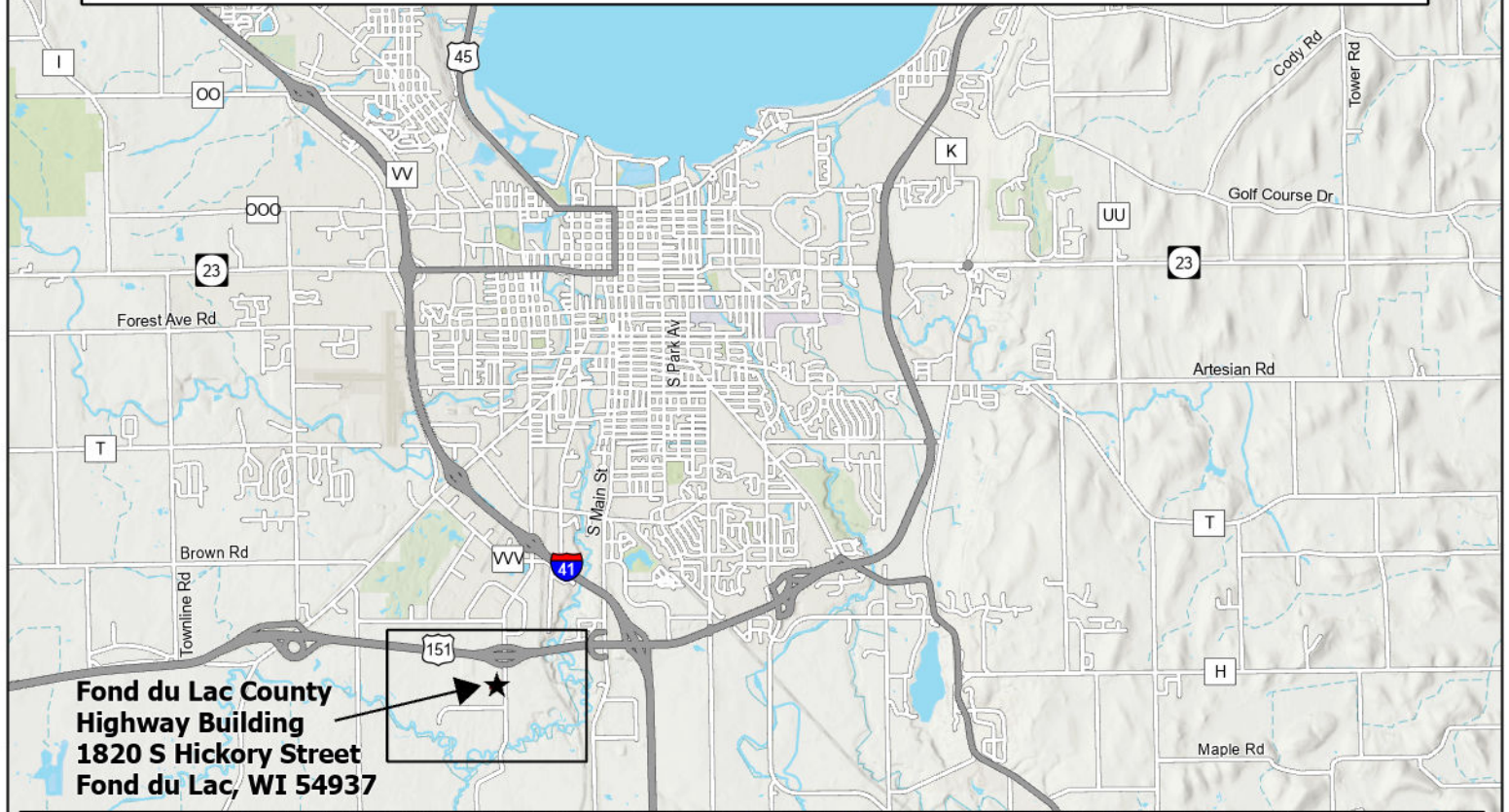


Fond du Lac County Highway Building  
October 24, 2024 Quarterly Commission Meeting  
Locator Map



**Fond du Lac County  
Highway Building**  
1820 S Hickory Street  
Fond du Lac, WI 54937



**Fond du Lac County  
Highway Building**

**MEETING NOTICE  
FULL COMMISSION MEETING**

**East Central Wisconsin Regional Planning Commission**

**Date:** Thursday, October 24, 2024

**Time:** 10:00 a.m.

**Place:** In Person, at Fond du Lac Highway Dept, ~~1028~~ **1820 S Hickory St**, Fond du Lac

WI 54937

**AGENDA**

1. **Call to Order**
2. **Roll Call**
  - A. Introduction of Alternates and Guests
3. **Welcome – Mr. Sam Kaufman, Fond du Lac County Executive**
4. **Public Comment**
5. **Approval of Agenda / Motion to Deviate**
6. **Approval of the Minutes** of the July 24, 2024 Commission Meeting
7. **Announcements and Reports**
  - A. Director's Report
  - B. Update on SERDI Implementation Activities
8. **Business**
  - A. **Executive Committee**
    1. Approval of the Minutes for the July 10, 2024 Meeting
    2. Approval of the Minutes for the July 24, 2024 Meeting
    3. 3rd Quarter – 2024 Financial Report
    4. 3rd Quarter – 2024 Work Program Report
    5. Reaffirmation Resolution 47-24: Authorizing the Executive Director of the Commission to enter into a Contract with Image Studios Inc. for the Safe Routes to School - 2024 Safe Routes to School Video Series (*being addressed under the full authority of the Commission*)
    6. Reaffirmation Resolution 48-24: Amending the 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission (*being addressed under the full authority of the Commission*)
    7. Reaffirmation Resolution 49-24: Authorizing the Executive Director to enter into a Contract with the Town of Black Wolf to complete their Comprehensive Plan and Authorizing the Executive Director to execute the contract on behalf of the Commission (*being addressed under the full authority of the Commission*)
    8. Resolution 51-24: Adopting the 2025 Cost Allocation Plan
    9. Resolution 52-24: Adopting the Final 2025 Work Program and Budget for East Central Wisconsin Regional Planning Commission

**B. Economic Development Committee**

1. Approval of the Minutes for the July 10, 2024 Meeting
2. Resolution (49-24): 49B-24 Adopting the 2024 Comprehensive Economic Development Strategy (CEDS) Annual Performance Progress Report

**C. Environmental Management Committee**

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

**D. Transportation Committee**

1. Approval of the Minutes for July 9, 2024 Meeting
2. Resolution 50-24: Adopting the 2025 Transportation Work Program and Budget for the Regional Transportation Program and the Regional Transportation Program Self-Certification for the East Central Wisconsin Regional Planning Commission

**9. Other Business**

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

- A. The next Commission Meeting will be held on Thursday, January 23, 2024 at 10:00 a.m. (Tentatively virtual) Agenda and meeting packet will be forthcoming.

**11. Adjourn**

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



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

**Date:** July 24, 2024  
**Time:** 10:00 a.m. (Immediately following the Executive Committee Meeting at 9:15 am)  
**Place:** In Person, Waupaca County Courthouse, 811 Harding Street-Rm LL42 (lower level), Waupaca, WI 54981

1. **Call to Order** – Chair Connors called the meeting to order with the time noted at 10:00 a.m. The Waupaca County Board Chairperson-Mr. David Morack welcomed the members and gave an overview of what is going on in the Waupaca County.

2. **Roll Call**  
 A. Introduction of Alternates and Guests –Commissioner

**Commission Members Present:**

Alice Connors ..... Calumet County  
 Nick Kesler..... Calumet County  
 David DeTroye (Alt. for Tom Reinl) ..... Calumet County  
 Jeremy Johnson (Perm Alt. for Elizabeth Moses) ..... Menominee County  
 Gene Caldwell ..... Menominee County  
 Denise Gilane ..... Menominee County  
 Dave Kress (Alt for Jake Woodford) ..... Outagamie County  
 Dan Gabrielson..... Outagamie County  
 Ken Capelle ..... Shawano County  
 Tom Kautza ..... Shawano County  
 Matt Pleshek ..... Shawano County  
 DuWayne Federwitz ..... Waupaca County  
 Dave Morack..... Waupaca County  
 Aaron Jenson (Perm Alt. for Brian Smith) ..... Waupaca County  
 Jerry Bougie (Perm Alt. for Jon Doemel)..... Winnebago County  
 Nate Gustafson (Perm Alt. for Tom Egan)..... Winnebago County  
 Robert Schmeichel ..... Winnebago County  
 Austin Hammond ..... Winnebago County  
 Tom Buchholz.....Wisconsin Department of Transportation Region - Ex-Officio Member

**Commission Members Excused:**

Sam Kaufman ..... Fond du Lac County  
 Joe Moore (Perm Alt. for Tiffany Brault) ..... Fond du Lac County  
 Dean Will (Perm Alt for Steve Abel) ..... Fond du Lac County  
 Brenda Schneider ..... Fond du Lac County  
 Lee Hammen ..... Outagamie County  
 Kevin Englebert (Perm Alt. for Thomas Nelson) ..... Outagamie County  
 Karen Lawrence..... Outagamie County  
 Mark Rohloff (Perm Alt. for Matt Mugerauer) ..... Winnebago County  
 Ronald McDonald ..... Valley Transit - Ex-Officio Member

**ECWRPC Staff/Guest:**

Melissa Kraemer Badtke .....Executive Director  
 Sara Otting..... Controller  
 Kate Blackburn ..... Associate Planner - Transportation  
 Chris Colla ..... Associate Planner - Transportation  
 Mike Zuege .....GIS Manager  
 Leann Buboltz..... Administrative Coordinator

3. **Public Comment** – Mr. Jim Erdmann – Town of Oshkosh Board, presented his views regarding the changes for the proposed new Oshkosh MPO Policy Board. Mr. Erdmann stated that towns of 5,000 population and over are

allowed one vote. He noted that after meetings were held, concerns from 6 adjoining towns and they shared with him that they felt that little or no other options were presented and that they are opposed to having an advisory vote only. He shared that the 6 towns collectively would have a total 5,700 people and would ask the commission to reconsider and allow for the consolidation of the 6 towns and together they would count as one vote. He requested the Commission to discuss, and/or to consider tabling a decision on this matter to a later date or make an amendment to the proposed Resolution. (Item further discussed under No. 10 and No. 11)

4. **Approval of Agenda / Motion to Deviate** - A motion was made by Mr. Morack and second by Mr. Schmeichel to approve of the agenda as presented. Motion carried unanimously.
5. **Approval of the Minutes** of the May 23, 2024 Full Commission Meeting. A motion was made by Mr. Federwitz and second by Mr. Kautza to approve of the minutes as presented. Motion carried.
6. **Announcements and Reports**
  - A. Director's Report –Highlights were presented from the following program areas by Ms. Kraemer Badtke; *list not all inclusive.*
    - Staffing update – Mr. Joe Stephenson has moved into the Economic Development planner role recently vacated by Mr. Colin Kafka. The SSA Planner position has been posted as well as interviews for LTE position are scheduled this week.
    - New North Broadband Mapping – Mr. Mike Zuege, the Commission's GIS Manager, has been working with New North on their Broadband Alliance for their planning grants. Ms. Kraemer Badtke shared that he has been instrumental on providing the data and GIS mapping on the Broadband plans. She also noted that the New North Broadband Alliance was featured in a case study that was sent to the Governor's Task Force on Broadband. Ms. Kraemer Badtke commended Mr. Zuege on all his efforts on this project. She noted that the contract with New North has been extended through part of 2025 to cover the additional work.
  - B. SERDI Board Assessment – Final Report. Ms. Kraemer Badtke noted that an electronic copy of the final report of the SERDI Board Assessment was provided for Commissioner review.
7. **Business**
  - A. Executive Committee –
    1. Approval of the minutes for **May 15, 2024** and
    2. Approval of the minutes for **June 13, 2024** meeting(s).

Chair Connors asked that the action combine and include both meeting minutes. The members concurred. A motion was made by Mr. Schmeichel and a second by Mr. Kautza to approve of the minutes for **May 15, 2024** and **June 13, 2024** as presented. Motion carried unanimously.
    3. 2nd Quarter – 2024 Financial Report. Ms. Otting, Controller presented and summarized the 2nd Quarter 2024 Financial Report. A motion was made by Mr. Morack and a second by Mr. Capelle to receive the 2nd Quarter – 2024 Financial Report and place on file. Motion carried unanimously. *A copy of the report is available upon request.*
    4. 2nd Quarter – 2024 Work Program Report. Ms. Otting, Controller presented the 2nd Quarter – 2024 Work Program Performance Report. She noted that everything was on the right pace. A motion was made by Mr. Johnson and a second by Mr. Morack to receive the 2nd Quarter – 2024 Work Program Report and place on file. Motion carried unanimously. *A copy of the report is available upon request.*
    5. **Reaffirmation of Resolution 33-24:** Amending the 2024-2027 Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program
      - TIP # 252-20-054 – Olde Oneida St, South Mill Race Bridge: Slight funding increase
      - TIP # 252-20-055 – Buchanan-East County Line, Kavanaugh Rd to Outagamie Rd: Slight funding increase
      - TIP # 252-20-059 – Commercial St, Stanley St to Tyler St: Slight changes in funding
      - TIP # 252-21-010 – STH 55, USH 151 to STH 114: Slight funding increase
      - TIP # 252-21-014 – Wisconsin Ave, Casaloma Dr to Badger Ave: Minor funding increase
      - TIP # 252-23-073 – Wisconsin Ave, Casaloma Dr to Badger Ave: Slight increase to local match
      - TIP # 252-22-002 – STH 76, Everglade Rd to CTH JJ: Moderate increase in funding
      - TIP # 252-22-012 – IH 41, Wrightstown SWEF 34/Post-Bldg: Major increase in funding

TIP # 252-22-059 – Calumet CTH B, STH 55 to STH 32: Moderate decrease in funding  
 TIP # 252-22-060 – Grandview Rd, North Rd to Immel Rd: Slight change in funding  
 TIP # 252-22-064 – Lawe St, College Ave to Wisconsin Ave: Slight change in funding  
 TIP # 252-23-017 – CTH N, CTH N Interchange B440179: Significant reduction in state funding  
 TIP # 252-23-060 – C of Menasha, Various Street Lighting: Updated State ID  
 TIP # 252-23-063 – STH 47, 9<sup>th</sup> St to NCL: Removed federal/local funding, increase state funding  
 TIP # 252-23-070 – STH 441, USH 10 to Oneida St: Moderate increase in funding  
 TIP # 252-24-036 – EV Infrastructure Grant, BP Gas Station 1126 Main St: EV Gateway  
 TIP # 252-24-037 – LSS, Valley Transit Subrecipient: Mobility Management  
 TIP # 252-24-038 – LSS, Valley Transit Subrecipient: Operating Assistance  
 TIP # 252-24-039 – Valley Transit, Whitman Facility: Furniture and Fixtures (Mobility Management Office)  
 TIP # 252-24-040 – Valley Transit: Mobility Management  
 TIP # 252-24-041 – Outagamie County, STH 96 to CTH F  
 TIP # 252-24-042 – Safe Routes to School, Appleton/Fox Cities MPO: TAP/TA Set Aside Award  
 TIP # 252-24-043 – STH 96, W Wisconsin Avenue Sidewalks: TAP/TA Set Aside Award  
 TIP # 252-24-044 – Old Highway Road Trail: TAP/TA Set Aside Award  
 TIP # 252-24-045 – Kenneth Avenue, Reaume St to 10<sup>th</sup> St: STBG-Urban Award  
 TIP # 252-24-010 – Valley Transit, Shelter Replacements: Project rescheduled  
 TIP # 252-24-011 – Valley Transit, Fare Collection System upgrades: Increase in available funding

**6. Reaffirmation of Resolution 34-24:** Amending the 2024-2027 Oshkosh Metropolitan Planning Transportation Improvement Program

- 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

Ms. Kraemer Badtke indicated that both resolutions were taken under consideration by the Executive Committee on *behalf of the full Commission on June 13, 2024 due to a timing issue*. She also noted that the EV Charging Stations were recently approved by Wisconsin Department of Transportation, and are included in Resolutions 33-24 and 34-24.

Consensus for motion to combine #5 and #6 was made. A motion was made by Mr. Gabrielson and a second by Mr. Gustafson to approve of the **Reaffirmation of Resolution 33-24:** Amending the 2024-2027 Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program and **Reaffirmation of Resolution 34-24:** Amending the 2024-2027 Oshkosh Metropolitan Planning Transportation Improvement Program as presented. Motion carried unanimously.

**7. Reaffirmation of Resolution 35-24:** Approving the draft 2024 Indirect Cost Rate with U.S. Department of Interior for the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director and East Central staff to begin the process of negotiating the 2024 Indirect Cost Rate with the U.S. Department of Interior.

Ms. Sara Otting, Controller shared with the members that East Central staff is working with the U.S. Department of Interior to develop the 2025 Indirect Cost Rate Proposal, which was based on the 2023 audit and the anticipated budget for 2025. She noted that once a finalized indirect rate had been negotiated for 2025 with the U.S. Department of Interior, East Central staff would provide that information to the Executive Committee in the fall of 2025.

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

**8. Resolution 36-24:** Authorizing the Commission to Enter into an Engagement Letter and Contract with Clifton Larsen Allen, LLP (CLA) for Audit Services for 2024, 2025 & 2026

Ms. Sara Otting, Controller shared that 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. Commission staff received only one response from Clifton, Larson, Allen, LLP, which is the Commission's current audit firm. Ms. Otting noted that staff have been pleased with their work along with their proposal and would recommend approval to proceed with an engagement letter and subsequent contract consistent with the terms of their proposal.

A motion was made by Mr. Gabrielson and a second by Mr. Hammond to approve of **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 as presented. Motion carried unanimously.

9. **Resolution 42-24:** Discussion on the Preliminary 2025 Budget and Tax Levy Options for East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke summarized the 2025 proposed budget. She noted that based on discussion at June 13<sup>th</sup> Executive Committee meeting, staff developed the budget based on a total levy of \$675,000. Additional information has been received since the June meeting includes:
- Health Insurance rates – 8.9% increase (10% used in prelim budget in June)
  - DNR Revenue - \$25,000 added based on discussed with DNR
  - Contracts - \$24,000 added due to follow up discussions with communities
  - Valley Transit TDP - \$200,000 added – won't have an impact, expenses will match revenue
  - Staffing plan remains the same as in 2024
  - SERDI Implementation options would not impact levy for 2025 budget.

Discussion took place regarding the Safe Routes to School issues and the need to reach out to the ever-changing school administration to keep them updated on what the Program offers their district.

Discussion took place regarding the Technical Assistance Program and the costs incurred by the community that would be chosen to participate. Ms. Kraemer Badtke shared that with the 1-year grant from NADO that program fee would be free for the applicants. She also noted that further conversation with the Commission on the future of those programs and what the costs looks like, is needed.

A motion was made by Mr. Schmeichel and a second by Mr. Gabrielson to approve of **Resolution 42-24:** Discussion on the Preliminary 2025 Budget and Tax Levy Options for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

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

Ms. Kraemer Badtke presented an extensive overview of the history on the Metropolitan Planning Organization and the requirement of creating a separate Policy Board. She shared that 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. Ms. Kraemer Badtke noted that discussions were held regarding the Towns to insure they had a voting seat at the table. Currently Town's with a population of 5,000 and under have an advisory vote. To date, 19 of the 23 local municipalities have passed resolutions, representing **98%** of the impacted population. Following Commission approval, a formal request to the Governor will be made for redesignation of the Appleton (Fox Cities) MPO Policy Board.

A motion was made by Mr. Hammond and a second by Mr. Johnson to approve of **Resolution 43-24:** Support and the Approval of the Appleton (Fox Cities) Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement as presented.

Discussion

Mr. Robert Schmeichel, Towns Association Chair representing the Winnebago townships, voiced concern that currently there are several towns under the 5,000-population threshold, with an advisory vote only. Mr. Schmeichel advocated for a consolidation of 5 area townships which would meet the

5000-population quota, giving them an opportunity for having one counting vote. Mr. Schmeichel stated for the record, in this town's group there is a concern of the level of participation.

Mr. Bougie inquired if the Commission would be out of compliance if those 5-6 Winnebago townships would move forward to establish a consolidation, meeting the 5000-population quota-giving them the ability to have a voting ability? Ms. Kraemer Badtke noted that if there would be a change in policy at this point, staff would need to go back and talk with legal counsel, Federal Highway Administration and the Wisconsin Department of Transportation as well as go back to those municipalities that have agreed to and signed the Policy Board structure change resolutions to discuss those changes. She shared that this time-intensive process began in May 2024 and if changes were to occur staff would not be able to meet the September 3, 2024 deadline given from the Federal Highway Administration through the corrective action in the Appleton (Fox Cities) MPO Certification Review, which may impact the Federal Funding for projects. She noted that staff do understand where Mr. Erdmann and Mr. Schmeichel are coming from regarding the 'town'. Chair Connors noted that at this time those respective townships would still have an advisory vote and be a part of the process as well as a part of the project(s).

Mr. Federwitz inquired as to how much time and costs have been put into this project thus far. Ms. Kraemer Badtke indicated that through a tracking system, they have currently spent \$80,000.00. This includes staff time and legal counsel with the anticipated total reaching \$100,000.00.

Mr. Pleshek shared that the Appleton (Fox Cities) Policy Board is currently made up of the Commissioners across the whole 7 county region which, earlier took action regarding TIP amendments. He noted that this decision and action was made by individuals that don't reside in the affected areas. Mr. Pleshek stated that this Policy Board structure change would give the approval process to the people directly impacted by those decision makers.

An unidentified Commissioner's opinion was added that in this case because the Towns are adjacent it was felt that a consolidation of the area, to reach the 5,000 population would be favorable in order to have a counting vote.

Mr. Kautza asked how many voting members will be within the structure? Ms. Kraemer Badtke verified and shared that within the Appleton MPO there will be 22 voting seats, with 15 being advisory. The seats for the Towns that are less than 5000 in population would have advisory seats along with Federal Highway Administration, Federal Transit Administration and the MPO Director for the Commission. She noted that the total Board membership would be 37 and within that; 22 voting member and 15 advisory members. Ms. Kraemer Badtke noted that if changes to the structure were made at this point, transparency would be required. A majority consensus was reached on the option that was presented for the Appleton MPO at the May 6 meeting and with individual conversations with the communities. She stated that it would require staff to go back and have those same conversations, because this would go into a Redesignation Agreement with the Governor along with the local municipalities and East Central. The MPO Policy Board structure needs to be finalized. The reference was made that should we be out of compliance by not reaching the deadline date, what does that do to the Federal Funding and the projects currently underway.

Mr. Johnson share that he understands Mr. Schmeichel's comments relating to the townships and their level of representation. However, he noted that with respect to the timing, and the funding involved he feels that we should move forward with the support.

Mr. Schmeichel, Town Chair of Neenah reiterated his feeling that the Towns should be heard and at minimal an advisory position is important,

Mr. Hammond noted that 19 of the 23 local municipalities, representing **98%** of the impacted population have been heard and have passed resolutions in support. He also shared with the members that he feels that this is all good conversation and noted that he respects the work and the time that has been put into this project and would stand behind his motion to approve and support the work that is being presented. Mr. Johnson reiterated his second to the motion.

Motion to approve was passed by a majority vote noting Mr. Schmeichel abstaining.



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

A motion was made by Mr. Kautza and second by Mr. Gustafson to approve of **Resolution 44-24:** Support and the Approval of the Oshkosh Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement. Motion to approve was passed by a majority vote noting Mr. Bougie voting in opposition.

