$ 3,248,758,700	\$ 3,363,105,400	\$ 3,569,420,900	\$ 4,092,668,800	\$ 4,621,773,200	12.93%
WAUPACA CO.	\$ 4,114,949,500	\$ 4,235,726,000	\$ 4,344,409,900	\$ 4,692,105,500	\$ 5,139,999,600	\$ 5,971,084,200	16.17%
WAUSHARA CO. (withdrew effective 2023)	\$ 2,525,939,100	\$ 2,652,330,200	\$ 2,798,461,200	n/a	n/a	n/a	n/a
WINNEBAGO CO.	\$ 12,969,909,200	\$ 13,655,711,100	\$ 14,197,530,100	\$ 15,082,216,100	\$ 16,793,519,300	\$ 18,902,796,800	12.56%
<b>TOTALS (MEMBERS)</b>	<b>\$ 49,593,960,500</b>	<b>\$ 52,151,849,801</b>	<b>\$ 54,746,708,102</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

2021 levy based on this amt    2022 levy based on this amt    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	2020 TAX LEVY (RATE = 0.000015873)	2021 TAX LEVY (RATE = 0.000011259)	2022 TAX LEVY (RATE = 0.000008896)	2023 TAX LEVY (RATE = 0.000011296)	2024 TAX LEVY (RATE = 0.000010051)	2025 TAX LEVY (RATE = 0.000009562)	% INCREASE / DECREASE 2024-2025
CALUMET CO.	\$ 61,914.70	\$ 46,587.72	\$ 38,840.19	\$ 53,247.32	\$ 54,955.10	\$ 60,996.00	10.99%
FOND DU LAC CO. (rejoined 2015)	\$ 118,939.00	\$ 88,017.20	\$ 72,914.14	\$ 97,610.06	\$ 98,189.64	\$ 103,501.00	5.41%
GREEN LAKE CO.	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
MENOMINEE CO.	\$ 4,713.20	\$ 3,683.94	\$ 3,155.36	\$ 4,464.25	\$ 5,200.68	\$ 6,160.00	18.45%
OUTAGAMIE CO.	\$ 240,903.57	\$ 181,008.76	\$ 152,365.33	\$ 205,978.21	\$ 205,065.75	\$ 222,293.00	8.40%
SHAWANO CO.	\$ 49,452.27	\$ 36,577.77	\$ 29,919.38	\$ 40,321.60	\$ 41,135.35	\$ 44,195.00	7.44%
WAUPACA CO.	\$ 65,316.59	\$ 47,690.04	\$ 38,649.42	\$ 53,003.86	\$ 51,662.06	\$ 57,098.00	10.52%
WAUSHARA CO.	\$ 40,094.23	\$ 29,862.59	\$ 24,896.11	\$ -	n/a	n/a	n/a
WINNEBAGO CO.	\$ 205,871.37	\$ 153,749.65	\$ 126,306.28	\$ 170,374.70	\$ 168,791.42	\$ 180,757.00	7.09%
<b>TOTALS (MEMBERS)</b>	<b>\$ 787,204.93</b>	<b>\$ 587,177.67</b>	<b>\$ 487,046.20</b>	<b>\$ 625,000.00</b>	<b>\$ 625,000.00</b>	<b>\$ 675,000.00</b>	<b>8.00%</b>

Note 1: Beginning in 2005, the Commission changed its policy so that the current year's levy is based on the equalized value from 2 years prior to the budget year (i.e., the 2021 levy is determined by the 2019 equalized value)

\$ 162,204.93

Note 2: The maximum RPC levy rate is established by Wis. State Statutes 66.0309 at .00003

**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, Wkmn'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

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Principal Planner, Regional  
Bicycle & Pedestrian  
Coordinator

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Associate Planner,  
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**Joe Stephenson**  
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Senior Planner, Water  
Quality Management  
Program

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GIS Manager

**Sara Otting**  
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**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

**PROPOSED**

**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 To: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

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

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

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

**DATE:** July 10, 2024

**TO:** ECWRPC Executive Committee

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

**RE:** Proposed Use of Fund Balance to Support SERDI Implementation

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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 discussion and feedback at the June meeting, staff have developed several options to move forward with implementation of these recommendations while mitigating the levy impact to member counties through the use of a 5-year phased approach utilizing a portion of the Commission's healthy fund balance. These options, which are further detailed on the following pages, vary in terms of the total amount of the fund balance utilized and the timing.