12. **Resolution 45-24:** Amending the Bylaws of the East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke gave an overview regarding the bylaws for the Commission. She noted that conversations with legal counsel regarding the new Appleton (Fox Cities) Metropolitan Planning Organization (MPO) and Oshkosh MPO Policy Boards, the Commission By-Laws needed to be updated to reflect the changes for the policy board structures. Staff and legal counsel also updated and revised the MPO section to be consistent with the federal regulations and best practices for developing MPO policy boards.

A motion was made by Mr. Gabrielson and a second by Mr. Federwitz to approve of **Resolution 45-24:** Amending the Bylaws of the East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

11. **Resolution 46-24:** Amending the 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke shared that based on the last discussion at the last executive committee, the request of staff was to amend the 2024 work program and budget and utilize the funds for activities/deliverables related to the SERDI Board Assessment Implementation. The following activities are noted for implementation for 2024:

- CRM Software – Customer Relationship Management System – This would allow us to have a database of contacts and will also allow us to send out communication information (i.e. newsletter).
- Website update – East Central staff will be updating the website in coordination with the Brand Refresh. This is also identified as a corrective action in the Appleton (Fox Cities) MPO Certification Review.
- Brand Refresh – Update the Commission Brand and logo.
- Communication Materials – Development of communication materials to inform communities across the region about the Commission along with the services we offer. This includes the development of template materials with the new brand refresh for staff to use when communicating to others.
- Community Outreach – Ms. Kraemer Badtke and Mr. Moser will begin attending village/city and town meetings which was a recommendation in the SERDI Board Assessment.

Ms. Kraemer Badtke noted that any of the funding that is not used in 2024 would be rolled over into 2025. The Executive Committee will discuss if any fund balance should be used in 2025 after the local government meetings have been completed in August/September. If there is fund balance that will be utilized in 2025, staff will develop a plan on which items will be completed.

A motion was made by Mr. Kautza and a second by Mr. Johnson to approve of **Resolution 46-24:** Amending the 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

**B. Economic Development Committee**

1. Approval of the Minutes for the January 3, 2024 Meeting. A motion was made by Mr. Bougie and a second by Mr. Capelle to approve of the Minutes for the January 3, 2024 Meeting as presented. Motion carried unanimously.

**C. Environmental Management Committee**

1. Approval of the Minutes for the January 10, 2024 Meeting. A motion was made by Mr. Federwitz and a second by Mr. Johnson to approve the Minutes for the January 10, 2024 meeting as presented. Motion carried unanimously.

#### D. Transportation Committee]

1. Approval of the Minutes for March 12, 2024 Meeting. A motion by Mr. Hammen and a second by Ms. Gilane to approve of the Minutes for March 12, 2024 meeting as presented. Motion carried unanimously.
2. Resolution 39-24: Amending the Transportation Chapter of the 2024 Work Program and Budget. Ms. Kim Biedermann shared that staff have been meeting with Valley Transit staff to discuss an update to Valley Transit's Transit Development Plan, which would commence in 2025. She noted that eligible applicants include Metropolitan Planning Organizations (MPOs), local government authorities, and operators of public transportation systems. One measure of eligibility is to have projects intending to be funded with 5304 funds be listed in the work program and budget. East Central would apply for and administer the 5304 funds on behalf of Valley Transit. Once the funds are received, a Request for Proposals would be issued to select a consultant to develop the Transit Development Plan. The anticipated budget for this project is \$200,000. As the project is 80% federally funded, the anticipated grant award would be \$160,000.

Two other changes were made: one to 1324 and one to 1324F. Ms. Biedermann stated that the change made to 1324, reflects deliverables to Valley Transit TDP that will occur outside of the grant award. The change to 1324F is to indicate work with GO Transit for a paratransit study, as the parameters of this study fulfill Safe and Accessible Transportation Options requirements.

A motion was made by Mr. Hammen and a second by Mr. Morack to approve of Resolution 39-24: Amending the Transportation Chapter of the 2024 Work Program and Budget as presented. Motion carried unanimously.

3. Resolution 40-24: Amending the Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Metropolitan Planning Organization—2024-2027. Mr. Chris Colla, Associate Planner presented projects to be amended into the TIP. He noted that TIP numbers must be assigned to be considered in the Appleton (Fox Cities) MPO's Project Listing in the Transportation Improvement Program.

The projects are as follows

- TIP # 252-20-064 – NHPP, WIS 96 / Cleary Ct – Tower View Dr: Federal funding removed
- TIP # 252-20-065 – STBG, WIS 76 / CTH II – Shady Lane: Construction date moved
- TIP # 252-21-010 – STBG, STH 55 / USH 151 – STH 114: Changes in funding - currently state funded only but eligible for federal funds
- TIP # 252-21-014 – NHPP, Wisconsin Ave - Casaloma Dr. – N Badger Ave: Construction scheduled for 7/8/25
- TIP # 252-21-014 – HSIP, Wisconsin Ave - Casaloma Dr. – N Badger Ave: Construction scheduled for 7/8/25
- TIP # 252-23-073 – TAP, Wisconsin Ave / I-41 Badger Ave, Sidewalk - Casaloma Dr. – N Badger Ave: Construction scheduled for 7/8/25
- TIP # 252-22-058 – STBG Local Bridge, CTH KK / Kankapot Creek Bridge: Changes in funding amount
- TIP # 252-22-060 – STBG, Grandview Rd / North Rd – Immel Rd: Changes in local funding amount
- TIP # 252-23-007 – NHPP, USH 10 / STH 114 – Fire Lane 7: Changes in funding amount
- TIP # 252-23-017 – State, CTH N / CTHN Intchg B440179: Changes in funding amount
- TIP # 252-23-046 – NHPP, IH 41 Expansion - Railroad structures: Changes in funding amount
- TIP # 252-23-070 – NHPP, STH 441, USH 10-S Oneida St: Changes in funding amount
- TIP # 252-24-024 – NHPP, STH 76 / STH 15 – S. Junction CTH S: Changes in funding amount
- TIP # 252-24-043 – TAP, STH 96 Sidewalk / N Westhill Blvd – N Bluemound Dr: Changes in funding amount, construction scheduled
- TIP # 252-24-044 – TAP, Old Highway Road trail / Lake Park Road – STH 114: Changes in funding amount, construction scheduled
- TIP # 252-24-045 – STBG, Kenneth Avenue / W Reaume St – W 10th St: Changes in funding amount, construction scheduled
- TIP # 252-24-246 – Protect, STH 54 and STH 96: Changes in funding amount
- TIP # 252-24-047 – Protect, NE Region Lift Bridges: Changes in funding amount

A motion was made by Mr. Kautza and a second by Ms. Gilane to approve of Resolution 40-24: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization—2024-2027 as presented. Motion carried unanimously.

4. Resolution 41-24: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization—2024-2027. Ms. Kate Blackburn, Associate Planner presented projects to be

amended into the TIP. She noted that TIP numbers must be assigned to be considered in the Oshkosh MPO's Project Listing in the Transportation Improvement Program..

The project details are as follows:

TIP # 253-20-031 – WIS 91, James Rd to Clairville Rd: Slight reduction in funding

TIP # 253-21-009 – USH 45, Bridge Deck Gates: Slight reduction in funding

TIP # 253-22-022 – STH 91, STH 91 and Clairville Rd: Slight increase in state funding

TIP # 253-23-022 – IH 41, STH 26 – CTH Y: Added design funds in 2024

TIP # 253-24-016 – Jackson St, Marion Road to High Avenue: Added state ID and design funds

TIP # 253-24-017 – Oregon St, 6th Avenue to 8th Avenue: Added state ID and design funds

A motion was made by Mr. Gustafson and a second by Mr. Capelle to approve of Resolution 41-24: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization—2024-2027 as presented. Motion carried unanimously.

## 9. Other Business

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

- A. The next Commission Meeting will be held on Thursday, October 24, 2024 at Fond du Lac Highway Dept, 1028 S Hickory St, Fond du Lac WI 54937 at 10:00 a.m. Agenda and meeting packet will be forthcoming.

11. **Adjourn** – A motion was made by Mr. Kautza and second by Mr. Johnson to adjourn with the time noted at 11:20 a.m.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
ECWRPC

## **East Central Wisconsin Regional Planning Commission – September 18, 2024 Report**

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

### **Administration**

**Staffing Update:** East Central staff are pleased to announce that we have hired a new staff member for the Water Quality Management program and she will be starting in mid-November.

**2025 Work Program and Budget Update:** East Central staff has been working with federal and state agencies to finalize funding amounts and program deliverables for 2025. In addition, staff are working with communities to finalize local contracts for the 2025 work program and will be providing the Executive Committee and Commission Board a finalized draft of the 2025 Work Program and Budget at the October meetings.

### **Environmental Management**

**Stockbridge and Sherwood Sewer Service Area Plans:** The Stockbridge Sewer Service Area (SSA) 2045 Plan Update has been drafted and is being reviewed by the Village of Stockbridge. Staff has reached out to the new Village of Sherwood Administrator and staff will be working on this beginning in 2025.

### **Economic Development**

**Administration and Contract for Three Year Planning Partnership Grant:** Last year when staff was notified of the three planning partnership grant for the Economic Development Program, the Economic Development Association (EDA) indicated only one year would be awarded based on the available funding. Staff recently received information from the EDA staff that they will be amending our contract to fund the second and third years of the program.

**Annual Comprehensive Economic Development Strategy:** Staff is currently updating the Annual Comprehensive Economic Development Strategy and will be presenting this information to the Economic Development Committee in October.

**New North Accreditation:** In September, East Central staff along with Calumet County and the Village of Harrison staff met with New North and the Accreditation team from International Economic Development Council (IEDC). East Central staff discussed the unique partnership between the Commission and New North and how we have collaborated on projects including the Intermodal Freight Facility Plan and the Broadband Plans for the counties within our region. On September 3, 2024, New North announced that they were an accredited Economic Development Organization by IEDC.

### **Transportation**

**Appleton (Fox Cities) MPO Policy Board and Oshkosh MPO Policy Board Redesignation and Orientation:** Staff held the new Appleton (Fox Cities) and Oshkosh MPO Policy Board Orientation meeting on Thursday, September 5<sup>th</sup>. New Policy Board members learned about the history of Metropolitan Planning Organizations, program deliverables and federal requirements along with their role as policy board members. In addition, East Central staff worked with the Wisconsin Department of Transportation staff to finalize the redesignation agreement along with the cooperative agreements. The first meetings of the new Appleton (Fox Cities) and Oshkosh MPO Policy Boards will be held in October, 2024.

**Intermodal Freight Facility Plan – Phase 2:** The Intermodal Freight Facility Coalition recently met to discuss components of the Phase 1 study, what has changed since the last study, and discussed additional data collection and consultations to occur over the next couple of months. The purpose of the

study is to gather additional data and information related to inbound and outbound commodity flows, discuss with companies challenges and opportunities for an intermodal freight facility study and expand the coalition.

**Safe Streets for All Grant City of Oshkosh:** Last week, East Central staff was notified that the City of Oshkosh will receive \$8 million dollars to build a pedestrian bridge over I-41 through the Safe Streets for All Program. East Central staff recently developed the Comprehensive Safety Action Plan for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, which was approved by the Commission in early 2024. The Comprehensive Safety Action Plan was an eligibility requirement for a community applying for infrastructure funding. Congratulations to the City of Oshkosh on this significant grant award!

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

**Annual County Meetings:** East Central will be setting up meetings with County planning staff to discuss program updates and the 2025 work program and budget for the NR-135 Non-Metallic Mining Reclamation Program that the Commission administers for five counties within the region.

### **Contracts**

Staff are finalizing the draft Comprehensive Outdoor Recreation Plans for the Town of Buchanan and City of Shawano.

You can review the draft [Town of Buchanan plan](#) by [clicking here](#).

## **East Central Wisconsin Regional Planning Commission – October 24, 2024 Report**

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

### **Administration**

**SERDI Webinar:** The Southeast Directors Institute hosted a webinar featuring Dr. Laura Ullrich, a Senior Regional Economist with the Federal Reserve Bank of Richmond. This webinar was very informative and had a lot of great information and data regarding the current status of the economy. The Commission is currently a member of SERDI and SERDI will be offering member exclusive webinars and East Central staff will continue to forward those to the Board when they are available.

### **Environmental Management**

**Brownfield Redevelopment Learning Sessions for Local Governments:** The DNR's Remediation and Redevelopment Program in partnership with the Wisconsin Economic Development Corporation (WEDC) will be hosting free Brownfield Redevelopment Learning Sessions. Attendees will learn about resources, including funding and liability protections, available to local governments for redevelopment of brownfield properties into community assets. RSVPs are due by November 7, 2024 to [Thomas.Coogan@wisconsin.gov](mailto:Thomas.Coogan@wisconsin.gov).

<b>Date and Time</b>	<b>Location</b>
November 12, 2024 10:00 AM - noon	The Innovation Center 1221 Innovation Dr. Whitewater
Nov. 15, 2024 11:15 a.m. – 1:15 p.m.	Community Room Iowa County Health & Human Services Bldg. 303 W Chapel St. Dodgeville
Nov. 20, 2024 10 a.m. – noon	Community Room, City Hall 127 S Sawyer St. Shawano

### **Economic Development**

**USDA Grant in partnership with NADO:** East Central staff worked in partnership with the National Association of Development Organizations to apply for USDA funds to continue the Small Community Technical Assistance Program for 2025. This week East Central staff was notified that USDA has awarded these grant funds and staff will be working with NADO staff to figure out the details of the grant award.

### **EDA Planning Partnership Grant – Comprehensive Economic Development Strategy (CEDS) Annual Performance Progress Report**

The Comprehensive Economic Development Strategy (CEDS) document is a significant component of remaining a designated Economic Development District. The Economic Development Administration (EDA) requires the Commission to complete a major update of the strategy every five years and a minor update to the strategy annually. East Central's last major update to the CEDS was completed in 2023, with the next major update set to occur in 2028. East Central staff have updated the 2023 CEDS with current information regarding socioeconomic measures for our region and other economic development data.

### **EDA Infrastructure Grant Groundbreaking at ATW**

Staff attended a groundbreaking event at the Appleton Airport Business Park earlier this month. ATW is the recipient of a \$3M grant from the Economic Development Administration (EDA) for infrastructure improvements at the business park directly connecting the park to State Highway 76 and supporting quality, high-wage jobs.

### **NEW WEDC PROGRAMS**

Staff participated in recent webinars with the Wisconsin Economic Development Administration (WEDC) regarding new grant programs, including the Small Business Development Grant and Vibrant Spaces Grant. Staff is consulting with other regional economic development contacts on ideas related to these grants and will be strategically engaging communities in the region on these opportunities.

### **Transportation**

#### **Appleton (Fox Cities) MPO Policy Board and Oshkosh MPO Policy Board Redesignation and**

**Orientation:** The redesignation agreements for the Appleton (Fox Cities) MPO Policy Board and Oshkosh MPO Policy Board have been signed and copies returned to East Central for their records. The Appleton (Fox Cities) MPO Policy Board met for the first time

**Specialized Transportation Coordination Convening:** East Central hosted an introductory meeting with all of the member counties to discuss implementation of their specialized transportation coordinated plans, and to share best practices in May. The next meeting will be held October 17, 2024.

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

Administration of the NR-135 Non-Metallic Mining Reclamation Program include site inspections, associated maps updates and updates to financial assurances. The September, 2024 the following activities have been completed:

- 32 acres have been Certified as reclaimed;
- 157 of the 194 permitted mine sites have been inspected, which has resulted in an increase of 85 additional active acres;
- 35 drone flights have been conducted;
- There are no non-compliance issues to address at this time.

### **Water Quality Management Program**

#### **Program Administration & Implementation:**

- **Collaboration with WDNR:**
  - Staff submitted an environmental justice grant through the WDNR.
  - ECWRPC was given notice that our environmental justice grant application was approved by the DNR for \$50,000 split between 2025 and 2026. The money will be used to implement an environmental justice chapter within both the Oshkosh and Waupaca SSA Plans.
  - Addressed queries on Appleton Commerce Center Expansion and Oshkosh Sanitary District.
- **Public Outreach and Education:**
  - Generated population projections for Stockbridge Facility Plan.
  - Met with the Town of Black Wolf regarding Sewer Service Amendment Process.
- **208/WQMP Conformance Reviews:**
  - 26 conformance reviews have taken place since the last Environmental Management Meeting. The reviews range from sewer extensions to main line replacements throughout the entire East Central Region:
  - Mainline replacements in Neenah, Little Chute, Campbellsport, Fond du Lac.
  - Sanitary extensions in Harrison, Buchanan, Appleton, Fond du Lac, Chilton, Greenville, Clayton, and Wrightstown.
  - SSA amendment process with Waupaca.

#### **Stockbridge and Sherwood 2040 SSA Plan Updates:**

- Conducted meetings, gathered data, and drafted chapters for Stockbridge SSA Plan.
- Meetings were held with Sherwood's new administrator. Due to time constraints by both the Village of Sherwood and East Central, both the Village and East Central have agreed to hold off on updating the Village of Sherwood SSA Plan until the new staff member starts. This way the new staff can see an SSA Plan from start to finish and not have to join mid-way through the process.

## **Contracts**

Staff have finished and are working to close out the Comprehensive Outdoor Recreation Plans for the Town of Buchanan and City of Shawano.



**DATE:** October 24, 2024

**TO:** ECWRPC Board

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

**RE:** SERDI Implementation Update

---

In July, Executive Committee and the Commission Board approved utilizing \$50,000 of available fund balance to begin the implementation of the SERDI Board Assessment and amended the 2024 Work Program accordingly.

From July – December, 2024, efforts will be focused on the development of communication materials as well as putting in place systems to provide better communication to the communities within the East Central Region. If not all of the \$50,000 is utilized the remainder would be included in the 2025 work program and budget.

The following table serves as an update on progress to date on implementation efforts.

<b>SERDI Implementation Budget - 2024</b>			
<b>Deliverables</b>	<b>Budget</b>	<b>Notes</b>	<b>Progress Update</b>
Customer Relationship Management System (CRM)	\$18,000	This system will allow the staff to have one database for contact information for communities and partner organizations. In addition, it will provide staff an avenue for sending out notices of grants, newsletters, and other important agency announcements.	Staff researched various CRM products and scheduled demos with two vendors. Based on those demos and vendor proposals, ActiveCampaign has been selected as the vendor. Staff are participating in vendor onboarding sessions this month.
Website Update/Refresh	\$2,000	This was identified as a need by staff, communities, and also during the Appleton (Fox Cities) MPO Certification Review. Staff will develop a new website that is more user friendly.	IT staff researched various website themes and templates. Leadership has selected a preferred template and will be working with program staff to develop content in Q1, 2025.
Brand Refresh	\$15,000	Update the logo and brand for the Commission along with the development of template documents	A2Z Design, a local firm that worked with East Central on prior branding efforts, has been hired to assist with this work. Two meetings have

		that staff will be able to utilize when communicating to partner organizations and communities.	been conducted with the A2Z team to date, with final branding recommendations due in Q4, '24.
Communication Materials	\$5,000	Develop communication materials (i.e. newsletter, etc.) regarding the Commission.	This will be incorporated with the implementation of the new branding for the Commission and the CRM Software.
Community Outreach	\$10,000	The Executive Director and Deputy Director will begin attending City, Village, Town and County Board meetings and developing a schedule to listen to the challenges and opportunities within each community.	County local government meetings held in all member counties. (see attached services matrix). Non-member counties meeting TBD.
<b>Total Amount</b>	<b>\$50,000</b>		

**Staff Recommendation:** This is information only and no action is required.

2024 Local Government Meeting Matrix							
	Calumet 8/5	Outagamie 8/5	Menominee 8/7	Shawano 8/7	Winnebago 8/14	Fond du Lac 8/14	Waupaca 9/25
<b>GRANTS</b>							
Writing (14)	xx	xx	x	xx	xxx	x	xxx
Admin (12)	x	xx	x	xx	xx	xx	xx
Training (9)		xx	x	x	xx	xx	x
Support (11)	x	xx	x	xx	xx	xx	x
Sift/Sort/Match (7)		xx	x		x	x	xx
<b>SHARED STAFF</b>							
Stormwater Engineer (1)					x		
Civil Engineer (1)					x		
Building Inspector (5)		xx			x		xx
Wetland Delineation (1)		x					
Surveyor (1)		x					
P&Z (2)		xx					
Emergency Mgmt (1)		x					
GIS (1)					x		
<b>PLANNING SERVICES</b>							
Enhanced SCTA (2)	x			x			
Master Planning Contract (1)	x						
Economic Development (7)	x		x	x	xx	x	x
Drone (1)			x				
Trails (4)			x		xxx		x
Short Line Rail (2)				x	x		
Solar (2)				x		x	
Outdoor Rec (1)					x		
Safe Routes to School (2)			x			x	
PASER (2)							xx
Land Use (1)							x
EV Readiness (2)							xx
Groundwater Modeling (1)							x
<b>CAPACITY</b>							
Internships (3)	xx	x					
Future Workforce (1)		x					
AI (1)							x
<b>FUNDING</b>							
Water/Sewer Infrastructure (3)	x					x	x
Roadways (5)	xx		x		x	x	
Local Revenue Options (1)	x						
Hazard Mitigation (CDBG) (1)						x	
<b>CONVENING</b>							
Housing (3)		x	x				x
Mass Transit (1)		x					
Trail/ROW Acquisition (1)		x					
Regionalism/Shared Srvcs (3)		x					xx
Fire/EMS Services (4)		x		x		x	x
State/Fed Legislators (7)		x		x	x	xx	xxx
Rail (Quiet Zones) (1)					x		
Smart Growth Best Practices (1)					x		
Stormwater Mgmt (4)					xx	xx	
Childcare (1)						x	
DOA Innovation Grants-Spring '25 (1)					x	x	x
Shared services/staffing (3)					x	x	x
<b>GIS</b>							
Mapping (1)	x						
Broadband (3)	x				x	x	
Data/ESRI (1)	x						
3D Visualization (2)					xx		
<b>REGIONAL FOCUS</b>							
Housing (Infill Study) (2)		x					
Housing Needs Study (5)			x		xx	x	x
Housing Types/Mix (1)					x		

**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:** Wednesday, July 10, 2024 @ 1:30 p.m. (In Person) ECWRPC Office

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

**2. Roll Call**

A. Introduction of Alternates, Staff and Guests

**Committee Members Present:**

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):**

Alice Connors (Chair)..... Calumet County

**ECWRPC Staff:**

Melissa Kraemer Badtke ..... Executive Director  
 Craig Moser .....Deputy Director  
 Sara Otting ..... Controller  
 Leann Buboltz ..... Administrative Coordinator

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

**4. Public Comment** – None

**5. Approval of the Minutes**

- A. May 15, 2024 Executive Committee Meeting
- B. June 13, 2024 Executive Committee Meeting

A motion was made by Mr. Will and a second by Mr. Gustafson to approve of both the May 15, 2024 and the June 13, 2024 Executive Committee minutes as presented. Motion carried unanimously.

**6. Announcements and Discussion Items**

- A. Director’s Report – presented by Ms. Kraemer Badtke. List not all inclusive
  - 1. Staffing update – Joe Stephenson has moved into the Economic Development planner role recently vacated by Colin Kafka. The Water Quality Management Planner position has been posted. Interviews for LTE Transportation position scheduled this week.
  - 2. Association of WI Regional Planning Commission (AWRPC) meeting – Joe Stephenson and Colin Kafka attended and presented on the Small Community Technical Assistance program. Staff are researching ways of funding this program with partner organizations, making it self-sustaining.
  - 3. Redesignation Update –
    - a. Staff have been attending meetings regarding the redesignation process which involves separating out the Policy Board for the Appleton (Fox Cities) and Oshkosh MPO respectively. Also noted was the area municipalities have already approved Resolutions of Support, totaling 98% of the impacted population. Staff will continue to work with the Department of Transportation and Legal Counsel on the creation of By-laws for the new Policy Board(s).
    - b. Local Government Meetings– Mr. Craig Moser distributed a draft agenda with tentative dates regarding the upcoming meeting with local electives for Committee discussion. He mentioned to the group, that if

other key staff should be involved to inform East Central personnel. It was noted that staff will also be presenting at the Town's Association as well.

4. Regional Comprehensive Plan request – Staff received a request from a Town to complete their Comp Plan after the consultant was prematurely unavailable to complete the project. With the Committee's support, staff would do a Fee for Services Contract to complete this one-time project, possible review at the next Executive Committee meeting.

## 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. Ms. Otting shared, that only one proposal was received, which was submitted by Clifton Larsen Allen, LLP who are the current auditors for the Commission. Staff noted that they have been pleased with their work and would recommend approval of the Proposed Resolution 36-24.

A motion was made by Mr. Morack and a second by Mr. Will to approve of **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 as presented. Motion carried unanimously.

- B. **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. Based on the Board direction from the June 2024 Executive meeting, Ms. Kraemer Badtke and staff developed the proposed budget showing a total levy of \$675,000 (Option 2). She shared additional information that had been received since the June meeting, which did not impact the proposed tax levy. They include;

- Health Insurance rates – 8.9% increase (10% used in preliminary budget in June)
- DNR Revenue - \$25,000 added per discussion with Department of Natural Resources for the climate, sustainability and equity piece to build in our Water Quality Management.
- Contracts - \$24,000 added due to follow up discussions with member communities for work requested. Since the last meeting, communities have shown an interest requesting assistance on various work projects totaling an estimated \$130,000.00. The current staff would not be able to fulfill all those requests.
- Valley Transit, Transit Development Plan - \$200,000 added – no budgetary impact with expenses matching revenue. The Transportation Committee approved this work program amendment.

- i. Discussion regarding proposed use of Fund Balance to Support SERDI Implementation. Mr. Craig Moser presented four options surrounding the possible utilization of the unrestricted cash on hand-fund balance to phase in additional levy support over the next five years to attain the \$100,000 target.
  - *Option 1* utilizes upfront the \$100,000 along with *Option 2* allowing for the addition of a full-time position in 2025. Mr. Moser shared that *Option 1* proposes to utilize the available unrestricted cash upfront to begin right away in 2024 and implement the Commission's marketing of services available, and supplement the repurposed regional comp plan funding to reach that \$100,000 target in 2025. He also stated that this would enable staff to have the ability to hire the full-time position for contract work and general local assistance. Members posed the question if that proposed amount would be enough in 2025 to cover that fulltime position. Mr. Moser indicated that it would however, it would not cover any interns or additional LTE support. He shared that revenue generated with this position would take place as part of the roles and responsibilities of this position and to seek out contractual work.
  - *Options 3 & 4* would allow for a part time position in 2025 and full-time position in 2026. Mr. Moser indicated that these options would be a little slower moving.

He noted that the purpose is to have an ongoing, sustainable funding source to implement and retain the SERDI Assessment recommendations. *This is informational only, no action necessary.* The Committee may be required (prior to the July Commission meeting) to take action on a budget amendment of 2024 and/or 2025.

A motion was made by Mr. Kautza and a second by Mr. Gabrielson to approve of **Proposed Resolution 42-24:** Adoption of the Budget for Calendar Year 2025, Final Tax Levy, and Staffing Plan for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- C. **Proposed Resolution 43-24:** Support and the Approval of the Appleton (Fox Cities) Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement. Ms. Kraemer Badtke presented a brief overview sharing that the Commission Board approved Resolution 23-24 in March 2024 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. She shared that to date, 19 of the 23 local municipalities have passed resolutions, representing 98% of the impacted population. 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. 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.

Ms. Kraemer Badtke stated with having reached the federal requirement of municipal support representing 75% of the impacted population, staff recommends approval of Proposed Resolution 43-24.

A motion was made by Mr. Gabrielson and second by Mr. Morack to approve **Proposed Resolution 43-24:** Support and the Approval of the Appleton (Fox Cities) Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement as presented. Motion carried unanimously.

- D. **Proposed Resolution 44-24:** Support and the Approval of the Oshkosh Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement. 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. The decision was made to work through the same process with the Oshkosh MPO at the same time and using the same methodology. Staff shared that a majority of the local units of government have already approved Resolutions of Support – totaling **93%** of the impacted population, noting that one town did not take action due to wanting a voting rite not just an advisory vote.

Ms. Kraemer Badtke stated with having reached the federal requirement of municipal support representing 75% of the impacted population, staff recommends approval of Proposed Resolution 44-24.

A motion was made by Mr. Gustafson and a second by Mr. Kautza to approve of **Proposed Resolution 44-24:** Support and the Approval of the Oshkosh Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement as presented. Motion carried unanimously.

## 8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)
- i. Waupaca County – Dave Morack read a statement regarding the impact of their computer systems
  - ii. Menominee County – Jeremy Johnson stated that they are still within the tornado clean up phase in their County.
  - iii. Outagamie County – Dan Gabrielson shared that UW Fox Cities Campus is closing. Future use conversations are currently on going.
  - iv. Winnebago County – Nate Gustafson indicated that EAA – Air Venture was currently going on.

## 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.
- 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.

## 10. Adjourn – Vice Chair Johnson adjourned the meeting with the time noted at 2:42 p.m.

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
East Central WI Regional Planning Commission

**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:** Wednesday, July 24, 2024 @ 9:15 a.m. (In Person) 811 Harding Street-Room LL42 (lower level), Waupaca

**1. Welcome and Introductions** –Chair Connors called the meeting to order at 9:15 a.m.

**2. Roll Call**

A. Introduction of Alternates, Staff and Guests

**Committee Members Present:**

Alice Connors (Chair).....Calumet County  
 Jeremy Johnson (Perm Alt for Elizabeth Moses) (Vice Chair)..... 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):**

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

**ECWRPC Staff:**

Melissa Kraemer Badtke ..... Executive Director  
 Craig Moser .....Deputy Director  
 Sara Otting ..... Controller  
 Leann Buboltz ..... Administrative Coordinator

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

**4. Public Comment** - None

**5. Announcements and Discussion Items** – Ms. Kraemer Badtke shared that staff is in the process of setting up interviews for the Water Quality Management – Senior Planner position.

**6. New Business/Action Items**

A. 2<sup>nd</sup> Quarter – 2024 Financial Report. Ms. Otting presented the 2nd Quarter 2024 Financial Report, sharing that the organization is fully staffed, the deliverables have been completed.

A motion by Mr. Gabrielson and a second by Mr. Kautza to receive the 2nd Quarter 2024 Financial Report and place on file. Motion carried unanimously.

B. 2<sup>nd</sup> Quarter – 2024 Work Program Performance Report. Ms. Otting presented the 2nd Quarter 2024 Work Program Performance Report.

A motion by Mr. Morack and a second by Mr. Gustafson to receive the 2<sup>nd</sup> Quarter – 2024 Work Program Performance Report and place on file. Motion carried unanimously.

C. **Proposed Resolution 45-24:** Amending the Bylaws of the East Central Wisconsin Regional Planning Commission. Ms. Kraemer Badtke reported that Legal Counsel recommended that the Commission, who is the designated fiscal agent for the MPO Policy Board(s), update the bylaws to reflect the changes regarding the creation of with the new Metropolitan Planning Organization (MPO)-Policy Board (PB)Structure which includes the

Appleton (Fox Cities) and the Oshkosh MPO areas. It was noted that the membership language states that the population numbers are drawn from the U.S. Census Bureau. Every 10 years the U.S. Census Bureau updates the population numbers, which will trigger a review of the Policy Board(s) structure. The deadline to have the new structure(s) in place is September 3, 2024.

A motion was made by Mr. Johnson and a second by Mr. Kautza to approve of **Proposed Resolution 45-24:** Amending the Bylaws of the East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

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

Ms. Kraemer Badtke reported that the direction from the previous Executive Committee meeting was to amend the 2024 work program and budget and utilize the funds for activities/deliverables related to the SERDI Board Assessment Implementation. She noted that any of the funding that is not used in 2024 would be rolled over into 2025.

Staff included the following activities for implementation for 2024:

- CRM Software – Customer Relationship Management System – Creation of a contact database which would allow staff to send out communication information (i.e. newsletter).
- Website update – Meet the corrective action found in the Appleton (Fox Cities) MPO Certification Review.
- Brand Refresh – Update the Commission Brand and Logo
- Communication Materials – Development of communication materials to inform communities across the region about the Commission and the services offered. Develop template materials using the new brand refresh.
- Community Outreach – Staff will begin attending member village/city and town meetings and will be reaching out to the non-member Counties.

A motion was made by Mr. Gabrielson and a second by Mr. Kautza to approve of **Proposed Resolution 46-24:** Amending the 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

**7. Informational/Discussion Items**

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

1. Waupaca County – Mr. Morack reported that County is still dealing with IT issues and emails.
2. Winnebago County – Mr. Gustafson gave a shout out to Deputy Director Moser for his fair-minded handling of the questions related to the new MPO Policy Board for the Appleton (Fox Cities) and Oshkosh MPOs at their last Board meeting.
3. Menominee County – Mr. Johnson shared that with the tornado clean up still happening, the clean-up costs received for just the Right of Way from the Highway Commissioner was exceeding \$170,000.00 to date. We are currently working with the County Emergency Management to assist in retrieving reimbursement for those costs incurred.

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

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be on Wednesday, September 18<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 Thursday, October 24, 2024 at Fond du Lac Highway Dept, 1028 S Hickory St, Fond du Lac WI 54937 at 10:00 a.m. Agenda and meeting packet will be forthcoming. Agenda and meeting packet will be forthcoming.

**9. Adjourn – Chair Connors adjourned the meeting with the time noted at 9:40 a.m.**

Respectfully submitted by  
Leann Buboltz – Administrative Coordinator  
East Central WI Regional Planning Commission



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

## Balance Sheet

As of 9/30/2024

	9/30/2024	9/30/2023
<b>ASSETS</b>		
<b>CASH &amp; CASH EQUIVALENTS</b>		
1000-01 CASH-AssocBank Main Checking	\$ 119,790.75	\$ 71,169.20
1000-03 CASH-Associated Benefit Account	5,651.57	11,484.90
1000-05 CASH-AssocBank Money Market	162,999.30	159,783.38
1010-00 STATE TREASURER-LOCAL GOVT PL	551,710.95	522,859.49
1020-00 PETTY CASH	100.00	100.00
<b>Total CASH &amp; CASH EQUIVALENTS:</b>	<b>840,252.57</b>	<b>765,396.97</b>
<b>RECEIVABLES</b>		
1100-00 ACCOUNTS RECEIVABLE	434,028.54	328,726.94
1130-00 DEFERRED REVENUE/NR135 CARRYOVER	-15,361.36	-6,381.84
1140-00 OTHER DEFERRED REVENUE	-1,090.50	-2,838.68
<b>Total RECEIVABLES:</b>	<b>417,576.68</b>	<b>319,506.42</b>
<b>PREPAIDS &amp; DEPOSITS</b>		
1200-00 PREPAID & DEPOSITS	21,043.86	30,021.89
1210-00 DEFERRED OUTFLOWS	1,300,477.02	1,093,313.10
<b>Total PREPAIDS &amp; DEPOSITS:</b>	<b>1,321,520.88</b>	<b>1,123,334.99</b>
<b>CAPITAL EQUIPMENT</b>		
1400-00 COMPUTERS, EQUIPMENT & OTHER FIXED ASSETS	298,007.51	262,615.53
1405-00 ACCUM. DEPREC	-210,504.74	-166,934.09
1420-00 CAPITAL LEASE ASSET	264,836.04	61,151.25
1425-00 ACCUM. DEPREC. CAPITAL LEASE ASSET	-128,574.80	-73,381.56
<b>Total CAPITAL EQUIPMENT:</b>	<b>223,764.01</b>	<b>83,451.13</b>
<b>OTHER ASSETS</b>		
1500-00 NET PENSION ASSET	0.00	530,175.94
<b>Total ASSETS:</b>	<b>\$ 2,803,114.14</b>	<b>\$ 2,821,865.45</b>
<b>LIABILITIES</b>		
<b>ACCOUNTS PAYABLE</b>		
2000-00 ACCOUNTS PAYABLE	\$ 58,845.97	\$ 57,965.90
<b>ACCRUED LIABILITIES</b>		
2110-00 PAYROLL TAXES PAYABLE	15,192.04	14,107.38
2160-00 ACCRUED ANNUAL LEAVE	23,296.23	21,058.39
2178-00 FLEX SPENDING ACCOUNT (FSA) PAYABLE	4,251.32	-482.28
2210-00 DEFERRED INFLOWS	821,559.00	1,359,836.00
<b>Total ACCRUED LIABILITIES:</b>	<b>864,298.59</b>	<b>1,394,519.49</b>
<b>NOTES PAYABLE</b>		
2305-00 CAPITAL LEASE PAYABLE	10,100.50	16,522.54
2310-00 BUILDING LEASE PAYABLE	131,231.52	12,537.41
<b>Total NOTES PAYABLE:</b>	<b>141,332.02</b>	<b>29,059.95</b>
<b>OTHER LIABILITIES</b>		
2400-00 NET OTHER POST-EMPLOYMENT BENEFIT	93,602.00	130,409.00
2410-00 NET PENSION LIABILITY	330,493.06	0.00
<b>Total LIABILITIES:</b>	<b>1,488,571.64</b>	<b>1,611,654.34</b>
<b>NET POSITION</b>		
2900-00 Retained Earnings-Current Year	249,286.03	85,219.08
2900-00 RETAINED EARNINGS - PRIOR	988,764.47	1,030,843.03
2910-00 INVESTMENTIN FIXED ASSETS	76,492.00	94,149.00
<b>Total NET POSITION:</b>	<b>1,314,542.50</b>	<b>1,210,211.11</b>
<b>Total LIABILITIES &amp; NET POSITION:</b>	<b>\$ 2,803,114.14</b>	<b>\$ 2,821,865.45</b>



**September 30, 2024 PROJECT UPDATE**

Project	Start Date	End Date	Approved Budget	Total \$ Budget	Total \$ Spent	% Remain	Total Hrs Budget	Hrs Spent	Hrs Remain	% Remain	Total Hrs Budget	Hrs Spent	% Remain
1140-024: Regional Comprehensive Plan Update	1/1/2024	12/31/2024	50,000	50,000	12,182	75.64%	507.00	30.25	476.75	94.03%			
1205-024: Community Facilities Committee Coordination	1/1/2024	12/31/2024	6,950	124,000	75,039	39.48%	64.00	21.75	42.25	66.02%	1438.00	781.25	45.67%
1231-024: Sewer Service Area Plan Promotion, Implementation	1/1/2024	12/31/2024	117,050	1374.00	759.50		1374.00	759.50	614.50	44.72%			
1311-024: FC/Osh Program Administration and Support	1/1/2024	12/31/2024	145,000	935,173	569,129	39.14%	957.00	1120.25	-163.25	-17.06%	9880.00	6674.00	32.45%
1312-024: FC/Osh Fox Cities/Oshkosh LRTLUP	1/1/2024	12/31/2024	150,000				1965.00	1535.25	429.75	21.87%			
1313-024: NE Region Travel Demand Model Implementation	1/1/2024	12/31/2024	55,000				853.00	177.75	675.25	79.16%			
1321-024: FC/Osh - Short Range/Congestion Management	1/1/2024	12/31/2024	230,000				1713.00	1003.75	709.25	41.40%			
1322-024: FC/Osh - Transportation Improvement	1/1/2024	12/31/2024	50,000				551.00	869.25	-318.25	-57.76%			
1323-024: FC/Osh Multi-modal/Transportation Alternatives	1/1/2024	12/31/2024	66,019				809.00	822.00	-13.00	-1.61%			
1324-024: FC/Osh Transit	1/1/2024	12/31/2024	30,000				613.00	384.00	229.00	37.36%			
1324-024F: FC/O FTA SATO	1/1/2024	12/31/2024	194,148				2145.00	731.25	1413.75	65.91%			
1324-024S: FC/O FHWA 2.5% SATO	1/1/2024	12/31/2024	15,006				274.00	30.50	243.50	88.87%			
1312-024A: FC/Osh LRTP	1/1/2024	12/31/2024	97,039				369.00	786.00	-417.00	-113.01%	1261.00	1444.75	-14.57%
1313-024A: FC/Osh Travel Demand Model	1/1/2024	12/31/2024	97,039	350,320	257,411	26.52%	307.00	231.00	76.00	24.76%			
1321-024A: FC/Osh Short Range/CMP	1/1/2024	12/31/2024	156,242	585.00	427.75	157.25	26.88%						
1331-024: Regional Transportation Administration	1/1/2024	12/31/2024	16,555	141.00	136.25	4.75	3.37%	964.00	555.50	42.38%			
1332-024: Regional Transportation Tech Assistance	1/1/2024	12/31/2024	58,259	89,661	51,944	42.07%	678.00	339.00	339.00	50.00%			
1333-024: Regional Comprehensive Planning	1/1/2024	12/31/2024	14,846	145.00	80.25	64.75	44.66%						
1341-024: FDL - Prgm Administration and Support	1/1/2024	12/31/2024	24,000	213,225	176,652	17.15%	370.00	329.75	40.25	10.88%	2718.00	2264.25	16.69%
1342-024: FDL LRTLUP	1/1/2024	12/31/2024	64,500				808.00	755.00	53.00	6.56%			
1343-024: FDL Short Range/Congestion Mngmt	1/1/2024	12/31/2024	30,500				373.00	306.75	66.25	17.76%			
1344-024: FDL Transportation Improvement Program	1/1/2024	12/31/2024	25,500				309.00	367.75	-58.75	-19.01%			
1345-024: FDL - Transit	1/1/2024	12/31/2024	8,500				113.00	72.00	41.00	36.28%			
1346-024: FDL Travel Model Improvement Program	1/1/2024	12/31/2024	13,127				178.00	31.00	147.00	82.58%			
1346-024F: FDL FTA SATO	1/1/2024	12/31/2024	44,425				535.00	365.50	169.50	31.68%			
1346-024S: FDL FHWA 2.5% SATO	1/1/2024	12/31/2024	2,674				32.00	36.50	-4.50	-14.06%			
1381-024: Regional SRTS	1/1/2024	12/31/2024	375,000	5178.00	3507.50	1670.50	32.26%	5439.00	3744.25	31.16%			
1383-024: Events and Programs	1/1/2024	12/31/2024	85,000	0.00	0.00	0.00	#DIV/0!						
1384-024: Communications and Education Materials	1/1/2024	12/31/2024	8,000	488,200	351,710	27.96%	0.00	0.00	0.00	#DIV/0!			
1386-024: Youth Engagement Program	1/1/2024	12/31/2024	14,500	196.00	198.00	-2.00	-1.02%						
1390-024: Workshops	1/1/2024	12/31/2024	1,000	0.00	0.00	0.00	#DIV/0!						
1391-024: Evidence Based Practices and Research	1/1/2024	12/31/2024	4,700	65.00	38.75	26.25	40.38%						
1511-024: Planning Partnership Grant Administration	1/1/2024	12/31/2024	27,500	116,667	80,330	31.15%	270.00	177.25	92.75	34.35%	900.00	807.75	10.25%
1512-024: CEDS Implementation	1/1/2024	12/31/2024	27,000				178.00	306.25	-128.25	-72.05%			
1513-024: Annual Comprehensive Economic Development	1/1/2024	12/31/2024	17,167				81.00	128.50	-47.50	-58.64%			
1516-024: EMSI Analysis Services	1/1/2024	12/31/2024	15,400				129.00	94.50	34.50	26.74%			
1517-024: Support/Participation in Local/Regional	1/1/2024	12/31/2024	14,800				129.00	85.75	43.25	33.53%			
1520-024: EDA Technical Assistance - To be Determined	1/1/2024	12/31/2024	14,800				113.00	15.50	97.50	86.28%			
1621-024: NR-135 Non-Metallic Mine Reclamation	1/1/2024	12/31/2024	165,340	165,340	134,164	18.86%	1504.00	1235.00	269.00	17.89%			
2454-024: T Greenville Mining Inspection	1/1/2024	12/31/2024	1,000	1,000	-	100.00%	8.00	0.00	8.00	100.00%			
2462-024: New North	1/1/2024	12/31/2024	24,751	24,751	13,258	46.44%	220.00	134.25	85.75	38.98%			
2463-024: C of Shawano Open Space Recreation	1/1/2024	12/31/2024	13,316	13,316	15,469	-16.17%	178.00	194.00	-16.00	-8.99%			
2464-024: T of Buchanan Open Space Recreation	1/1/2024	12/31/2024	9,259	9,259	9,978	-7.77%	113.00	128.00	-15.00	-13.27%			

**TO:** Executive Committee  
**FROM:** Jennie Mayer, Safe Routes to School Coordinator  
**DATE:** September 18, 2024  
**RE:** Proposed Resolution 47-24: Authorizing the Executive Director to enter into a contract with Image Studios Inc. for the Safe Routes to School Program Safe Routes to School Video Series.

---

East Central Safe Routes to School staff is interested in creating a series of dynamic and educational age specific videos about bicycle and pedestrian safety. The purpose of these videos is to teach elementary, middle, and high school age students about basic traffic safety principles. The videos will be a combination of animated and live actors and will include local footage and examples for segments utilizing live actors.

East Central staff has contacted Image Studios Inc. in Appleton to develop a proposal. Image Studios Inc. has the state contract for video production, which provides a better value and price point.

On the attached contract the cost for the video series is \$77,500.00. When completed, East Central Safe Routes program will have a total of eight videos that can be used with students in Kindergarten through High School. All eight videos will be translated into Spanish.

**Staff Recommendation:** Staff is requesting action on behalf of the full Commission. Staff recommends approval of Proposed Resolution 47-24 Authorizing the Executive Director to enter into a contract with Image Studios Inc. to create a Safe Routes to School Video Series.



# **East Central Regional SRTS Contract for Consultant Services from: Image Studios, Inc. and their sub consultants A2Z The Agency, Wordwing, LLC, and Ball Media Innovations**

EC Project ID Number: 1383-024-01  
CFDA Number: 20.205

September xx, 2024

Image Studios, Inc.  
1100 South Lynndale Drive  
Appleton, WI 54914

**SUBJECT: AUTHORIZATION TO BEGIN WORK ON THE CONSULTANT CONTRACT  
between East Central WI Regional Planning Commission (COMMISSION) and Images  
Studios, Inc. and their sub-consultants A2Z The Agency, Wordwing LLC, and Ball Media  
Innovations. (CONSULTANT)**

The consultant is hereby authorized to begin work on the following subject contract.

**EC Project Number: 1383-024-01    Authorized Amount: \$77,500**

The total cost of this authorization will not exceed the amounts listed for each project unless the COMMISSION issues a revised authorization letter to the CONSULTANT. This and subsequent authorizations may not exceed the contract upper limit. The CONSULTANT must include the EC Project Number on invoices submitted to the COMMISSION for payment.

A copy of the executed CONTRACT is enclosed.

If you have any questions concerning the CONTRACT, please contact Jennie Mayer at (920) 751-4770 x 6831.