Options one and two would allow the Commission to move forward with a Full Time Local Contracts and Technical Assistance position in 2025, while Options three and four would add a similar Part Time position in 2025 which could transition to a Full-Time position in 2026. All Options include utilizing a portion of Fund Balance in 2024 to immediately begin implementing the recommendations regarding increased communication and outreach efforts to member counties and local communities. None of the options presented would have a levy impact in 2025.

This approach would be evaluated and adjusted each year during the annual budget process.

**Staff Recommendation:** There is no requested action at this time. Executive Committee review, discussion, and feedback is appreciated.



**2025 BUDGET - PROPOSED USE OF FUND BALANCE TO SUPPORT SERDI IMPLEMENTATION**

FUND BALANCE OVERVIEW	
Net Position (12/31/23)	\$ 1,065,254.00
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>\$ 169,254.00</b>

TARGET FUNDING PER SERDI REPORT = \$100,000		*POSSIBLE BUDGET AMENDMENT(S)					
OPTION 1 - \$150K of Fund Balance (FT Position in '25)							
	2024	2025	2026	2027	2028	2029	
Regional Comp Plan	\$ 50,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 50,000	
<b>Local Assistance (per SERDI)</b>							
- Reallocated Comp Plan Levy	\$ -	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	
-Fund Balance (Unrestricted Cash)	\$ 50,000	\$ 75,000	\$ 25,000	\$ -	\$ -	\$ -	
-Addtl Levy (increase \$25K/yr.)	\$ -	\$ -	\$ 25,000	\$ 50,000	\$ 75,000	\$ 100,000	
<b>TOTAL ADDITIONAL FUNDING</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 125,000</b>	<b>\$ 100,000</b>	
Available Fund Balance	\$ 119,254.00	\$ 44,254.00	\$ 19,254.00	\$ 19,254.00	\$ 19,254.00	\$ 19,254.00	

OPTION 2 - \$125K of Fund Balance (FT Position in '25)							
	2024	2025	2026	2027	2028	2029	
Regional Comp Plan	\$ 50,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 50,000	
<b>Local Assistance (per SERDI)</b>							
- Reallocated Comp Plan Levy	\$ -	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	
-Fund Balance (Unrestricted Cash)	\$ 25,000	\$ 75,000	\$ 25,000	\$ -	\$ -	\$ -	
-Addtl Levy (increase \$25K/yr.)	\$ -	\$ -	\$ 25,000	\$ 50,000	\$ 75,000	\$ 100,000	
<b>TOTAL ADDITIONAL FUNDING</b>	<b>\$ 25,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 125,000</b>	<b>\$ 100,000</b>	
Available Fund Balance	\$ 144,254.00	\$ 69,254.00	\$ 44,254.00	\$ 44,254.00	\$ 44,254.00	\$ 44,254.00	

OPTION 3 - \$100,000 of Fund Balance (PT Position in '25; FT Position in '26)							
	2024	2025	2026	2027	2028	2029	
Regional Comp Plan	\$ 50,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 50,000	
<b>Local Assistance (per SERDI)</b>							
- Reallocated Comp Plan Levy	\$ -	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	
-Fund Balance (Unrestricted Cash)	\$ 25,000	\$ 50,000	\$ 25,000	\$ -	\$ -	\$ -	
-Addtl Levy (increase \$25K/yr.)	\$ -	\$ -	\$ 25,000	\$ 50,000	\$ 75,000	\$ 100,000	
<b>TOTAL ADDITIONAL FUNDING</b>	<b>\$ 25,000</b>	<b>\$ 75,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 125,000</b>	<b>\$ 100,000</b>	
Available Fund Balance	\$ 144,254.00	\$ 94,254.00	\$ 69,254.00	\$ 69,254.00	\$ 69,254.00	\$ 69,254.00	