Sincerely,

Melissa Kraemer Badtke  
Executive Director

Cc: Craig Moser, Assistant Director  
Jennie Mayer, Safe Routes to School Coordinator  
Sara Otting, Controller

Enclosure

**1. Table of Contents**

**Contract Agreement..... 5**

**Appendix A: Scope of Services ..... 8**

**Appendix B: East Central Wisconsin Regional Planning Commission –  
Shortform for Federally Funded Contracts Boiler Plate ..... 9**

**Appendix C: Proposed Project Timeline..... 27**

## CONTRACT BETWEEN

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION (COMMISSION)  
AND IIMAGE STUDIOS, INC. and their subconsultants A2Z The Agency, Wordwing, LLC,  
and Ball Media Innovations. (CONSULTANT)

### FOR PROJECT NUMBER: 1383-024-01

CFDA Number:20.205

This CONTRACT, made and entered into by and between East Central Wisconsin Regional Planning Commission (COMMISSION) and Image Studios Inc. and their sub-consultants A2Z The Agency, Wordwing, LLC., and Ball Media Innovations (CONSULTANT), provides for those services described in detail herein and is for the purpose of:

The purpose of this project is to create a series of dynamic and educational age specific videos about bicycle, scooter, and pedestrian safety. These videos will be used to teach elementary, middle, and high school age students about basic traffic safety principles.

The COMMISSION deems it advisable to engage the CONSULTANT to provide certain services and has authority to contract for these services under Article 7, Section 1 (of East Central's bylaws or competitive bid policy).

The CONSULTANT will be compensated by the COMMISSION for services provided under this CONTRACT on the following actual cost basis:

- a) An ACTUAL COST up to **\$77,500** paid in monthly installments for work completed between **October 1<sup>st</sup>, 2024 and April 4<sup>th</sup>, 2025 or until the \$77,500 is expended.**
- b) The **final invoice** can be submitted once the **final services and materials have been submitted to the COMMISSION and both parties are in agreement that the report is the final product and the project has been completed.**
- c) The CONSULTANT services will be completed by April 4<sup>th</sup>, 2025 with various phases completed within the timeframes identified in the Scope of Services (Appendix A). Compensation for all services provided by the CONSULTANT under the terms of this contract is on an ACTUAL COST basis and **shall not exceed \$77,500** in total.



The CONSULTANT represents it is in compliance with the laws and regulations relating to its profession and signifies its willingness to provide the desired services. The CONSULTANT Representative is Donna Gehl, President at Image Studios, Inc., whose work address/e-mail and telephone number are as follows:

Image Studios, Inc.  
1100 South Lynndale Drive  
Appleton, WI 54914  
Phone: 920-738-4080  
Email: [dgehl@imagestudios.com](mailto:dgehl@imagestudios.com)

The CONSULTANT’s billing contact person is Molly Diedrich, whose work address/e-mail and telephone number are as follows:

Image Studios, Inc.  
1100 South Lynndale Drive  
Appleton, WI 54914  
Phone: 920-738-4080  
Email: [mdiedrich@imagestudios.com](mailto:mdiedrich@imagestudios.com)

The COMMISSION Representative is Jennie Mayer, Safe Routes to School Coordinator, whose work address/e-mail address and telephone number are as follows:

East Central Wisconsin Regional Planning Commission  
400 Ahnaip Street, Suite 100  
Menasha, WI 54952  
Phone: 920-751-4770 ext. 6831  
Email: [jmayer@ecwrpc.org](mailto:jmayer@ecwrpc.org)

The parties agree to all of the provisions which are annexed and made a part of the CONTRACT consisting of nineteen (19) pages, including Appendix A (Scope of Services) and Appendix B (East Central’s Shortform for Federally Funded Contracts).

**For the CONSULTANT**

**For the East Central Wisconsin Regional Planning Commission**

By: \_\_\_\_\_  
Donna Gehl  
President  
Image Studios, Inc.

By: \_\_\_\_\_  
Melissa Kraemer Badtke  
Executive Director, ECWRPC

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 1: Additional Terms of Sub-Contractor Services**

CONSULTANT is enlisting the services of another firm/consultant to complete the out lined deliverables as listed on/in page/appendix.

Name of firm/consultant A2Z The Agency

Services of SUB-CONSULTANT provided for the purpose of this contract (please list services as they relate to project deliverables)

CONSULTANT is enlisting the services of another firm/consultant to complete the out lined deliverables as listed on/in page/appendix.

Name of firm/consultant Wordwing, LLC.

Services of SUB-CONSULTANT provided for the purpose of this contract (please list services as they relate to project deliverables)

CONSULTANT is enlisting the services of another firm/consultant to complete the out lined deliverables as listed on/in page/appendix.

Name of firm/consultant Ball Media Innovations

Services of SUB-CONSULTANT provided for the purpose of this contract (please list services as they relate to project deliverables)

**Donna Gehl**, as the designated and authorized signatory of the CONTRACT acknowledge that CONSULTANT has entered into a signed contract with SUB-CONSULTANT.

Date of signed contract \_\_\_\_\_

A copy of the signed contract has been provided in these CONTRACT materials.

**Approved**

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

Donna Gehl  
President  
Image Studios, Inc.

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

Melissa Kraemer Badtke  
Executive Director, ECWRPC

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX A: SCOPE OF SERVICES AND BUDGET FOR  
PROJECT NUMBER: 1383-024-01**

## East Central Wisconsin Regional Planning Commission Regional Safe Routes to School Program

### **Image Studios, Inc. and their Sub-Consultants A2Z The Agency, Wordwing, LLC., and Ball Media Innovations. Proposal to Provide:**

Image Studios, Inc.  
1100 South Lynndale Drive  
Appleton, WI 54914

#### **Purpose:**

The purpose of this project is to create a series of dynamic and educational age specific videos about bicycle, scooter, and pedestrian safety. These videos will be used to teach elementary, middle, and high school age students about basic traffic safety principles.

#### **Scope of Work and Deliverables**

The following outlines the scope of work and key deliverables pertaining to the project. The accepted proposal is included as Appendix C.

#### **Task 1: Pre-Production**

- Kick Off Meetings
- Concept Development
- Research and Planning
- Scriptwriting & Storyboarding
- Talent Casting
- Production Set-Up

#### **Task 2: Production**

- In-Studio and On Location Production Costs
- Shooting
- On Camera and Voiceover Talent

#### **Task 3: Post-Production**

- Edits
- Rough Cuts
- Revisions

#### **Sub-Contractors**

A2Z the Agency:

- Character Development
- Project Management and Coordination
- Selection of Talent
- Art Direction during Video Production

- Collaboration with Image Studios on Storyboard and Scriptwriting
- Final Review of Video.

Wordwing, LLC.:

- Scriptwriter

Ball Media Innovations:

- Spanish Translations

**Total Project Cost**

**\$77,500.00**

**APPENDIX B:**  
**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**  
**SHORTFORM FOR FEDERALLY FUNDED CONTRACTS**

## Table of Contents

1.	Federal Policies .....	13
2.	Scope of Services .....	144
3.	Personnel .....	14-15
4.	Reimbursement of Travel Expenses.....	155
5.	Prior Written Approval.....	15
6.	Prohibited Activities.....	166
7.	Use of Consultants/Contractors.....	16-17
8.	Prosecution and Progress .....	17-19
A.	<i>General</i> .....	17
B.	<i>Delays and Extensions</i> .....	18
C.	<i>Termination</i> .....	18
D.	<i>Subletting or Assignment of Contract</i> .....	18-19
9.	Basis of Payment.....	19-20
10.	Separate Bank/Fund Accounts.....	20
11.	Audits .....	20-21
12.	Miscellaneous Provisions.....	21
A.	<i>Ownership of Documents</i> .....	21
13.	Contingent Fees .....	21
14.	Legal Relations .....	22
15.	Nondiscrimination in Employment .....	22
16.	Equal Employment Opportunity .....	22-23
17.	Errors and Omissions .....	23
18.	Conflict of Interest .....	24
19.	Certification Regarding Debarment.....	24
20.	Insurance Requirements.....	24
21.	Certification regarding Lobbying.....	24-25

22.	Disadvantaged Business Utilization .....	25
23.	National Policy Requirements.....	25-26



## 1. Federal Policies

The CONSULTANT agrees to meet all federal requirements including 2 CFR 200 and 23 CFR 450 related to the PL funding for this project.

### **23 CFR 450.308 Funding for transportation planning and unified planning work programs.**

(a) Funds provided under 23 U.S.C. 104(d), 49 U.S.C. 5305(d), and 49 U.S.C. 5307, are available to MPOs to accomplish activities described in this subpart

### **23 CFR 450.336 Self-certifications and Federal certifications.**

(a) For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and the FTA as part of the STIP approval, the State and the MPO shall certify at least every 4 years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303 and 5304 and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 11101(e) of the Infrastructure Investment and Jobs Act (Bipartisan Infrastructure Law) (Pub. L. 117-58) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 23 U.S.C. 324, regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

## 2. Scope of Services

1. The services under this CONTRACT shall consist of performing all work necessary or incidental to accomplish this PROJECT.
2. The CONSULTANT shall furnish all services and labor necessary to conduct and complete the services, and shall furnish all materials, equipment, supplies, and incidentals other than those designated to be furnished by the COMMISSION.
3. The services shall comply with applicable state and federal laws and regulations consistent with the funding for this PROJECT.
4. The CONSULTANT shall from time to time during the progress of the services confer with the COMMISSION and shall prepare and present such information, studies, and reports as may be necessary or as may be requested by the COMMISSION to enable it to reasonably pass judgment on the features of the services. The CONSULTANT shall make such changes, amendments, or revisions in the detail of the services as may be required by the COMMISSION. The CONSULTANT is not relieved from the responsibility for continuing adherence to generally accepted standards of the profession by COMMISSION required changes in the detail of the services.
5. Meetings may be scheduled at the request of the CONSULTANT or the COMMISSION for the purpose of discussing and reviewing the services under this CONTRACT. Meeting schedules are to be coordinated with COMMISSION Representative.

## 3. Personnel

1. The COMMISSION must approve or disapprove the selection of key personnel as identified in the application and/or this Agreement. Any new hires or changes in key personnel require prior written approval from the COMMISSION. Resumes, in sufficient detail to reveal the experience, education, and other general and specific qualifications for the position, must be submitted to the COMMISSION for its consent prior to approval of a candidate.
2. The CONSULTANT agrees to comply with the requirements regarding support of salaries and wages in 2 CFR Part 200.430, "Compensation-personal services."

It is intended that a single contractor will have total responsibility for all services identified in this RFP. Therefore, any Proposer desiring to use a sub-contractor(s) must identify each on a document supplied as an attachment to the Proposal and titled attachment "Sub-contractors" and should include:

- o their company's name,
- o the company's principal owner(s),
- o description of their involvement in the project, and
- o qualifications for each aspect of this project they may work with.

The subcontractor(s) cannot be changed after submission of the Proposal without the written approval of ECWRPC. The Consultant is responsible for all actions, workmanship, performance, and payment for their subcontractor(s). A contract between the Consultant and the subcontractor must be signed within 14 business days of Consultant's signed contract with ECWRPC. ECWRPC reserves the rights to a copy of the signed contract between the Consultant and the sub-contractors. ECWRPC reserves the right to terminate the terms of its contract in the event of Consultant's failure to establish a signed contract between the Consultant and sub-contractor within 14 business days. A copy of the final contract between the Consultant and the sub-contractor must be sent to ECWRPC within 21 business days of the Contract execution between ECWRPC and the Consultant.

#### **4. Reimbursement of Travel Expenses**

1. Reimbursement for travel (transportation, food, and lodging) in the performance of Program activities shall be consistent with those normally allowed in like circumstances in the non-Federally sponsored activities of the CONSULTANT. CONSULTANTS may follow their own established rate but any travel allowance policies in excess of Federal limits must receive prior approval from the COMMISSION.

#### **5. Prior Written Approval**

1. The purpose of this project is to work with ECWRPC and municipalities and stakeholders in the Oshkosh MPO to develop an electric vehicle readiness plan. Any changes in the project/program described in the application to include those identified below require prior written approval from the COMMISSION in the form of an amendment request:
  1. Changes in the specific activities described in the application.
  2. Changes in key personnel as specified in the application and/or this agreement.
  3. Changes in the scope of work contained in any solicitation and/or request for proposals.
  4. Need for additional Federal funds.
  5. Budget reallocations that exceed 10 percent of the total budget among approved direct cost categories or are transferred to new budget line items.
  6. Changes in indirect cost rates or recertification of expired indirect cost rates during the project period unless otherwise specified in this Program agreement.
  7. Requests to purchase equipment (including software) with an estimated acquisition cost of more than \$5,000.
  8. Requests to use Federal and/or non-Federal match funds for food and/or beverages in conjunction with meeting costs.

## 6. Prohibited Activities

1. **Duplication of Work:** The purpose and scope of work for which this Agreement is made shall not duplicate programs for which moneys have been received, are committed, or are applied for from other sources, public or private. Upon request of the COMMISSION, the CONSULTANT shall submit full information about related programs that will be initiated within the Program period.
2. **Other Funding Sources:** COMMISSION's funds budgeted or Programed for this program shall not be used to replace any financial support previously provided or assured from any other source.
3. **Funds for Attorney/Consultant Fees:** The CONSULTANT hereby agrees that no funds made available from this Program shall be used, directly or indirectly, for paying attorneys' or consultants' fees in connection with securing Programs or other services provided by the COMMISSION, for example, preparing the application for this assistance. However, attorneys' and consultants' fees incurred for meeting this Agreement's requirements may be eligible project costs and may be paid out of funds made available from this Agreement provided such costs are otherwise eligible.
4. The CONSULTANT is prohibited from using funds provided from this Program or personnel employed in the administration of this program for political activities, sectarian or religious activities, lobbying, political patronage, or nepotism activities.
5. Program funds may not be used for marketing or entertainment expenses.
6. Program funds may not be used for capital assets, such as the purchase of vehicles, improvements and renovation of space, and repair and maintenance of privately-owned vehicles.

## 7. Use of Consultants/Contractors

1. Procurement of consultant or contractor services shall be in accordance with all standards and procedures set forth in 2 CFR Part 200. The following terms are intended merely to highlight some of these standards and are, therefore, not inclusive.
2. All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition.
3. Formal advertising, with adequate purchase description, sealed bids, and public openings, shall not be required for small purchase procurements that are less than the simplified acquisition threshold, currently set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 in accordance with 41 U.S.C. 1908

as \$250,000 unless otherwise required by State or local law or regulation. If small purchase procedures are used, price or rate quotations shall be obtained. Micro-purchases of supplies or services, the aggregate amount of which does not exceed the micro-purchase threshold currently set by the Federal Acquisition Regulation at \$9,000 may be used in order to expedite the completion of lowest-dollar small purchase transactions.

4. The CONSULTANT shall maintain a code or standards of conduct which shall govern the performance of its officers, employees, or agents in contracting with and expending Federal Program funds. CONSULTANT's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from a contractor or potential contractors. To the extent permissible by State or local law, rules, or regulations, such standards shall provide for penalties, sanctions, or other disciplinary actions to be applied for violations of such standards by the CONSULTANT's officers, employees, or agents, or by contractors.
5. The CONSULTANT shall ensure that every consultant and every contractor it employs under the Program complies with the terms of this Agreement as though the consultant or contractor were a party to this Agreement.
6. The CONSULTANT is the responsible authority, without recourse to the COMMISSION, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of the Program.

## 8. Prosecution and Progress

### A. General

1. Services under this CONTRACT shall commence upon written order from the COMMISSION to the CONSULTANT, which order will constitute authorization to proceed.
2. The CONSULTANT shall complete the services under this CONTRACT within the time for completion specified. Services by the CONSULTANT shall proceed continuously and expeditiously. The time for completion shall not be extended because of any delay attributable to the CONSULTANT but may be extended by the COMMISSION in the event of a delay attributable to the COMMISSION or because of unavoidable delays caused by an act of God, war, governmental actions or other conditions beyond the control of the CONSULTANT.
3. The CONSULTANT shall notify the COMMISSION in writing when the services have been completed. Upon the COMMISSION's subsequent determination that the services have satisfactorily been completed, the COMMISSION will provide written notification to the CONSULTANT acknowledging the formal acceptance of the completed services.

**B. *Delays and Extensions***

1. Delays in completing the services within the time provided for completion for reasons not attributable to the CONSULTANT may constitute justification for additional compensation to the extent of documentable increases in costs as a result thereof. Failure of the CONSULTANT to submit a formal written request for a time extension and additional compensation prior to the expiration of the CONTRACT time shall constitute a basis for denying any cost adjustments for reasons of delay.
2. Delays grossly affecting the completion of the services attributable or caused by one of the parties hereto shall be considered as cause for the termination of the CONTRACT by the other party.
3. Time is of the essence with regard to the delivery of all services under this CONTRACT.

**C. *Termination***

1. The COMMISSION reserves the right to terminate all or part of this CONTRACT at any time upon not less than ten days' written notice to the CONSULTANT.
2. In the event the CONTRACT is terminated by the COMMISSION without fault on the part of the CONSULTANT, or by the CONSULTANT under 8.B.2, above, the CONSULTANT shall be paid for the services rendered, an amount bearing the same ratio to the total CONTRACT prices as the amount of services completed or partially completed and delivered to the COMMISSION bears the total amount of services provided for herein, as determined by mutual agreement between the COMMISSION and the CONSULTANT as the CONTRACT amendment.
3. In the event the services of the CONSULTANT are terminated by the COMMISSION for fault on the part of the CONSULTANT, the CONSULTANT shall be paid a reasonable value of the services rendered and delivered to the COMMISSION up to the time of termination. The value of the services will be determined by the COMMISSION.
4. In the event of the death of any member or partner of the CONSULTANT's firm, the surviving members shall complete the services, unless otherwise mutually agreed upon by the COMMISSION and the survivors, in which case the CONSULTANT will be paid as set for in Section 9, below.

**D. *Subletting or Assignment of Contract***

1. The CONSULTANT shall not sublet or assign any part of this CONTRACT without prior written approval of the COMMISSION.
2. When the CONSULTANT is authorized to sublet or assign a portion of the services, the CONSULTANT shall perform services amounting to at least one-half of the original CONTRACT amount.

3. Consent to assign, sublet, or otherwise dispose of any portion of the CONTRACT shall not be construed to relieve the CONSULTANT of any responsibility for the fulfillment of the CONTRACT.
4. When the CONSULTANT subcontracts a portion of the services, the subcontract shall provide for the performance of the services to the full scope as contemplated in this CONTRACT and to the same standards and concept as if performed by the CONSULTANT.
5. No subcontracting and assignment of any services under this CONTRACT shall state, imply, intend, or be construed to limit the legal liability of the CONSULTANT or the sub-consultant.

## 9. Basis of Payment

1. The CONSULTANT will be paid by the COMMISSION for the completed and approved services rendered under this CONTRACT on the basis and at the CONTRACT price set forth elsewhere in this CONTRACT. Such payment shall be full compensation for services rendered and for all labor, materials and supplies, equipment, and incidentals necessary to complete the services. Compensation in excess of the total CONTRACT amount will not be allowed unless justified and authorized by an approved written CONTRACT amendment. Compensation for improper performance by the CONSULTANT will not be allowed. No payment shall be construed as COMMISSION acceptance of unsatisfactory or defective services or improper materials.
2. Reimbursement for costs will be limited to those which are allowable under 2 CFR 200, Uniform Guidance; by COMMISSION policy; and any other applicable federal law.
3. The CONSULTANT shall submit invoices in the format specified in the CONTRACT AGREEMENT (pages 18-19), not more than once per month, for partial payment for the authorized services completed to date. The final invoice shall be submitted to the COMMISSION within 5-10 days of completion of the services. Final payment of any balance due the CONSULTANT will be made promptly upon its verification by the COMMISSION, upon completion of the required services, and upon receipt of documents or materials required to be returned or furnished to the COMMISSION. Should this CONTRACT include more than one PROJECT, separate invoices shall be submitted for each individual PROJECT.
4. The COMMISSION has the equitable right to set off against any sum due and payable to the CONSULTANT under this CONTRACT, any amount the COMMISSION determines the CONSULTANT owes the COMMISSION, arising under this CONTRACT.
5. The CONSULTANT and any sub-consultants shall maintain all documents and evidence pertaining to costs incurred under this CONTRACT for inspection by the COMMISSION and the COMMISSION's audit team, Wisconsin Department of Transportation, and the Federal Highway Administration during normal business hours in respective offices for a period of three years following the final CONTRACT payment.
6. If, in the CONSULTANT's opinion, orders or instructions given by the

COMMISSION would require the discarding or redoing of services which were based upon earlier direction or approvals or instruction given by the COMMISSION would involve services not within the scope of services, the CONSULTANT must notify the COMMISSION in writing if it desires extra compensation or a time extension. The COMMISSION will review the CONSULTANT's submittal and, if acceptable, approve a CONTRACT amendment.

7. The CONSULTANT shall pay subcontracts within ten (10) business days of receipt of a payment from the COMMISSION for services performed within the scope of this CONTRACT.
8. All invoices are to be paid by the COMMISSION within thirty (30) days, unless otherwise negotiated.
9. The CONSULTANT shall submit the following documents to the COMMISSION including documentation of project activities completed by a subconsultant by the 10<sup>th</sup> of the month following month end:
  - a. Letterhead expressing the balance due,
  - b. Invoice, including details of hours worked by staff member per task
  - c. Progress Report: Summary of services provided and progress through the projected timeline, and
  - d. Itemized detailed receipts for travel, meals, etc.
10. All invoices for payment shall be submitted to:

Jennie Mayer

[jmayer@ecwrpc.org](mailto:jmayer@ecwrpc.org) , and to

Sara Otting, CPA

[sotting@ecwrpc.org](mailto:sotting@ecwrpc.org)

## 10. Separate Bank/Fund Accounts

1. The CONSULTANT is not required to establish a separate bank account but may do so. The CONSULTANT, however, must maintain accounting records to adequately identify the source and application of Program funds. Other considerations, such as Federal Deposit Insurance Corporation coverage, shall be in accordance with the provisions of 2 CFR Part 200.

## 11. Audits

1. The CONSULTANT agrees to comply with audit requirements as specified in 2 CFR Part 200.
2. The CONSULTANT shall ensure audits are properly performed, and furnish the required data collection forms and audit reporting packages to the Federal Audit Clearinghouse (FAC). The CONSULTANT shall upload audit reports into the FAC through the Internet Data Entry System (IDES) at <https://harvester.census.gov/fac/collect/ddeindex.html#>.
3. The CONSULTANT shall provide any audit with findings related to this award,



with copies of the reporting package (including corrective action plans), management letters issued by an auditor, and audit working papers, to the COMMISSION.

4. The COMMISSION will seek to issue a management decision to the CONSULTANT within six months of receipt of an audit report with findings, and the CONSULTANT shall take timely and corrective action to comply with the management decision.
5. The COMMISSION reserves the right to conduct an independent follow-up audit.

## 12. Miscellaneous Provisions

### A. *Ownership of Documents*

All materials, guides, written instructions, plans, documents, correspondence, forms, computer files, databases, electronic mail messages, work product, or other information of any type created by the CONSULTANT under this CONTRACT are works created for hire and shall become the property of the COMMISSION upon final payment to CONSULTANT within 30 days of CONSULTANT'S receipt of payment. Ownership shall not extend to Consultant's underlying means and methods used to create work product. Additionally, any images, graphics, photographs, etc. contained within Consultant's work product thereto belonging to Consultant shall remain the property of Consultant unless otherwise indicated in the Scope of Work. All project documents provided to the CONSULTANT by the COMMISSION or by any third party which pertains to this CONTRACT are property of the COMMISSION.

1. Upon demand by the COMMISSION, all project documents shall be delivered to the COMMISSION. Project documents may be used without restriction by the COMMISSION for any purpose. Any such use shall be without compensation or liability to the CONSULTANT. The COMMISSION has all rights to copyright or otherwise protect the project documents which are the property of the COMMISSION. CONSULTANT reserves the right to use work product created during the term of this Agreement for advertising and marketing purposes.
2. All files (including electronic files) developed by the CONSULTANT must be provided back to the COMMISSION prior to the final invoice being sent to the COMMISSION.

## 13. Contingent Fees

1. The CONSULTANT represents that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this CONTRACT, and that the CONSULTANT has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this CONTRACT. For breach or violation of this representation the COMMISSION shall have the right to terminate this CONTRACT without liability, or in its discretion to deduct from the agreement

price or consideration, otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

## 14. Legal Relations

1. The CONSULTANT shall become familiar with, and shall at all times observe and comply with all applicable federal, state, and local laws, ordinances, and regulations.
2. In carrying out the provisions of this CONTRACT, or in exercising any power or authority granted to the COMMISSION, Wisconsin DEPARTMENT OF TRANSPORTATION or FEDERAL HIGHWAY ADMINISTRATION (FHWA) thereby, there shall be no personal liability upon the authorized representatives of the COMMISSION, Wisconsin DEPARTMENT OF TRANSPORTATION or FHWA, it being understood that in such matters they act as agents and representatives of these agencies.
3. The CONSULTANT shall be responsible for any and all damages to property or persons to the extent arising out of negligent act, error and/or omission in the CONSULTANT's performance of the services under this CONTRACT.
4. The CONSULTANT shall indemnify and hold harmless the COMMISSION, Wisconsin DEPARTMENT OF TRANSPORTATION, and FHWA and all of their officers, agendas, and employees on account of any damages to persons or property to the extent resulting from negligence of the CONSULTANT or for noncompliance with any applicable federal, state, or local laws.

## 15. Nondiscrimination in Employment

1. In connection with the performance of services under this CONTRACT, the CONSULTANT agrees not to discriminate against any employee or applicant for employment because of age, race, handicap, sex, physical condition, development disability as defined in sec. 51.01(5) Wis. Stats., sexual orientation as defined in sec. 111.32(13m) Wis. Stats., or national origin. This provision includes, but is not limited to, employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, other forms of compensation, selection for training including apprenticeship.
2. CONSULTANT agrees to take affirmative action to ensure equal employment opportunities. The CONSULTANT agrees to post in conspicuous places, available for employees and applicants, notices setting forth the provisions of the nondiscrimination clause

## 16. Equal Employment Opportunity

1. The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
2. The COMMISSION is a Sub-Recipient of WisDOT federal aid funds, hereinafter referred to as the "Sub-Recipient." The sub-recipient assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title

VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), and subsequent acts be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Sub-Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contracts/consultants, whether such programs and activities are federal assisted or not (Public Law 100259 [S.557] March 22, 1988.).

In the event that Sub-Recipient (the COMMISSION) distributes federal aids funds to an additional sub-recipient, the Sub-Recipient will include Title VI language in all written agreements and will monitor the additional sub-recipient for compliance. The Sub-Recipient has an authorized Title VI Coordinator with the authority and responsibility for initiating and monitoring Sub-Recipient Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21.

3. The CONSULTANT will comply with all provisions of Executive Order 11246, “Equal Opportunity” as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR Part 60).
4. The CONSULTANT will furnish all information and reports required by Executive Order 11246 and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the COMMISSION, WISDOT, FHWA, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
5. The CONSULTANT will include the provisions of this section, “Equal Employment Opportunity” in every subcontract.

## 17. Errors and Omissions

1. The CONSULTANT shall be responsible for the accuracy of the services performed under this CONTRACT, and shall promptly make necessary revisions or corrections to its services resulting from its negligent acts, its errors or its omissions without additional compensation. The CONSULTANT shall give immediate attention to these revisions or corrections to prevent or minimize delay to the PROJECT. The CONSULTANT shall be responsible to the COMMISSION for any losses to or costs to repair or remedy as a result of the CONSULTANT’s negligent acts, errors, or omissions.
2. CONSULTANT represents that the services to be provided under this CONTRACT will be executed in a workmanlike manner, consistent with professional standards of comparable work in this field.

## 18. Conflict of Interest

1. The CONSULTANT represents that neither it nor any of its affiliates has any financial or personal interest that would conflict in any manner with the performance of the Services under this CONTRACT, and that neither it nor any of its affiliates will acquire directly or indirectly any such interest.
2. The CONSULTANT represents that it will not employ for any services included under the provisions of this CONTRACT any person who is employed by the COMMISSION at the time of execution or during the life of this contract without prior written approval from the COMMISSION.
3. The CONSULTANT represents that it will immediately notify the COMMISSION if an actual or potential conflict of interest arises or becomes known to the CONSULTANT. Upon receipt of such notification, the COMMISSION will review and written approval is required for the CONSULTANT to continue to perform work under this CONTRACT.

## 19. Certification Regarding Debarment

1. The CONSULTANT certifies (by entering into this CONTRACT) that it and its principals (1) are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not been convicted of or had a civil judgment rendered against them within the previous three years; (3) are not indicted or otherwise criminally or civilly charged by a government entity; and (4) have not had one or more public transactions terminated for cause or default within the previous three years.
2. The CONSULTANT agrees that it will not knowingly enter into any transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction unless authorized by the COMMISSION.

## 20. Insurance Requirements

1. The CONSULTANT shall procure and maintain for the life of the CONTRACT the following types and amounts of insurance from an insurance company(ies) authorized to do business in the State of Wisconsin.
  1. Comprehensive General Liability - \$1,000,000 combined single limits per occurrence.
  2. Auto Liability - \$300,000 combined single limits per occurrence.
  3. Worker's Compensation – coverage satisfying statutory provisions of Chapter 102, Wis. Stats.; not less than \$100,000 employer's liability.

## 21. Certification Regarding Lobbying

1. The CONSULTANT certifies (by entering into this CONTRACT) that no federal appropriated funds have been paid or will be paid, by or on behalf of the CONSULTANT, to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, officer or employee

of Congress, or employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

2. The CONSULTANT agrees to comply with the requirements of 31 U.S.C. § 1352, "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions." Appropriated funds cannot be used to pay any person to influence or attempt to influence employees of any agency or Congress. Links to the requirements referenced above as well as the full listing of all National Policy Requirements are provided on the FHWA/DOT website at [www.FHWA/DOT.gov](http://www.FHWA/DOT.gov).

## 22. Disadvantaged Business Utilization

1. The CONSULTANT agrees to ensure that Disadvantaged Business as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of any subcontracts finances in whole or in part with federal funds provided under this agreement. In this regard, CONSULTANT shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that Disadvantaged Businesses have the maximum opportunity to compete for and perform subcontracts. The CONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of contracts. Failure to carry out the requirements of this provision shall constitute a breach of contract and may results in termination of the CONTRACT by the COMMISSION or other such remedy as the COMMISSION deems appropriate.
2. The CONSULTANT shall identify by name, the disadvantaged business whose utilization is intended to satisfy this provision, the items of services involved, and the dollar amounts of such items of service.
3. The CONSULTANT shall maintain records and document its performance under this item.

## 23. National Policy Requirements

1. Debarment and Suspension  
The CONSULTANT agrees to comply with 2 CFR Parts 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement)," and 1125, "Department of Defense Non-procurement Debarment and Suspension." The CONSULTANT also agrees to communicate the requirement to comply with Parts 180 and 1125 to entities and persons at the next lower tier with whom the recipient enters into transactions that are "covered transactions" under Parts 180 and 1125.
2. Drug-Free Workplace  
The CONSULTANT agrees to comply with Subpart B, "Requirements for

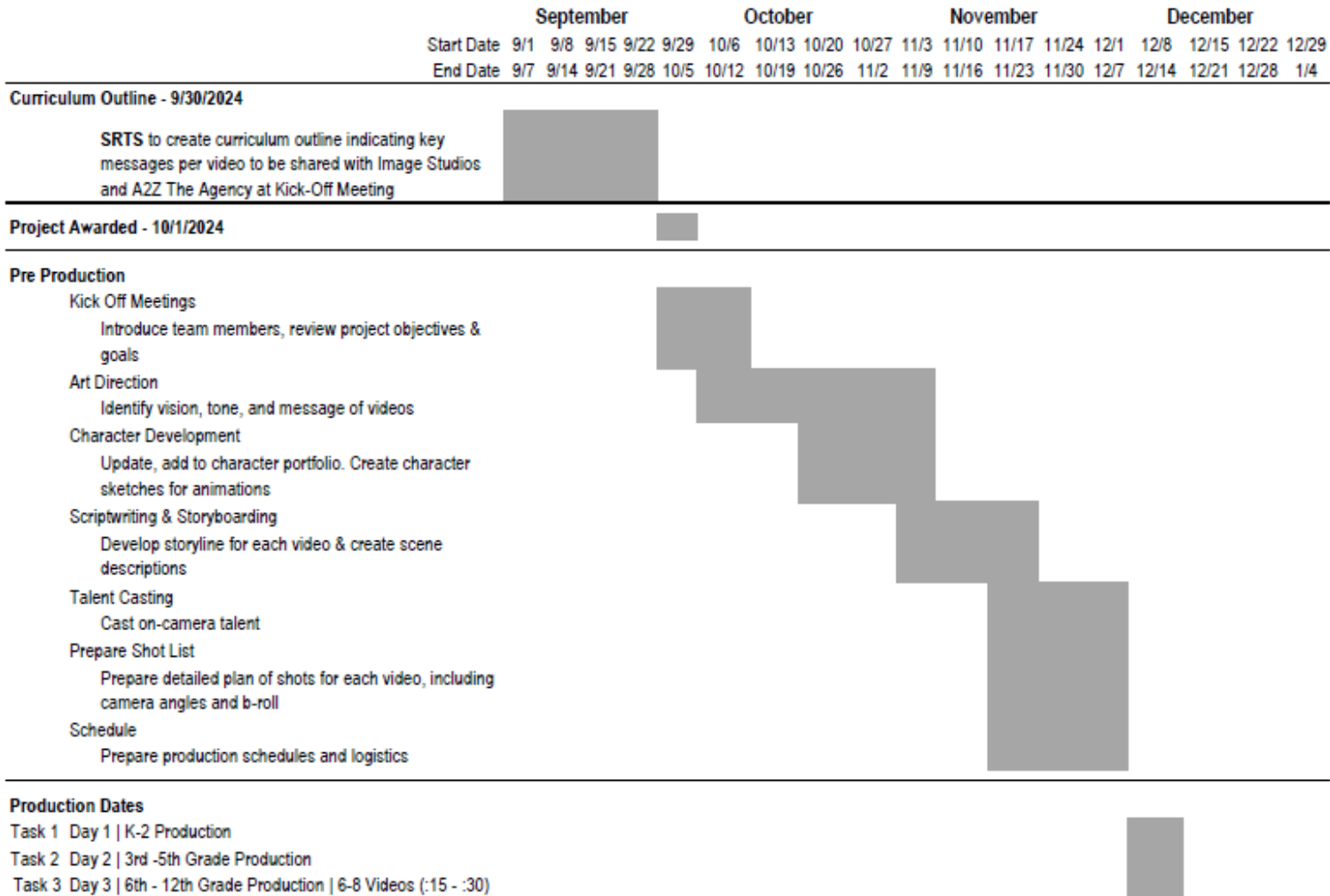
Recipients Other Than Individuals,” of 32 CFR Part 26, “Governmentwide Requirements for Drug- Free Workplace (Financial Assistance).”

3. Hatch Act  
The CONSULTANT is advised that its employees may be subject to the Hatch Act (5 U.S.C. § 1501-1508). If doubt exists in particular cases, the CONSULTANT should seek legal counsel.
4. Universal Identifier Requirements and Central Contractor Registration  
The CONSULTANT agrees to comply with the requirements of 2 CFR Part 25, as amended, “Universal Identifier and Central Contractor Registration.” The System for Award Management (SAM) has replaced the CCR system.
5. Trafficking Victims Protection Act of 2000  
The CONSULTANT agrees to comply with the requirements of 2 CFR Part 175, “Award Term for Trafficking in Persons.”
6. Reporting Sub-award and Executive Compensation Information  
The CONSULTANT agrees to comply with the requirements of 2 CFR Part 170, “Reporting Sub-award and Executive Compensation Information.”

## **APPENDIX C:**

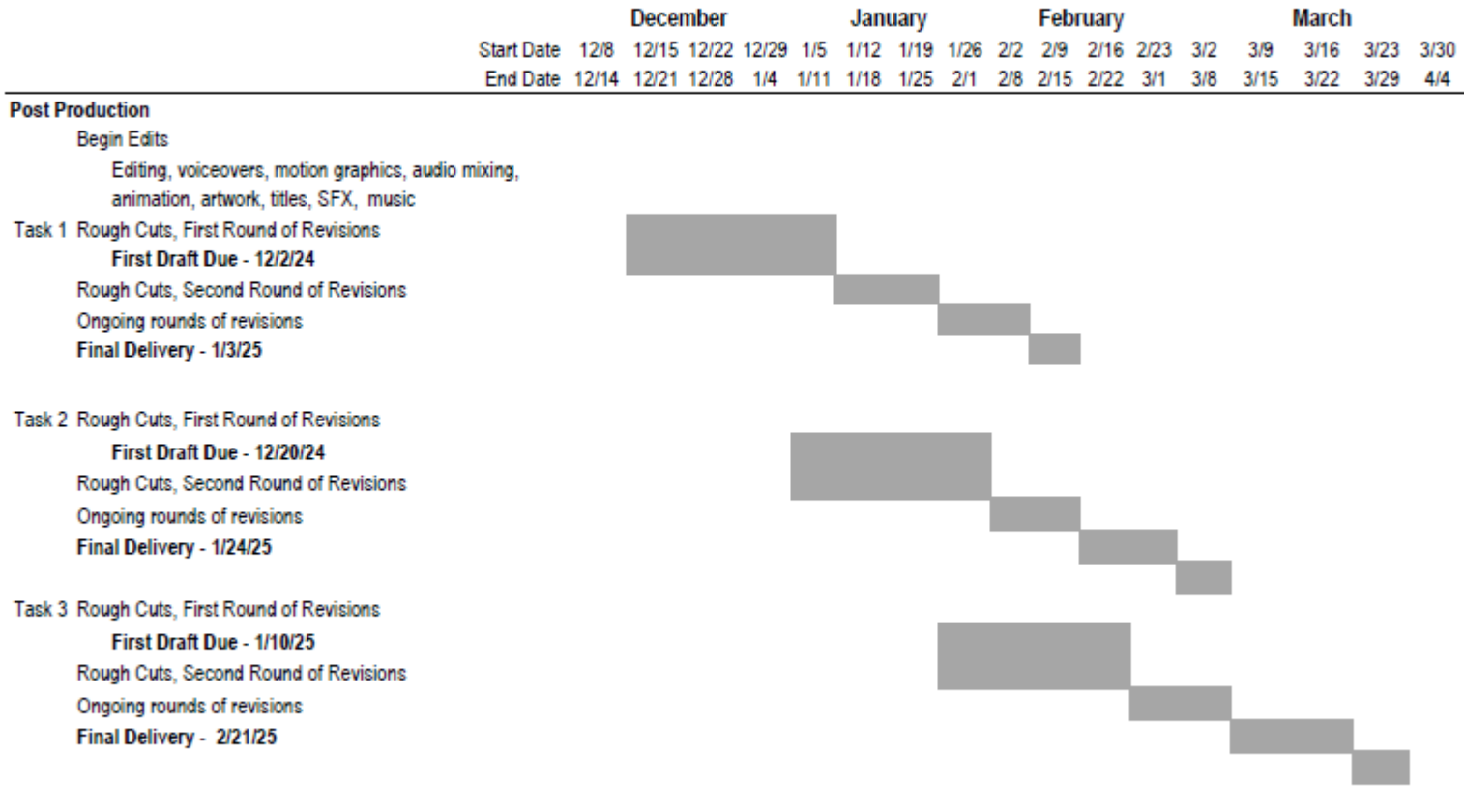
### **PROPOSED PROJECT TIMELINE**

## Project Schedule and Timeline





## Project Schedule and Timeline



**RESOLUTION NO. 47-24**

**AUTHORIZING THE EXECUTIVE DIRECTOR OF THE COMMISSION TO ENTER INTO A CONTRACT WITH IMAGE STUDIOS INC. FOR THE SAFE ROUTES TO SCHOOL PROGRAM - 2024 SAFE ROUTES TO SCHOOL VIDEO SERIES**

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

**WHEREAS**, the Commission has approved in its budget and work program the hiring of a consultant to create bicycle and pedestrian safety videos, and;

**WHEREAS**, the contract is a six-month contract beginning October 1, 2024 and ending on April 4, 2025, and;

**WHEREAS**, the contract is a financial commitment by the Commission funded through the Safe Routes to School Program of up to \$77,500;

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

**Section 1.** That the Executive Director is authorized to negotiate and enter into a contract with Image Studios, Inc.

Effective Date: September 18, 2024

Submitted To: Executive Committee (using its authority to act upon behalf of the full Commission)

Prepared By: Jennie Mayer, Safe Routes to School Coordinator

---

Alice Connors, Commission Chair  
ECWRPC Commission

---

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

---

Approval Date

**DATE:** September 18, 2024

**TO:** ECWRPC Executive Committee

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

**RE:** Proposed Resolutions 48-24 and 49-24 – Amending the 2024 East Central WI Regional Planning Commission Work Program and Budget and Authorizing the Executive Director to enter into a contract with the Town of Black Wolf for their Comprehensive Plan Update

---

The Town of Black Wolf contacted the Commission for assistance with the completion of their Comprehensive Plan Update, after a consultant they had hired was unable to complete the work due to staffing turnover. Staff worked with the Town to determine a Scope of Work based on the work that had already been completed by the consultant and provided a proposal to the Town.

Staff evaluated current workload and capacity and determined that this work could be completed on behalf of the Town in 2024.

**STAFF RECOMMENDATION:** Staff recommends approval of Proposed Resolutions 48-24 and 49-24.

Table 4: East Central Wisconsin RPC 2024 Budget Summary

	2024 PROPOSED BUDGET	2023 APPROVED & AMENDED BUDGET	Difference (\$)	Difference (%)
<b>Projected Operating Revenues</b>				
<b>Intergovernmental Grants</b>	\$ 1,929,111	\$ 1,900,025	\$ 29,086	1.5%
Federal Grants	\$ 1,843,826	\$ 1,801,490	\$ 42,336	2.4%
State Grants	\$ 85,285	\$ 98,535	\$ (13,250)	-13.4%
Other Grants	\$ -	\$ -	\$ -	0.0%
<b>Intergovernmental Charges for Services</b>	\$ 845,288	\$ 809,817	\$ 35,471	4.4%
Local districts membership levy	\$ 625,000	\$ 625,000	\$ -	0.0%
Local district contracts (secured & estimated)	\$ 62,132	\$ 40,792	\$ 21,340	52.3%
NR-135 program (Operator fees)	\$ 137,346	\$ 123,450	\$ 13,896	11.3%
NR-135 program (WDNR fees)	\$ 20,810	\$ 20,575	\$ 235	1.1%
<b>Public Charges for Services</b>	\$ 38,000	\$ 14,000	\$ 24,000	171.4%
<b>Use of Prior Years Fund Balance</b>	\$ 50,000	\$ -	\$ 50,000	#DIV/0!
<b>Total Operating Revenues</b>	\$ 2,862,400	\$ 2,723,842	\$ 138,558	5.1%
<b>Projected Operating Expenses</b>				
<b>Salaries and wages</b>	\$ 1,428,023	\$ 1,285,494	\$ 142,529	11.1%
Staff	\$ 1,411,023	\$ 1,271,494	\$ 139,529	11.0%
Commissioners (meeting payments)	\$ 17,000	\$ 14,000	\$ 3,000	21.4%
<b>Employee fringe benefits</b>	\$ 441,069	\$ 413,496	\$ 27,573	6.7%
Health Insurance	\$ 227,757	\$ 219,308	\$ 8,449	3.9%
FICA, Wkmn's Comp, Life, WRS, etc.	\$ 213,313	\$ 194,188	\$ 19,125	9.8%
<b>Direct grant expenses</b>	\$ 582,343	\$ 682,758	\$ (100,416)	-14.7%
<b>Overhead Expenses</b>	\$ 367,579	\$ 290,009	\$ 77,570	26.7%
6100 Meeting Expenses & Staff Development	\$ 17,990	\$ 17,440	\$ 550	3.2%
6200 Supplies	\$ 7,000	\$ 5,600	\$ 1,400	25.0%
6300 Office Space & Equipment	\$ 159,804	\$ 62,529	\$ 97,275	155.6%
6400 Reference materials, subscriptions and dues	\$ 9,085	\$ 1,600	\$ 7,485	467.8%
6500 Printing and Publishing	\$ 33,000	\$ 12,500	\$ 20,500	164.0%
6600 Postage	\$ 1,000	\$ 500	\$ 500	100.0%
6700 Staff expenses	\$ 11,500	\$ 9,000	\$ 2,500	27.8%
6800 Insurance, legal, audit	\$ 55,200	\$ 42,840	\$ 12,360	28.9%
Interest	\$ 5,000	\$ 7,500	\$ (2,500)	-33.3%
Depreciation	\$ 68,000	\$ 130,500	\$ (62,500)	-47.9%
<b>Total Operating Expenses</b>	\$ 2,819,012	\$ 2,671,757	\$ 147,255	5.5%
<b>Projected Surplus / (Deficit)</b>	\$ 43,387	\$ 52,085	\$ (8,698)	-16.7%

**PROPOSED  
RESOLUTION NO. 48-24**

**AMENDING THE 2024 WORK PROGRAM AND BUDGET FOR EAST CENTRAL WISCONSIN  
REGIONAL PLANNING COMMISSION**

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

**WHEREAS**, the 2024 Work Program and Budget for the East Central Wisconsin Regional Planning Commission was approved on January 24, 2024, and;

**WHEREAS**, the 2024 Work Program and Budget for East Central Wisconsin Regional Planning Commission has been amended on March 28, 2024 and July 24, 2024, and;

**WHEREAS**, the Town of Black Wolf located in Winnebago County is a member of the Commission, and;

**WHEREAS**, the Town of Black Wolf has requested the Commission to complete their Comprehensive Plan, and;

**WHEREAS**, the Commission staff has the capacity to complete the Town of Black Wolf's Comprehensive Plan, and;

**WHEREAS**, the Commission and the Town of Black Wolf will enter into a contract and there will be additional funding included in the 2024 Work Program and Budget for this project, and;

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

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

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

Effective Date: September 18, 2024

Submitted To: Executive Committee (using its authority to act upon behalf of the full Commission)

Prepared By: Melissa Kraemer Badtke, Executive Director

\_\_\_\_\_  
Alice Connors, Commission Chair  
East Central WI Regional Planning Commission

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

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

**PROPOSED  
RESOLUTION NO. 49-24**

**AUTHORIZING THE COMMISSION TO ENTER INTO AN AGREEMENT WITH THE TOWN OF  
BLACK WOLF FOR THE PREPARATION OF THE TOWN OF BLACK WOLF COMPREHENSIVE  
PLAN**

**WHEREAS**, the Town of Black Wolf, Winnebago County, Wisconsin desires to enter into an agreement with the Commission to render certain technical planning services for a Comprehensive Plan Update, and;

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

**WHEREAS**, the Town is part of Winnebago County, which is a member of the Commission, and;

**WHEREAS**, the Town of Black Wolf's Comprehensive Plan was last approved in November 17, 2008, and;

**WHEREAS**, the Commission has the staff capacity and expertise to develop the Town of Black Wolf's Comprehensive Plan;

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

**Section 1.** That the Commission approves entering into a contract agreement with the Town of Black Wolf for services rendered to update their Comprehensive Plan at an agreed upon by both parties.