OPTION 4 - \$75,000 of Fund Balance (PT Position in '25; FT Position in '26)							
	2024	2025	2026	2027	2028	2029	
Regional Comp Plan	\$ 50,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 50,000	
<b>Local Assistance (per SERDI)</b>							
- Reallocated Comp Plan Levy	\$ -	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	
-Fund Balance (Unrestricted Cash)	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	
-Addtl Levy (increase \$25K/yr.)	\$ -	\$ -	\$ 25,000	\$ 50,000	\$ 75,000	\$ 100,000	
<b>TOTAL ADDITIONAL FUNDING</b>	<b>\$ 25,000</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 125,000</b>	<b>\$ 100,000</b>	
Available Fund Balance	\$ 144,254.00	\$ 119,254.00	\$ 94,254.00	\$ 94,254.00	\$ 94,254.00	\$ 94,254.00	

**\$25,000 LEVY INCREASE - ESTIMATED COUNTY IMPACTS**

Note: This is based on 2023 Equalized Values so is only an estimate for 2026.

PARTICIPATING JURISDICTIONS	
CALUMET CO.	\$ 2,259.12
FOND DU LAC CO. (rejoined 2015)	\$ 3,833.38
MENOMINEE CO.	\$ 228.15
OUTAGAMIE CO.	\$ 8,233.08
SHAWANO CO.	\$ 1,636.85
WAUPACA CO.	\$ 2,114.73
WINNEBAGO CO.	\$ 6,694.69
<b>TOTAL LEVY INCREASE</b>	<b>\$ 25,000.00</b>

## SERDI IMPLEMENTATION OPTIONS 1 & 2

- Funds one new Full Time Local Contracts & Technical Assistance Position IN 2025
- No funding for LTEs / Interns

Updated:  
6/28/2024

Table 4: East Central Wisconsin RPC 2025 Budget Summary

	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>	\$ 75,000	\$ -	\$ 75,000	#DIV/0!
<b>Total Operating Revenues</b>	\$ 2,832,948	\$ 2,801,593	\$ 31,355	1.1%
<b>Projected Operating Expenses</b>				
<b>Salaries and wages</b>	\$ 1,575,679	\$ 1,428,023	\$ 147,656	10.3%
Staff	\$ 1,555,679	\$ 1,411,023	\$ 144,656	10.3%
Commissioners (meeting payments)	\$ 20,000	\$ 17,000	\$ 3,000	17.6%
<b>Employee fringe benefits</b>	\$ 452,510	\$ 441,071	\$ 11,439	2.6%
Health Insurance	\$ 229,113	\$ 227,757	\$ 1,356	0.6%
FICA, Wkmmn's Comp, Life, WRS, etc.	\$ 223,397	\$ 213,314	\$ 10,083	4.7%
<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>	\$ 2,852,949	\$ 2,769,014	\$ 83,935	3.0%
<b>Projected Surplus / (Deficit)</b>	\$ (20,000)	\$ 32,579	\$ (52,579)	-161.4%

# EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

## ORGANIZATIONAL CHART—2025 OPTION S 1 & 2

**Melissa Kraemer Badtke**  
Executive Director

**Craig Moser**  
Deputy Director

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### ECONOMIC DEVELOPMENT PROGRAM

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Transportation

**Joe Stephenson**  
Senior Planner, Economic  
Development

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

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GIS Manager

**Sara Otting**  
Controller

**Kim Dieck**  
SRTS Associate  
Planner

**Chris Colla**  
Associate  
Planner

**Kate  
Blackburn**  
Associate  
Planner

**Brice  
Richardson**  
Associate  
Planner

**NEW FT POSITION**  
Local Contracts &  
Technical Assistance

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

**Rachel Roth**  
GIS Analyst I

**Tim Badtke**  
IT Manager

**Kia Kling**  
SRTS Associate  
Planner

**VACANT PT**  
Administrative & Communications Coordinator

**Casey Peters**  
GIS Analyst I

**Leann Buboltz**  
Administrative  
Coordinator

Limited Term Employees (LTEs) / Interns

## SERDI IMPLEMENTATION OPTION 3

- Funds one new **Part Time Local Contracts & Technical Assistance Position in 2025**
- **\$15,000** in funding for LTEs / Interns