**Section 2.** That the Commission will complete the Town of Black Wolf Comprehensive Plan by January 31, 2025.

**Section 3.** That the Commission is authorized to enter into the necessary agreements to carry out such services.

Effective Date: September 18, 2024

Submitted To: Executive Committee (using its authority to act upon behalf of the full Commission)

Prepared By: Melissa Kraemer Badtke, Executive Director

\_\_\_\_\_  
Alice Connors, Commission Chair  
East Central WI Regional Planning Commission

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

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

DATE: October 16, 2024

TO: ECWRPC Executive Committee

FROM: Sara Otting, Controller

RE: **Resolution 51-24** Adopting The 2025 Cost Allocation Plan, Indirect Cost Rate and Certificate of Lobbying for The East Central Wisconsin Regional Planning Commission

---

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

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

East Central staff has been working with the U.S. Department of Interior to develop the 2025 Indirect Cost Rate Proposal, which will be based on the 2023 audit. The Indirect Cost Rate Proposal includes supplemental materials including the 2023 Audited Financial Statements, estimated financial data for the 2025 Proposed Budget, the Certificate of Indirect Cost Rate and the Signed Certificate of Lobbying. The NICRA for 2025 has been approved by U.S. Department of Interior at 71.01%. The Fringe rate for 2025 has been updated to 46.73%

The final 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.

**Staff Recommendation:** Staff recommends approving Resolution 51-24 Adopting the 2025 Cost Allocation Plan, Indirect Cost Rate and Certificate of Lobbying for The East Central Wisconsin Regional Planning Commission.

---

# East Central Wisconsin Regional Planning Commission

---

Cost Allocation Plan

---

2025

---



## Purpose

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

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

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

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

## Methodology

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

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

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

## Allocation of Costs

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

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

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

## Indirect Salary Narrative

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

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

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

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

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

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

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

### Executive Division

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

**Craig Moser**  
Deputy Director

### Administrative Services Division

**Leann Buboltz**  
Administrative Coordinator

**Sara Otting**  
Controller

### Technical Services Division

#### **GIS Program**

**Mike Zuege**  
GIS Manager

**Rachel Roth**  
GIS Analyst

**Casey Peters**  
GIS Analyst

#### **IT Program**

**Tim Badtke**  
IT Manager

### Planning Services Division

#### **Transportation MPO Planning Program**

**Kim Biedermann**  
Principal Planner -  
Transportation

**Brenna Root**  
Associate Planner

**Chris Colla**  
Associate Planner

**Brice Richardson**  
Associate Planner

**Kate Blackburn**  
Associate Planner

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

**Jennie Mayer**  
Senior/SRTS Planner

**Kia Kling**  
SRTS Planner

**Kim Dieck**  
SRTS Planner

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

**Joe Stephenson**  
Senior Planner

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

#### **Economic Development Program**

**Colin Kafka**  
Associate Planner

*\* Secondary role in Economic  
Development Program*

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

**CERTIFICATE OF INDIRECT COST RATE**

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

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

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

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

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

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

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

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

Name of Official: Alice Connors

Title: Commission Chair

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

Date of Execution: October 16, 2024

**LOBBYING CERTIFICATE**

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

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

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

Governmental Unit: East Central Wisconsin Regional Planning Commission

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

Name of Official: Alice Connors

Title: Commission Chair

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

Date of Execution: October 16, 2024



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

## State and Local Governments Indirect Cost Negotiation Agreement

---

**EIN:** 39-1170145

**Date:** 10/03/2024

**Organization:**

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

**Report Number:** 2024-0681

**Filing Ref.:**

Last Negotiation Agreement  
dated: 11/02/2023

The indirect cost rate contained herein is for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 applies subject to the limitations in Section II.A. of this agreement. The rate was negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

### Section I: Rate

---

Start Date	End Date	Rate Type	Rate Details				
			Name	Rate	Base	Location	Applicable To
01/01/2025	12/31/2025	Fixed Carryforward	Indirect	71.01 %	(A)	All	All Programs

**(A) Base:** Total direct salaries and wages, excluding fringe benefits. The rate applies to all programs administered by the non-federal entity. To determine the amount of indirect costs to be billed under this agreement, direct salaries and wages should be summed and multiplied by the rate. All other program costs, including fringe benefits associated with direct salaries and wages, should be eliminated from the calculation.

**Treatment of fringe benefits:** Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

**Treatment of paid absences:** Vacation, holiday, sick leave pay and other paid absences are included in the organization's fringe benefits and are not included in the direct cost of salaries and wages. Claims for direct salaries and wages must exclude those amounts paid or accrued to employees for periods when they are on vacation, holiday, sick leave or are otherwise absent from work.



**Section II: General**

---

- A. **Limitations:** Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).
- B. **Audit:** All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.
- C. **Changes:** The rate(s) contained in this agreement are based on the accounting system in effect at the time the proposal was submitted. Changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement may require the prior approval of the cognizant agency. Failure to obtain such approval may result in subsequent audit disallowance.
- D. **Rate Type:**
1. **Fixed Carryforward Rate:** The fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.
  2. **Provisional/Final Rate:** Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.
  3. **Predetermined Rate:** A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment.
- E. **Rate Extension:** Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.
- F. **Agency Notification:** Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.
- G. **Record Keeping:** Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.
- H. **Reimbursement Ceilings:** Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.
- I. **Use of Other Rates:** If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the

**Section II: General** (continued)

---

affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.

J. **Central Service Costs:** If the proposed central service cost allocation plan for the same period has not been approved by that time, the indirect cost proposal may be prepared including an amount for central services that is based on the latest federally-approved central service cost allocation plan. The difference between these central service amounts and the amounts ultimately approved will be compensated for by an adjustment in a subsequent period.

K. **Other:**

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.
2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.
3. Indirect cost proposals must be developed (and, when required, submitted) within six (6) months after the close of the governmental unit's fiscal year, unless an exception is approved by the cognizant agency for indirect costs.

**Section III: Acceptance**

---

Listed below are the signatures of acceptance for this agreement:

By the State and Local Governments

By the Cognizant Federal Government Agency

East Central Wisconsin Regional Planning  
Commission

---

US Department of Commerce - EDA

---

Signed by:  
  
9D828F8DBDDA43E...

---

DocuSigned by:  
  
B47DB1F4A5DB4BF...

---

Signature

Signature

Melissa Kraemer-Badtke

---

Craig Wills

---

Name:

Name:

Executive Director

---

Division Chief

Indirect Cost & Contract Audit Division

Interior Business Center

---

Title:

Title:

10/8/2024

---

10/8/2024

---

Date

Date

Negotiated by: Stacy Frost  
Telephone: (916) 930-3815  
Email: stacy\_frost@ibc.doi.gov

Next Proposal Due Date: 06/30/2025

**East Central Wisconsin Regional Planning Commission  
FY 2023 Carryforward and FY 2025 Rate Computation**

**Supplement**

<b>Title/Description</b>	<b>Year Ending Amounts</b>
FY 2023 Direct Salaries Base	\$786,447
FY 2023 Indirect Cost Rate	59.04%
FY 2023 Recoverable Indirect Costs	<u>\$464,318</u>
FY 2023 Indirect Costs	\$601,263
FY 2021 Overrecovery Carryforward to FY 2023	(35,021)
FY 2023 Indirect Cost Pool	<u>566,242</u>
Less: FY 2023 Recoverable Indirect Costs	(464,318)
FY 2023 Underrecovery Carryforward to FY 2025	<u>101,924</u>
FY 2025 Indirect Costs	679,728
FY 2025 Indirect Cost Pool	<u>\$781,652</u>
FY 2025 Direct Salaries Base	<u>\$1,100,699</u>
FY 2025 Indirect Cost Rate	<u>71.01%</u>

**RESOLUTION NO. 51-24**

**ADOPTING THE 2025 COST ALLOCATION PLAN, INDIRECT COST RATE, AND CERTIFICATE OF LOBBYING FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

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

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

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

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

**WHEREAS**, in 2020, the Commission received a Negotiated Indirect Cost Rate Agreement from the Department of Interior and any indirect cost rates thereafter will be a fixed carry forward indirect cost rate, and;

**WHEREAS**, East Central staff have prepared and worked with the U.S. Department of Interior to develop the 2025 Indirect Cost Proposal, and;

**NOW, THEREFORE, BE IT RESOLVED** that the East Central Wisconsin Regional Planning Commission approves the 2025 Cost Allocation Plan, the 2024 Indirect Cost Rate and Certificate of Lobbying, which are considered to be part of this Resolution.

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

Effective Date: October 24, 2024

Submitted By: Executive Committee

Prepared By: Melissa Kraemer Badtke, ECWRPC Executive Director

---

Alice Connors, Commission Chair  
East Central WI Regional Planning Commission

---

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

---

Approval Date

**DATE:** October 17, 2024

**TO:** ECWRPC Executive Committee

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

**RE:** Proposed Resolution 52-24: 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 Commission Board approved of that tax levy at the July 24<sup>th</sup> meeting.

The following information and assumptions were used to develop the 2025 Budget and Tax Levy:

- **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, except in unique circumstances. 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. However, due to the redesignation effort in 2024, WisDOT has approved a carryover of

roughly \$130,000 into 2025 to be utilized for the intermodal freight facility study and other transportation deliverables.

**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 remain the same as this 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 budget at this time.

**USDA Grant with NADO for the Small Community Technical Assistance Program - New:** Last year East Central staff in partnership with the National Association of Development Organizations (NADO) applied for a USDA grant to continue the small community technical assistance program. This week, East Central staff were notified the NADO has been awarded the grant. East Central will be meeting with NADO staff early next week to discuss the details of the grant. Funding for this grant has been included in the 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 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, Village of Brandon, and City of New London for their Comprehensive Outdoor Recreation Plan updates and the Village of Greenville for annual mine operations inspections. The Town of Neenah has also indicated strong interest in contracting with East Central in 2025 and is currently considering proposals during their budget process. We have included this contract in the 2025 budget based on those discussions. The contract with New North for Broadband mapping assistance has also been extended through April of 2025. Finally, the Village of Hortonville and Town of Hortonville are currently considering contract proposals, but they have not been included in the budget at this time.

**SERDI Implementation:**

**Grants Administrator/Contract Services** – Based on feedback from the local government meetings (matrix attached for reference), support with grants was identified as the primary request from local units of government. In addition, the volume of 2025 contracts is higher than anticipated. A key

consideration of the Executive Committee at their October 16<sup>th</sup> meeting was increasing staff capacity to help support both grant assistance for local communities and work on contracts. Please reference the Staffing section of the memo for additional information.

**Local Government Meetings (Feb/March 2025)** – The recent local government meetings were well received and we plan to conduct another round of sessions early in 2025 to better align those discussions with planning for the 2026 budget process.

**General Planning and GIS Services** – Another item identified to assist local communities is “on-call” general planning assistance and enhanced GIS services and support. The Executive Committee recommended establishing a Special Committee of local administrators and planners to convene to discuss make recommendations on a structure and parameters for this additional local support.

**Outreach/Education** – Continued outreach and education to local units of government and partner agencies will occur in 2025. A plan will be developed in Q4 and shared with Executive Committee for feedback, prior to implementation in 2025.

**Use of Fund Balance for SERDI Implementation** – While Executive Committee had previously discussed the use of additional fund balance to support SERDI Implementation in 2025, based on the current budget this will not be necessary. Any fund balance allocated for SERDI Implementation not utilized in 2024 will be rolled into 2025 to help support these efforts.

**Staffing:** Based on discussion and feedback from the Executive Committee at their October 16<sup>th</sup> meeting, a full-time Local Contracts & Grant Support position was added to the staffing plan in 2025 (see attached Table of Organization).

To view the entire 2025 Work Program and Budget, please go to the following link:  
<https://www.ecwrpc.org/programs/transportation/work-program-and-budget/>.

**Staff Recommendation:** Based on feedback and consensus of the Executive Committee at their October 16<sup>th</sup> meeting, staff recommends approval of Proposed Resolution 52-24 Adoption of the Budget for Calendar Year 2025, Final Tax Levy, and Staffing Plan for the East Central Wisconsin Regional Planning Commission.



# EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

## PROPOSED ORGANIZATIONAL CHART—2025 (OPTION 2)

**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 FT POSITION**  
Grants Administrator &  
Local Contracts

**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

**RESOLUTION NO. 52-24**

**ADOPTING THE FINAL 2025 WORK PROGRAM AND BUDGET FOR 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 Preliminary 2025 Budget was adopted by the Commission on July 24, 2024, and;

**WHEREAS**, the Federal Transportation Administration and the Federal Highway Administration through the Wisconsin Department of Transportation, the Economic Development Administration, and Wisconsin Department of Natural Resources have finalized their respective planning budgets and work program requirements, and;

**WHEREAS**, final dollar figures and calculations associated with salaries, benefits, and other Commission overhead costs have been reviewed and completed, and;

**WHEREAS**, the budget and work program considerations have been duly reviewed and recommended to the Commission by its respective Standing Committees, including the Executive Committee,

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

**Section 1:** That the Commission amend the 2025 Preliminary Budget and adopt the 2025 Work Program and Budget, and authorize the officers of the Commission to enter into contracts and agreements as necessary to fund and carry out the intended work program.

**Section 2:** That the levy rate established on July 24, 2024 remains unchanged for the purposes the levy being collected for membership to the Commission.

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

\_\_\_\_\_  
Alice Connors, Commission Chair  
East Central WI Regional Planning Commission

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

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

**MINUTES**  
**ECONOMIC DEVELOPMENT COMMITTEE MEETING**  
**East Central Wisconsin Regional Planning Commission**

**Date:** Wednesday, July 10, 2024 – In Person

**1. Welcome and Introductions**

Mr. Bougie welcomed attendees to the meeting and called the meeting to order at 12:00 P.M.

**2. Roll Call**

Introduction of Alternates, Staff, and Guests.

**Committee Members Present:**

Jerry Bougie (Alt. for Jon Doemel) ..... Winnebago County  
 Kara Homan (Alt. for Jake Woodford) ..... City of Appleton  
 DuWayne Federwitz ..... Waupaca County  
 Gene Caldwell ..... Menominee County  
 Mark Rohloff (Alt for Matt Mugerauer) ..... City of Oshkosh  
 Ken Capelle ..... Shawano County  
 Karen Lawrence..... Outagamie County

**Committee Members Absent:**

Sam Kaufman ..... Fond du Lac County  
 Alice Connors..... Calumet County

**ECWRPC Staff and Guests Present:**

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

**3. Approval of Agenda / Motion to Deviate** A motion was made by Mr. Caldwell and second by Mr. Federwitz to approve the Agenda as presented. Motion carried unanimously.

**4. Public Comment** - There was no public comment.

**5. Election of Chair and Vice Chair**

- A. Nomination for Committee Chair. Ms. Homan nominated Mr. Bougie for the Committee Chair position with a second by Mr. Caldwell.  
 A motion was made by Ms. Homan and second by Mr. Caldwell to approve of Mr. Bougie to serve as the Economic Development Committee Chair for a 2-year term. Motion carried unanimously.
- B. Nomination for Committee Vice Chair. Mr. Bougie nominated Ms. Homan for Committee Vice Chair position with a second by Mr. Caldwell.  
 A motion was made by Mr. Federwitz and second by Mr. Caldwell to approve of Ms. Homan to serve as the Economic Development Committee Vice Chair for a 2-year term. Motion carried unanimously.

**6. Approval of the Minutes of the January 3, 2024 Economic Development Committee Meeting.** A motion was made by Ms. Homan and second by Mr. Bougie to approve the minutes as presented. Motion carried unanimously.

**7. Special Order of Business**

- A. Presentation on Economic Development Program – Mr. Craig Moser and Mr. Joe Stephenson, Economic Development Lead presented an overview of the key components of the Program as a

whole and also shared a power point on The Small Community Technical Assistance Program activities within the region to the Committee members. He shared the workshops are held within one day which assists municipality develop an actual 'Plan in a Day'. Ms. Kraemer Badtke shared that staff are looking at various avenues of funding to make this Program available annually and self-sustaining. Mike Zuege-GIS Manager explained the ECWRPC the GIS Hub's available to the public which are used to obtain various demographic data and information within the region as well as Statewide. Mr. Moser indicated that staff has a newly developed Drone Program that will be launched soon to assist municipalities in those needs.

**8. Announcements and Updates**

A. Staff Report (Not all inclusive)

Association of Wisconsin Regional Planning Commissions (AWRPC) 2024 Annual meeting and Summit. Mr. Joe Stephenson on behalf of East Central presented on the Small Community Technical Assistance Program, which was well received by the group.

**9. Business / Action Items** – Nothing to report

**10. Informational / Discussion Items**

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

1. Waupaca County – Updating the courthouse with the costs of \$35 million.
2. Menominee County – Recently opposed an ATV Ordinance due to the trespass violation.
3. Winnebago County – Big events happening currently are; Lifest, July EAA event and a music festival (Cross Roads USA)

**11. Establish Time and Place for Next Commission Meetings**

A. **Economic Development Committee Meeting:** The next Economic Development Committee meeting will take place on Wednesday, October 2<sup>nd</sup> at 1:00 p.m. Further details will be forthcoming.

B. **Commission Meeting:** The next Commission Board meeting is scheduled for Wednesday, July 24, 2024 at 10:00 a.m. at the Waupaca County Courthouse, 811 Harding Street-Room LL42 (lower level), Waupaca, WI 54981.

**12. Adjourn** – A motion was made by Ms. Homan and a second by Ms. Lawrence to adjourn the meeting. Motion carried unanimously with the time noted at 12:53 PM.

Respectfully submitted by  
Leann Buboltz – ECWRPC Administrative Coordinator

**TO:** Economic Development Committee

**FROM:** Joe Stephenson, Senior Planner

**DATE:** October 2, 2024

**RE:** **Proposed Resolution 49-24:** Adopting the 2024 Comprehensive Economic Development Strategy (CEDS) Annual Performance Progress Report

---

The Comprehensive Economic Development Strategy (CEDS) document is a significant component of remaining a designated Economic Development District. The Economic Development Administration (EDA) requires the Commission to complete a major update of the strategy every five years and a minor update to the strategy annually. East Central's last major update to the CEDS was completed in 2023, with the next major update set to occur in 2028. East Central staff have updated the 2023 CEDS with current information regarding socioeconomic measures for our region and other economic development data.

In addition, EDA has streamlined the update/reporting process. Two reports, the Semi Annual Progress Reports and the CEDS Annual Performance Report, have been combined into a once yearly reporting document called the Annual Performance Progress Report.

A draft of the 2024 CEDS Annual Performance Progress Report is included in the meeting materials.

**Staff Recommendation:** Staff recommends approval of **Proposed Resolution 49-24:** Adopting the 2024 Comprehensive Economic Development Strategy (CEDS) Annual Performance Progress Report.



EAST CENTRAL WISCONSIN

# 2024 EDA ANNUAL PERFORMANCE PROGRESS REPORT



CHAPTER 1

# INTRODUCTION

---



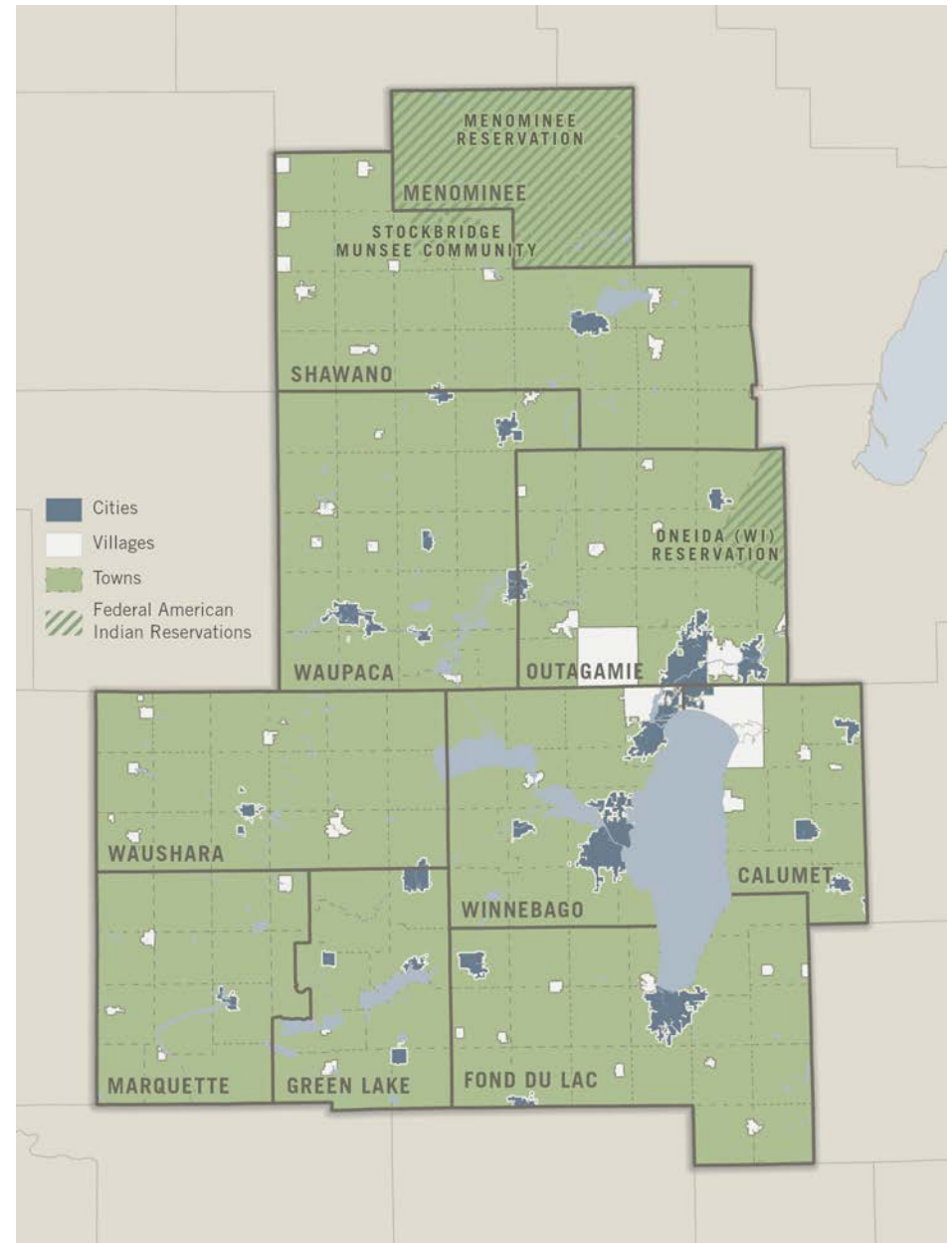
## INTRODUCTION

The East Central Wisconsin Regional Planning Commission (ECWRPC) was established in 1972 and is an association of counties and other local units of government with statutory responsibility to plan and coordinate the physical and economic development of the region. Displayed in Map 1.1, the region consists of ten counties, 27 cities, 57 villages and 154 towns. ECWRPC is governed by 28 commissioners with all member county executives and member county board chairs serving as commissioners with additional seats held by other local representatives. ECWRPC maintains four formal subcommittees: Executive, Transportation, Environmental Management, and Economic Development. In 1984, the East Central Wisconsin Regional Planning Commission was designated as an Economic Development District (EDD) under the provisions of Title IV of the Public Works and Economic Development Act of 1965, as amended. Designation as an EDD allows ECWRPC to administer the district through EDA funding provided the district completes an update of the Comprehensive Economic Development Strategy (CEDS) every five years, submits an annual report, and frequently carries out economic development activities identified within the CEDS. ECWRPC receives funding to administer the EDD through an annual EDA Planning Partnership Grant. This funding allows ECWRPC staff to diligently update and implement the CEDS, partner with local communities and organizations to obtain EDA grants, and foster coordination and collaboration between the public, private, and non-profit sectors.