Updated:  
6/28/2024

Table 4: East Central Wisconsin RPC 2025 Budget Summary

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<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%
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<b>Public Charges for Services</b>	\$ 38,000	\$ 38,000	\$ -	0.0%
<b>Use of Prior Years Fund Balance</b>	\$ 50,000	\$ -	\$ 50,000	#DIV/0!
<b>Total Operating Revenues</b>	\$ 2,807,948	\$ 2,801,593	\$ 6,355	0.2%
<b>Projected Operating Expenses</b>				
<b>Salaries and wages</b>	\$ 1,530,679	\$ 1,428,023	\$ 102,656	7.2%
Staff	\$ 1,510,679	\$ 1,411,023	\$ 99,656	7.1%
Commissioners (meeting payments)	\$ 20,000	\$ 17,000	\$ 3,000	17.6%
<b>Employee fringe benefits</b>	\$ 452,510	\$ 441,071	\$ 11,439	2.6%
Health Insurance	\$ 229,113	\$ 227,757	\$ 1,356	0.6%
FICA, Wkmmn's Comp, Life, WRS, etc.	\$ 223,397	\$ 213,314	\$ 10,083	4.7%
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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>	\$ 2,807,949	\$ 2,769,014	\$ 38,935	1.4%
<b>Projected Surplus / (Deficit)</b>	\$ (0)	\$ 32,579	\$ (32,579)	-100.0%

## SERDI IMPLEMENTATION OPTION 4

- Funds one new **Part Time Local Contracts & Technical Assistance Position in 2025**
- No funding for LTEs / Interns

Updated:  
6/28/2024

Table 4: East Central Wisconsin RPC 2025 Budget Summary

	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>	\$ 25,000	\$ -	\$ 25,000	#DIV/0!
<b>Total Operating Revenues</b>	\$ 2,782,948	\$ 2,801,593	\$ (18,645)	-0.7%
<b>Projected Operating Expenses</b>				
<b>Salaries and wages</b>	\$ 1,515,679	\$ 1,428,023	\$ 87,656	6.1%
Staff	\$ 1,495,679	\$ 1,411,023	\$ 84,656	6.0%
Commissioners (meeting payments)	\$ 20,000	\$ 17,000	\$ 3,000	17.6%
<b>Employee fringe benefits</b>	\$ 452,510	\$ 441,071	\$ 11,439	2.6%
Health Insurance	\$ 229,113	\$ 227,757	\$ 1,356	0.6%
FICA, Wkmmn's Comp, Life, WRS, etc.	\$ 223,397	\$ 213,314	\$ 10,083	4.7%
<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>	\$ 2,792,949	\$ 2,769,014	\$ 23,935	0.9%
<b>Projected Surplus / (Deficit)</b>	\$ (10,000)	\$ 32,579	\$ (42,579)	-130.7%

# EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

## ORGANIZATIONAL CHART — 2025 OPTIONS 3 & 4

**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

**NEW PT POSITION**  
Local Contracts &  
Technical Assistance

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

**Rachel Roth**  
GIS Analyst I

**Tim Badtke**  
IT Manager

**Kia Kling**  
SRTS Associate  
Planner

**VACANT PT**  
Administrative & Communications Coordinator

**Casey Peters**  
GIS Analyst I

**Leann Buboltz**  
Administrative  
Coordinator

Limited Term Employees (LTEs) / Interns

**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

---

## **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.

## PROPOSED 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;



RESOLUTION NO. 43-24

**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 To: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

\_\_\_\_\_  
Alice Connors, Chair  
Executive Committee

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

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

RESOLUTION NO. 43-24

APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION				
<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>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%	

## 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

---

## **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.



## PROPOSED 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 To: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

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Alice Connors, Chair  
Executive Committee

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

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Approval Date

<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%	

**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:

<b>OSHKOSH METROPOLITAN PLANNING ORGANIZATION</b>				
<i>Updated 2/22 with adjusted MPA boundary populations</i>				
Member Jurisdiction	2020 Census		Policy Board Structure	
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<b>COUNTIES</b>			<b>Min. 1 vote; Additional vote(s) for each increment of 100,000 population</b>	
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<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.