Since 1984, ECWRPC has managed the Economic Development District by consistently supporting a wide array of economic development efforts to successfully leverage \$20,983,488 in EDA grants. In addition to allowing ECWRPC to administer the Economic Development District, utilize EDA funding, and allow local governments within the EDD to apply for EDA grants, the CEDS is a crucial, strategy-driven plan for enhancing regional economic development, prosperity, and resiliency.



Map 1.1 East Central Wisconsin Region





CHAPTER 2

# ACCOMPLISHMENTS

---



## ACCOMPLISHMENTS

ECWRPC supported the implementation of the goals, objectives, and actions of the 2023-2027 CEDS Strategic Direction and Action Plan in Year 1 through an array of activities. These activities included but were not limited to: providing data and information, offering professional and technical expertise, maintaining an awareness in and beyond the region of economic development issues and priorities, and supporting regional development efforts. In addition, ECWRPC sought opportunities to partner with organizations outside of the EDD when possible to leverage knowledge, funding, and support.

ECWRPC conducted implementation activities according to the specifics outlined in the 2023-2027 CEDS Evaluation Framework. The framework identified the necessary roles, partnerships, timelines, and evaluation indicators for ECWRPC to properly support the implementation of the goals, objectives, and actions identified in the 2023-2027 CEDS. Overall no goals or objectives are at risk and a number of goals and objectives have been performed or are on track to completion. Below is a list of activities and how they correlate to the four goals of the CEDS.

### Goal 1: Access to Housing and Quality of Life Amenities for All

- ▶ Participated on the advisory team for the Menominee Indian Tribe of Wisconsin Economic Resiliency Project, providing technical assistance and coordinating efforts between the project team and EDA.
- ▶ Provided economic, housing, and demographic data to support the Menominee Tribal Land Use Plan Update, which will guide economic development efforts for the tribe.
- ▶ Served on the advisory team for the Outagamie County ARPA Workforce Development Grant and the Community Foundation of the Fox Valley Housing Strategy Task Force.
- ▶ Participated in the Housing Alliance Task Force meetings on 2/12/24 and 3/25/24.
- ▶ Participated on the selection team for the Outagamie County ARPA

Housing Grant program.

- ▶ American Planning Association (APA) Meetings regarding housing and economic development.
- ▶ Provided technical assistance to APA and provided recommendations to improve state housing loans and grants procedures

### Goal 2: Promote Regional Innovation and Collaboration That Supports A Thriving and Resilient Business Environment.

#### Collaboration with Regional Stakeholders:

- ▶ Participated in meetings with various regional economic development groups including:
  - ▶ Fox Cities Economic Development Professionals (FCEDP).
  - ▶ Northeast Wisconsin Regional Economic Partnership (NEWREP).
  - ▶ New North Local Partners Meetings.
  - ▶ Greater Oshkosh Partners Meetings.
- ▶ Served as Secretary of the Fox Cities Economic Development Partnership (FCEDP), attending monthly meetings and providing economic updates.
- ▶ Attended joint calls with the EDA Regional Representative and the Bay-Lake RPC to discuss grant opportunities.

#### Professional Development and Learning:

- ▶ Attended the Mid-America Economic Development Council 2024 Conference and received the Overcoming Adversity Award (Small Division) for the ECWRPC Small Community Technical Assistance Program.
- ▶ Attended the Wisconsin Regional Plan Commission Annual meeting and presented the Small Community Technical Assistance Program.

## ACCOMPLISHMENTS CONTINUED...

- ▶ Participated in various webinars and events to stay updated on rural economic development trends, including:
  - ▶ Brookings Institute Webinar: “What’s in it for Rural” (2/1/24).
  - ▶ NADO Webinar: “RLFs 101” (3/29/24).
  - ▶ NADO Webinar: “Rural Housing Solutions: EDDs as Regional Housing Changemakers” (2/9/24).
  - ▶ NEW North Webinar: “Site Readiness in Site Selection” (3/13/24).

### Goal 3: Sustain and Expand Regional Infrastructure, Assets, and Amenities

#### Technical Assistance:

- ▶ Provided data analysis support using Lightcast and ESRI Business Analyst software for various local stakeholders including:
  - ▶ City of Neenah, City of Appleton, Envision Greater Fond du Lac, Appleton International Airport, and Shawano County Economic Progress Inc..
- ▶ Created and distributed 11 Lightcast Reports with a 2024 economy overview for each county and the region.
- ▶ Economic Development Technical Assistance has been provided to various small community projects:
  - ▶ Rosendale Middle School Redevelopment
  - ▶ Menominee: Neopit and Keshena infill sites.
  - ▶ Town of Freedom Subdivision Ordinance Review and Economic Development Recommendations.

#### Grant Support and Letters of Support:

- ▶ Provided letters of support for grant applications, including:
  - ▶ Envision Greater Fond du Lac USDA grant application.
  - ▶ Shawano County Economic Progress Inc. WEDC grant application.

### Goal 4: Cultivate Organizational Capacity

#### Economic Development Programming:

- ▶ Provided updates on EDA programming to the ECWRPC Economic Development Committee on 1/3/24.
- ▶ Revised the ECWRPC Economic Development Hub to promote the Economic Development Program and CEDS goals, adding further details on economic resiliency.

#### Partnership Planning Grant:

- ▶ Completed final progress and financial reporting requirements for the 2021-2023 Partnership Planning Grant.
- ▶ Began work on the 2024-2026 Partnership Planning Grant, focusing on advancing CEDS vision and goals.

#### Internal and External Coordination:

- ▶ Coordinated and attended the FCEDP executive committee meetings on 1/4/24, 2/1/24, and 3/7/24.
- ▶ Facilitated the ECWRPC Economic Development Committee Meeting on 1/3/24.
- ▶ Implemented elements of CEDS related to enhancing economic resiliency, especially in housing and workforce development.
- ▶ Held internal meetings to coordinate the CEDS Annual Performance Report workflow.

#### Administrative and Reporting Support:

- ▶ Supported the ECWRPC Economic Development Committee in tracking program deliverables and overseeing audits (annual and federal single audits).

#### Pursuing Additional Grants:

- ▶ Staff has been looking into a number of grants to expand our economic development resources and menu of services. HUD Pro-Housing, WEDC Small Business Development Grant, and EPA Brown Fields are grants that have risen to increased capacity and activities.

CHAPTER 3

# COMMITTEES AND STAFFING

---



## COMMITTEES

There are three primary committees within the Economic Development Program Area:

- ▶ **Economic Development Committee:** responsible for all economic development policy and review. They review all CEDS documents and help give direction on where staff can best assist the region economic development activities.
- ▶ **CEDS Steering Committee:** responsible for providing input during the CEDS annual and five-year update. They provide industry knowledge and create recommendations for goals and objectives within the CEDS document.
- ▶ **Regional Aviation Development Committee:** responsible for administering the regional aviation development fund, promoting regional aviation and tourism.

A list of all members within the committees are listed below in Table 1.1. The composition of the CEDS Committee has not changed. While various individual members may have changed, the organizations represented remain the same. The Commission strives to get a wide variety of skills sets and representation from around the region. All counties are represented in one or more of our committees and a number of elected officials and community representatives are present.

## STAFFING

Staffing has changed, Colin Kafka was the previous Economic Development Program Manager. He has since left East Central to work with the City of Appleton. Joe Stephenson, previously the Commission's Water Quality Program Manager, has taken over the economic development role. Joe has experience in municipal economic development, redevelopment program administration, and grant writing. He previously worked at the City of Menasha and City of Kaukauna performing economic development activities and managing economic development programs including: housing

rehabilitation, redevelopment authority, and community development block grant programs. He will make an excellent addition to the team.

ECWRPC is also in the state of transition. We have recently performed an organizational study and are looking to expand our economic development program area. During our strategic planning we met with numerous communities and county members. We heard that assistance for grant administration, housing, and other economic development activities would be very beneficial, especially for the smaller municipalities in our region. Many of the smaller rural communities in our region do not have the staff to perform economic development activities and ECWRPC would like to fill that need for them.

ECWRPC is exploring adding another economic development position that can help with grant administration and other economic development activities. This position is pending funding from our board.

# COMMITTEE STRUCTURE

Table 1.1 Committees

Economic Development Committee	
County/Organization	Name
Calumet County	Alice Connors
Fond du Lac County	Sam Kaufmann
Outagamie County	Kara Homan
Outagamie County	Nadine Miller
Menominee County	Gene Caldwell
Waupaca County	Duwayne Federwitz
Shawano County	Steve Gueths
Winnebago County	Jerry Bougie
Winnebago County	Mark Rohloff

Regional Aviation Development Committee	
County/Organization	Name
Calumet County	Alice Connors
Winnebago County	Mark Rohloff
Waupaca County	Dave Morack
Outagamie County	Kevin Englebert
Menasha Packaging	Gena Miller
Air Wisconsin	Rob Binns
Fox World Travel	Chip Juedes
Ex-Officio (Non-Voting)	Abe Weber
Ex-Officio (Non-Voting)	Pam Seidl
Ex-Officio (Non-Voting)	Melissa Kraemer Badtke

CEDS Steering Committee	
County/Organization	Name
WEDC	Jon Bartz
City of Fond du Lac	Dyann Benson
Nijlii Capital Partners, Inc. (NiiCap)	Pamela Biovin
Winnebago County Planning Dept.	Jerry Bougie
Bay Bank	Jeff Bowman
Outagamie County	Kevin Englebert
Menominee Indian Tribe of Wisconsin	Marci Hawpetoss
Titelown Tech / Seymour Business League	Madilyn Heinke
City of New London	Chad Hoerth
Immel Construction	Carol Karls
Oshkosh Chamber of Commerce	Rob Klemen
NAI Pfefferle	Teresa Knuth
Calumet County	Jason Pausma
Community Foundation for the Fox Valley Region	Jenny Krikava
Village of Campbellsport	Charlie Kudy
New North, Inc.	Barb LaMue
Green Lake Area Chamber of Commerce	Lisa Meier
Waupaca County EDC	Jeff Mikorski
Fox Valley Workforce Development Board	Bobbi Miller
Goodwill - North Central Wisconsin	Jennie Moore
City of Oshkosh	Kelly Neiforth
City of Waupaca	JarodRachu
Greater Oshkosh EDC	Tricia Rathermel
City of Appleton Community Development	Matthew Rehbein
CCRS	Jeff Sachse
WEDC	Naletta Sanchez
City of Neenah	Brad Schmidt
WHEDA	Jon Searles
Fox Cities Convention and Visitor's Bureau	Pam Seidl
Marquette County	Keri Solis
City of Kaukauna	Joe Stephenson
Oshkosh Chamber of Commerce	Colan Tremli
Shawano County Economic Progress, Inc.	Peter Thillman
Envision Greater Fond du Lac	Sadie Vander Velde
Fox Valley Technical College	Dale Walker
Appleton International Airport	Abe Weber

Source:

CHAPTER 4

# ADJUSTMENTS TO STRATEGY

---



## ADJUSTMENTS TO STRATEGY

Since the completion of the 2023 CEDS 5-year Update, there have been no major adjustments to the strategy. Data points and trends collected have stayed consistent with the 2023 CEDS and no notable change has occurred.

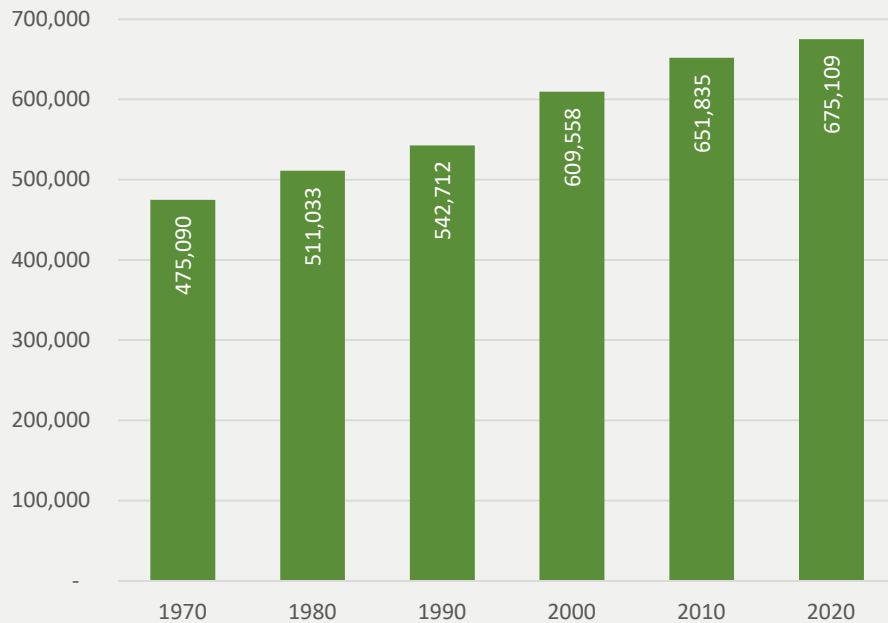
### Population

Approximately 675,000 people resided in the ECWRPC EDD in 2020, an increase of nearly 250,000 people since 1970 (Figure 1.1). The region also continued to witness steady population increase in more recent years, increasing by 3.2% between 2012 and 2021, a rate of growth comparable to the State of Wisconsin during the same period (Figure 1.2). Six of the ten counties in the EDD experienced a fair degree of population growth, with the

population of Outagamie County increasing the most over the last decade by 7.8%. Two counties Waupaca, and Shawano, witnessed population decrease between 2012 and 2023.

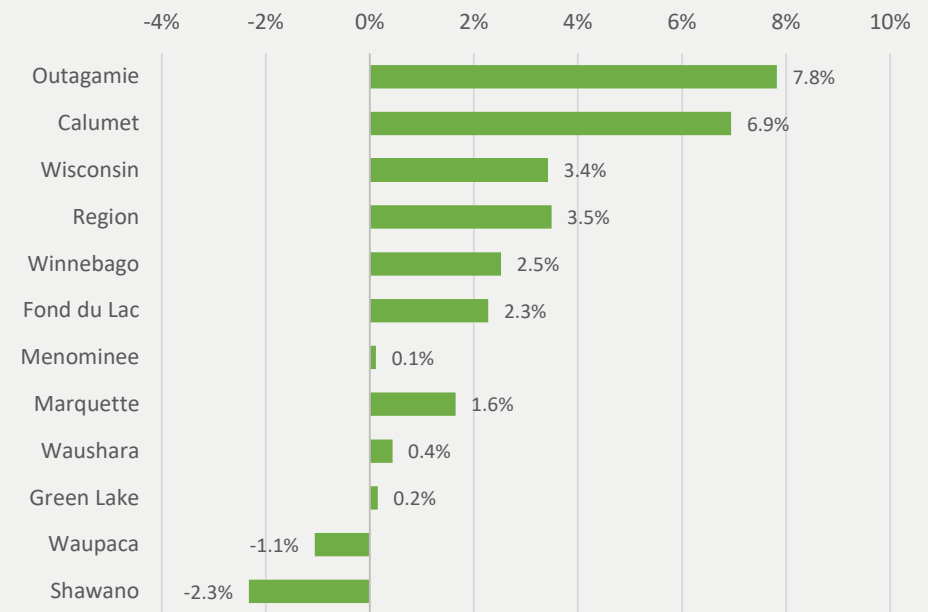
The population of the ECWRPC EDD is projected to reach 725,000 by 2040 according to the Wisconsin Department of Administration, an addition of nearly 50,000 people. Future population growth is projected to be dispersed fairly evenly between both more urban incorporated areas and more rural unincorporated areas of the region, consistent with the historic physical distribution of the region's population. Regional population has grown steadily in recent decades and is projected to increase in the coming years, although the rate of growth will become smaller.

Figure 1.1 Regional Historic Population, 1970-2020



Source: Wisconsin Department of Administration, State and County Household Projections, 2010-2040, Retrieved August 2024

Figure 1.2 Change in Population by County, 2012-2023



Source: United States Census Bureau, ACS 2012 and ACS 2023 5-year Estimates, Retrieved August 2024



## Education

More than 35% of all residents age 25 and older in the ECWRPC EDD possessed an associate's degree or higher level of educational attainment in 2021 (Figure 2.1). This rate was slightly below the State of Wisconsin average in 2021, where 41% of residents age 25 and older held an associate's degree or higher (Figure 2.6). Three counties, Calumet, Outagamie, and Winnebago, had greater proportions of residents age 25 and older with an associate's degree or higher than the regional average.

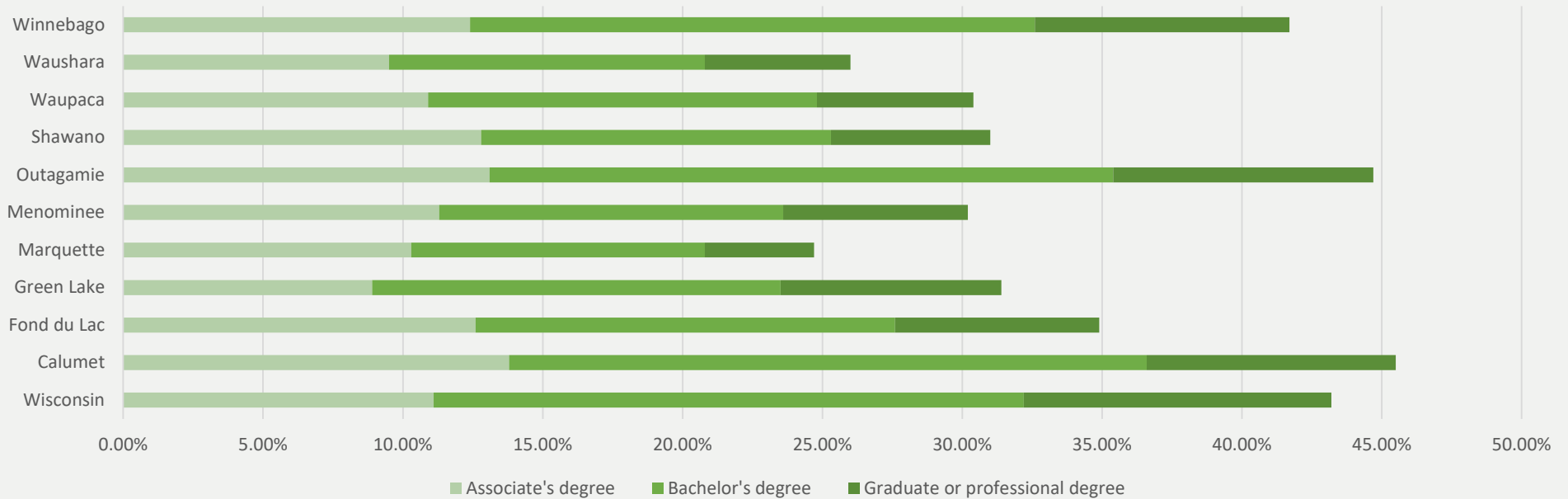
In 2022, the largest programs in the region by total degree completions were related to Health, Business, Education, Liberal Arts, and Law Enforcement. Undergraduate and graduate degrees for these programs were

offered at various public and private technical and four-year universities across the region. Of the twelve largest programs in the region by total completions in 2021, seven recorded a decrease in total completions compared to 2012. This decrease may be a result of the shrinking of younger age cohorts in the region over the past decade or may indicate regional challenges to develop and maintain a talented workforce.

## Regional Labor Force

Regional labor force indicated in figure 3.1, shows relatively stable data over the years, with values ranging close to 350,000 for the entire period.

Figure 2.1 Share of Population Age 25+ with an Associates Degree or Higher by County, 2022



Source: United States Census Bureau, ACS 2022 5-year Estimates, Retrieved August 2024

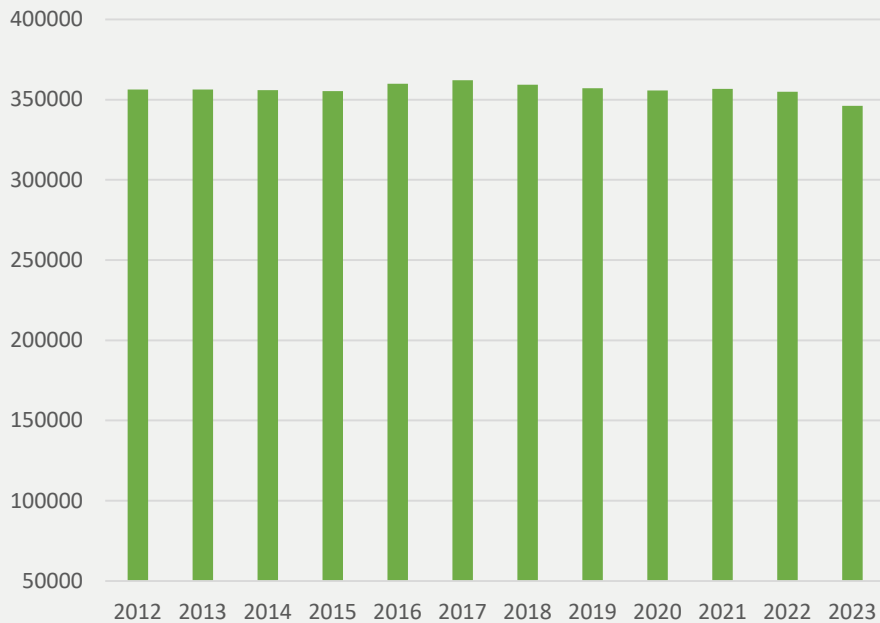
This suggests consistent trends, likely in employment or population metrics, without significant fluctuations between 2012 and 2023.

The second chart highlights a comparison between counties in Wisconsin and the state average for a specific metric (such as unemployment or another economic indicator). Menominee County has the highest value at 10.70%, standing out significantly compared to other counties. Several counties, including Green Lake and Fond du Lac, match the 3.30% mark, similar to the regional median of 3.20%. On the lower end, Calumet County has the smallest percentage at 2.30%, followed by Winnebago County at 2.40%.

### Household Income:

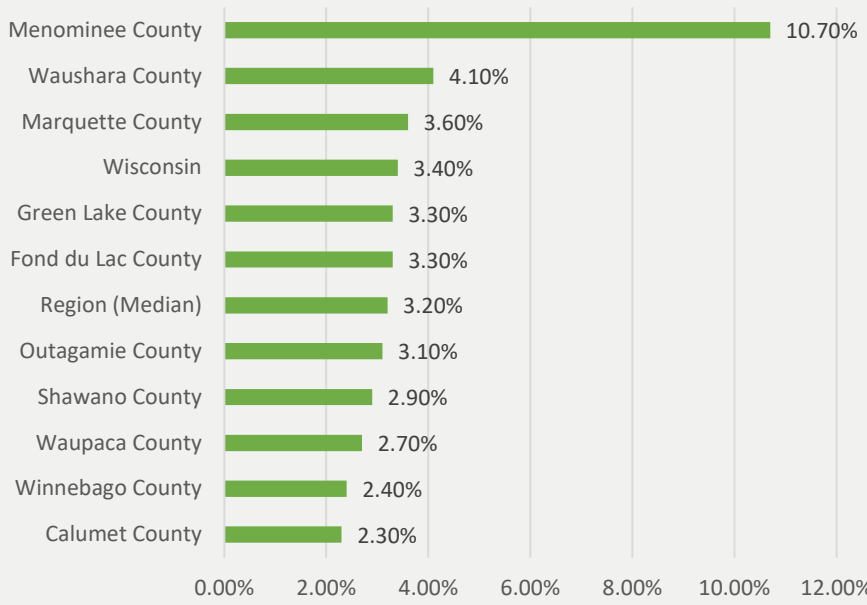
The median household income in the ECWRPC EDD was approximately \$68,733 in 2022, lower than the Wisconsin median of \$72,458 (Figure 4.1). Median household income in five counties, Calumet, Outagamie, Fond du Lac, Waupaca, and Winnebago, was higher than the regional median, with both Calumet and Outagamie counties also surpassing the Wisconsin median. While Menominee County recorded an impressive 65% change in median income since 2012. Overall, most counties in the EDD recorded greater rates of growth than the State of Wisconsin in median household income, suggesting healthy economic growth in the region during the period.

Figure 3.1 Regional Labor Force, 2012-2023



Source: Lightcast 2023.2 Local Area Unemployment Statistics (LAUS), Retrieved August 2024

Figure 3.2 Change in Population by County, 2012-2023



Source: Lightcast Local Area Unemployment Statistics (LAUS), Retrieved August 2024

Figure 4.1 Median Household Income by County 2022

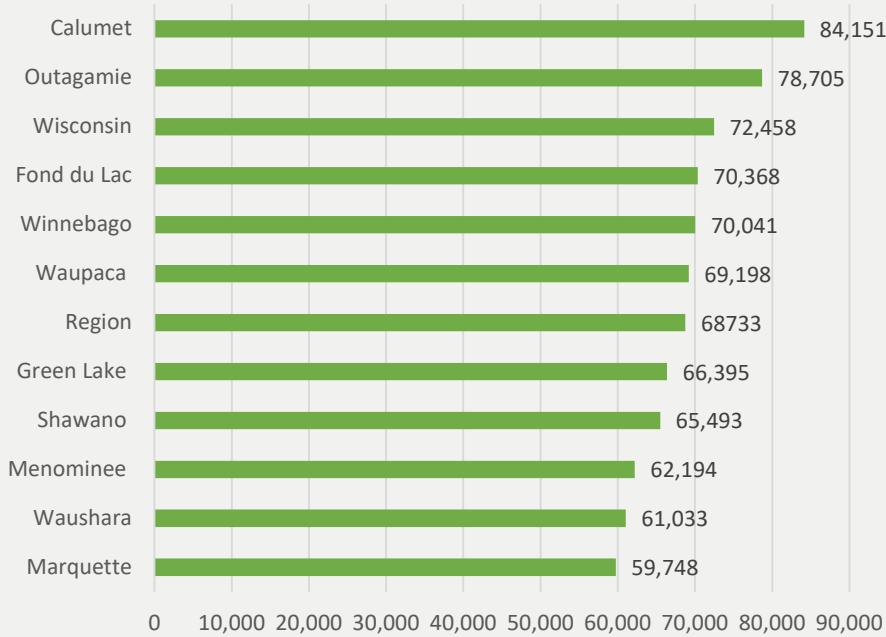


Figure 4.2 Change in Median Household Income 2012-2022

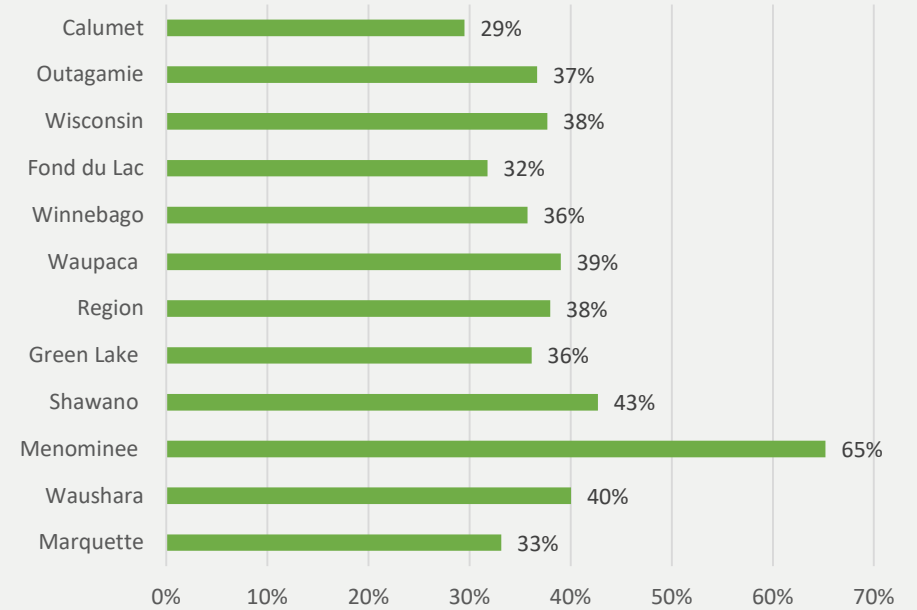
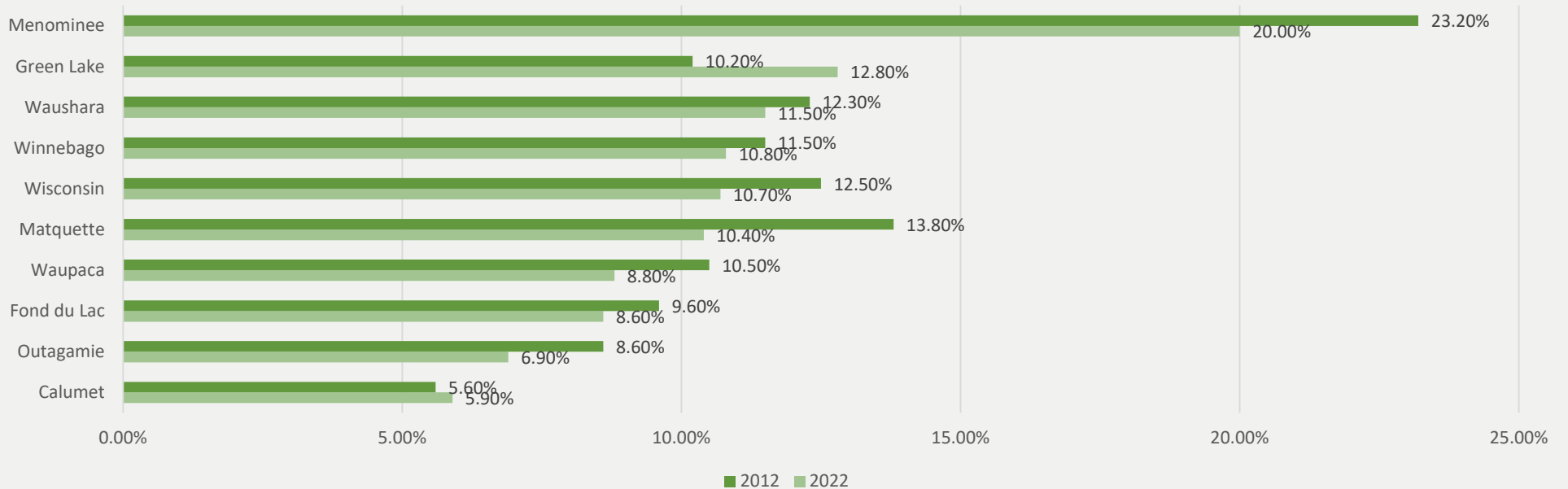


Figure 4.3 Poverty Rate by County, 2012-2022



Source: United States Census Bureau, ACS 2022 5-year Estimates, Retrieved August 2024

## Housing:

At \$221,500, the regional median home sale price was about \$40,000 lower than the State median, although three counties in the EDD, Outagamie, Calumet, and Menominee, recorded median sale prices higher than both the regional and State median price in 2023.

Figure 5.1 shows the distribution of rent costs across various counties in Wisconsin, divided into. Most counties, including Wisconsin as a whole, have the majority of rents falling between \$700 and \$1,499, with smaller percentages in the higher ranges, especially over \$2,500.

Figure 5.2 similarly displays housing costs, The majority of rents across all counties and Wisconsin as a whole fall between \$600 and \$999, with fewer percentages in the lower ranges below \$200 or higher ranges above \$1,500. This suggests a concentration of rent costs in the mid-range.

Figure 3.1 Renter Occupied Monthly Housing Cost 2022



Source: United States Census Bureau, ACS 2022 5-year Estimates, Retrieved September 2024

Figure 5.2 Owner Occupied Monthly Housing Cost 2022



Source: United States Census Bureau, ACS 2022 5-year Estimates, Retrieved September 2024

CHAPTER 5

# EVALUATION FRAMEWORK

---



## EVALUATION FRAMEWORK

The strategic direction and action plan of the 2023 CEDS, covered in Chapter 4, will be implemented in the EDD through the efforts of many partners, with ECWRPC providing leadership or support where necessary. The Evaluation Framework chapter is used specifically to assess ECWRPC's role in implementing the strategic direction and action plan of the 2023 CEDS. This framework outlines the role of ECWRPC in implementation, identifies crucial partnerships, sets general timelines, and establishes evaluation indicators to monitor ECWRPC efforts towards implementing or supporting each action.

- ▶ **Role** - ECWRPC will participate in implementation efforts with partners through an array of possible roles. As defined below, ECWRPC will lead, collaborate with, or support partners when relevant and practical depending on the specific action.
- ▶ **Partnerships** - The success of many actions will depend on effective coordination among a diverse array of partners. Identifying a wide range of potential partners is crucial to successfully implement and support the actions in the CEDS. Abbreviations for types of potential partners referenced in the framework are identified below:

LG - Local Governments

NPs - Non-Profits

TGs - Tribal Governments

EDOs - Economic Development Organizations

CoC - Chambers of Commerce

SO/D - State Organizations/Departments

ED - Education

SBDC - Small Business Development Center

WFDB - Workforce Development Boards

- ▶ **Timelines** - Realistic timeframes are vital for implementing actions in an effective manner. Some actions may have established timeframes for deliverables to be met in the next year or upcoming years, while others may be on-going, requiring continual progress to keep momentum.
- ▶ **Evaluation Indicators** - Implementation efforts taken by ECWRPC will be evaluated by measurable outputs which include developing deliverables, regularly collaborating on projects, facilitating connections, and supporting the actions of partners, among others.

ECWRPC will support the implementation of the 2023 CEDS through an array of activities, including but not limited to: providing data and information, offering professional and technical expertise, maintaining an awareness in and beyond the region of economic development issues and priorities, and supporting regional development efforts as necessary. In addition, ECWRPC will seek opportunities to partner with organizations outside of the EDD when possible to leverage knowledge, funding, and support.

### Reporting

The 2023 CEDS will be reviewed annually to evaluate progress made towards implementing the strategic direction and action plan and to conform to the CEDS Annual Performance Report required by EDA. Evaluation will include an assessment of progress towards implementing the strategic direction and action plan and will include a review of economic and demographic data found in the Summary Background. The performance report will also holistically review the goals, objectives, and actions of the strategic direction and action plan, with necessary updates to be made under the guidance of the CEDS Strategy Committee, to maintain relevancy and enhance resiliency of the CEDS 2023. The annual report will be submitted to EDA, and will be available on the ECWRPC website.

# EVALUATION FRAMEWORK

## GOAL 1

### ACCESS TO HOUSING AND QUALITY OF LIFE AMENITIES FOR ALL

	Role	Partnerships*	Evaluation Indicator	Timeline
<b>Objective 1.1: Encourage housing diversity, availability, and affordability.</b>				
Develop and provide materials and tactics including developer tours that educate region on the best management practices for improving housing diversity (type and inclusivity), availability, and affordability	Lead Partner	LGs, WRA, WHEDA, EDOs, TGs	Development of materials	< 1 year
Collaborate on regional housing efforts by participating in housing initiatives, encouraging public-private partnerships, and optimizing communication and information sharing networks	Support	LGs, WRA, WHEDA, EDOs, TGs	# of meetings attended	On-going
Facilitate legislative forums that educate on the dynamics of housing challenges for residents and communities alike, as well as potential policy changes necessary to address housing challenges	Project Partner	LGs, WCA, WTA, WRA, WHEDA, WEDC, EDOs, TGs	# of forums held	< 1 year
Explore need for additional housing data and further studies	Lead Partner	LGs, WRA, WHEDA, EDOs, TGs	Need explored	On-going
<b>Objective 1.2: Increase access to quality of life amenities including but not limited to: childcare, mental health, and access to transportation.</b>				
Collaborate with public and non-profit organizations that support the resiliency, capacity, and affordability of childcare	Support	LGs, NPs, TGs	# of meetings attended	On-going
Engage with organizations that support capacity and provide resources for mental health care challenges	Support	NPs, LGs, TGs	# of meetings attended	On-going
Support activities that sustain or develop multi-modal transportation services that meet basic social and economic needs	Support	LGs, NPs, TGs, SoW	Actions supported	On-going
<b>Objective 1.3: Advance the resiliency of vulnerable populations.</b>				
Collaborate and assist both public and non-profit organizations that connect vulnerable populations to resources and provide services	Support	LGs, NPs, TGs, EDOs, SoW, TGs	Connections made	On-going
Assist efforts to incorporate vulnerable populations into the regional workforce, including but not limited to low-income, minority, and immigrant households	Support	LGs, NPs, TGs, WFDB, ED	Actions supported	On-going
<b>Objective 1.4: Develop and sustain the presence of natural and lifestyle amenities which retain residents and attract visitors.</b>				
Provide technical assistance to local governments that increases access to quality of life amenities, strengthens community identity, and sustains the local economy	Lead Partner	LGs, TGs, NPs, EDOs, SBDC, CoC	# of technical assistance services provided	1-3 years
Support efforts that sustain, market, and promote the region's natural and lifestyle amenities to both residents and potential visitors	Support	LGs, NPs, TGs, EDOs, SBDC, CoC	Connections made	On-going
Assist continued maintenance and development of trails, parks, and healthy lifestyle amenities	Support	LGs, NPs, TGs, EDOs, SBDC, CoC, SoW	Projects supported	On-going

\*See partnership abbreviations on page 65

# EVALUATION FRAMEWORK

## GOAL 2

### PROMOTE REGIONAL INNOVATION AND COLLABORATION THAT SUPPORTS A THRIVING AND RESILIENT BUSINESS ENVIRONMENT

	Role	Partnerships*	Evaluation Indicator	Timeline
<b>Objective 2.1: Retain current businesses, especially those in high-demand, high growth sectors</b>				
Support automation efforts, particularly in goods-producing sectors, by identifying relevant funding opportunities and coordinating public-private collaboration	Support	LGs, CoC, EDOs, WEDC, SoW, ED	Connections made	On-going
Foster information sharing and network building between the public and private sectors to properly support business retention and expansion efforts	Support	LGs, CoC, EDOs, WEDC, SoW	Connections made	On-going
Monitor trends in economic data to discern potential challenges and priorities for legacy sectors of the regional economy	Support	LGs, CoC, EDOs, WEDC, SoW	# of reports distributed	On-going
<b>Objective 2.2: Attract new and emerging businesses that diversify and enhance the resiliency of the regional economy</b>				
Enhance the entrepreneurial ecosystem by fostering an entrepreneurial spirit, connecting entrepreneurs to existing resource and mentorship networks, and supporting the development of incubator spaces	Support	LGs, CoC, EDOs, WEDC, SoW, ED	Connections made	On-going
Optimize communication and information sharing networks to coordinate site selector efforts	Support	LGs, CoC, EDOs, WEDC, SoW	Connections made	On-going
<b>Objective 2.3: Support workforce development, recruitment, and retention efforts</b>				
Increase opportunities for workforce development by sustaining and promoting existing training programs	Support	LGs, CoC, EDOs, WEDC, SoW, WFDB, ED	Actions supported	On-going
Support and promote career transition and elevation programs, especially to occupations in goods-producing sectors vulnerable to economic disruptions	Support	LGs, CoC, EDOs, WEDC, SoW, WFDB, ED	Actions supported	On-going
Collaborate on initiatives that engage with youth to provide quality education and encourage workforce participation	Support	LGs, CoC, EDOs, WEDC, SoW, WFDB, ED	Actions supported	On-going
Enhance regional promotion efforts that encourage recruitment of diverse talent pool	Support	LGs, CoC, EDOs, WEDC, SoW, WFDB, ED	Actions supported	On-going

\*See partnership abbreviations on page 65



# EVALUATION FRAMEWORK

## GOAL 3

### SUSTAIN AND EXPAND REGIONAL PHYSICAL INFRASTRUCTURE, ASSETS, AND AMENITIES

	Role	Partnerships*	Evaluation Indicator	Timeline
<b>Objective 3.1: Emphasize multi-modal transportation projects, including but not limited to maintaining and improving roadways, commodity rail, passenger rail, air transportation, and Electric Vehicle (EV) systems.</b>				
Maintain existing and encourage innovative transportation infrastructure networks	Support	LGs, NPs, TGs, EDOs, SO/D	Actions supported	On-going
Support efforts to improve commodity rail capacity and availability for current and emerging industries	Support	LGs, NPs, TGs, EDOs, SO/D	Actions supported	On-going
Enhance the efficiency and resiliency of regional air transportation by investing in air infrastructure and services	Support	LGs, NPs, TGs, EDOs	Actions supported	1-3 years
Collaborate on initiatives to secure funding for the planning and implementation of Electric Vehicle infrastructure	Project Partner	LGs, NPs, TGs, EDOs, SO/D	# of Actions supported	On-going
Provide data analysis services and coordination across local, county, MPO, state, and federal levels on significant transportation projects vital to the resiliency of the regional economy	Project Partner	LGs, NPs, TGs, EDOs, SO/D	# of Actions supported	On-going
<b>Objective 3.2: Secure and deploy funding for municipal infrastructure and amenities.</b>				
Secure or develop a grant screening tool to identify infrastructure grants that are most competitive in the region	Lead Partner	LGs, NPs, TGs, EDOs	Development of tool	1-2 years
Educate municipalities regarding funding for maintaining or expanding infrastructure and amenities	Lead Partner	LGs, NPs, TGs, EDOs	Development of materials	1-2 years
<b>Objective 3.3: Allocate resources to address rural infrastructure challenges, particularly broadband affordability and access.</b>				
Continue to support efforts and initiatives that provide planning and/or implementation for enhancing rural broadband affordability and access	Project Partner	LGs, NPs, TGs, EDOs, SO/D	# of Actions supported	On-going
Provide assistance to rural communities seeking state and/or federal grants related to infrastructure and capacity challenges	Project Partner	LGs, NPs, TGs, EDOs, SO/D	# of Actions supported/connections made	On-going
<b>Objective 3.4: Encourage responsible land use development and redevelopment by balancing open space preservation and growth needs.</b>				
Encourage intergovernmental coordination of residential, commercial, and industrial land development	Support	LGs, TGs, EDOs, SO/D	Actions supported	On-going
Develop and provide materials that educate region on land development/redevelopment best management practices	Lead Partner	LGs, TGs, EDOs, SO/D	Development of materials	1-2 years
Assist efforts in the region that address brownfield identification and redevelopment	Project Partner	LGs, TGs, EDOs, SO/D	Development of program(s)	On-going
Encourage land development practices rooted in sustainability, particularly opportunities for redevelopment, zoning code updates, and development of multi-modal infrastructure	Support	LGs, TGs, EDOs, SO/D	Actions supported	On-going

\*See partnership abbreviations on page 65

# EVALUATION FRAMEWORK

## GOAL 4

### CULTIVATE ORGANIZATIONAL CAPACITY WITHIN THE PUBLIC, NON-PROFIT, AND PRIVATE SECTORS TO STRENGTHEN THE RESILIENCY OF THE REGIONAL ECONOMY AND ADVANCE AN EXCEPTIONAL QUALITY OF LIFE

	Role	Partnerships*	Evaluation Indicator	Timeline
<b>Objective 4.1: Improve collaboration among inter and intra-regional public, non-profit, and private-sector organizations</b>				
Continue to develop ECWRPC Economic Development dashboard to serve as a hub to monitor regional economic and demographic performance measures, and identify grant resources, best management practices, and other vital economic development resources	Lead Partner	LGs, TGs	Development of Dashboard	< 1 year
<b>Objective 4.2: Enhance the capacity of local governments to effectively allocate resources and manage challenges to local quality of life</b>				
Develop and provide materials that educate region on municipal financing best management practices and resources	Lead Partner	LGs, TGs	Development of materials	1-2 years
Increase awareness of financial resources at the local, state, and federal levels	Lead Partner	LGs, TGs, EDOs, SoW, WEDC	Connections made	On-going
Provide grant screening and application technical assistance to local governments in the EDD	Lead Partner	LGs, TGs, EDOs, SoW, WEDC	# of technical assistance services provided	On-going
Provide technical assistance for local data needs by using data tools, including but not limited to, IMPLAN, Lightcast, and ESRI Business Analyst	Lead Partner	LGs, TGs, EDOs, SoW, WEDC	# of technical assistance services provided	On-going
Evaluate feasibility of developing and providing a regional grant writing and administration technical assistance program	Lead Partner	LGs, TGs, NPs, EDOs, SoW, WEDC	Explored	< 1 year
<b>Objective 4.3: Strengthen the capacity and capability of economic development organizations</b>				
Assist economic development organizations in securing funding for continuity and enhancing capacity to best serve public and private needs	Support	NPs, EDOs, WEDC, CoC	Actions supported	On-going
Encourage networking and collaboration between economic development organizations to improve efficiency and enhance regional quality of life	Support	NPs, EDOs, WEDC, CoC	Actions supported/connections made	On-going
<b>Objective 4.4: Augment the competitiveness, efficiency, and resiliency of the private sector</b>				
Enhance utilization of foreign direct investment opportunities	Support	NPs, EDOs, WEDC, CoC	Actions supported	On-going
Improve access to succession planning education programming that connects experienced business owners to young entrepreneurs	Support	NPs, EDOs, WEDC, CoC, ED, WFDB	Actions supported	On-going

\*See partnership abbreviations on page 65

CHAPTER 6

# 2025 GOALS AND OBJECTIVES

---



## GOALS AND OBJECTIVES

- ▶ Objective 1.1: Encourage housing diversity, availability, and affordability.
  - ▶ Develop and provide materials and tactics, including developer tours, that educate the region on best management practices for improving housing diversity, availability, and affordability.
  - ▶ Continue to work with APA to forward housing goals and best practices throughout the region.
  - ▶ Conduct three convener meetings with economic development topics for the region.
  - ▶ Provide insights on best practices for housing and strategies to increase housing stock throughout the region.
- ▶ Objective 3.1: Collaborate on initiatives to secure funding for Electric Vehicle (EV) infrastructure planning and implementation.
  - ▶ Continue to work with Oshkosh on the EV readiness plan and expand the EV readiness plan to other municipalities.
- ▶ Objective 3.2: Secure and deploy funding for municipal infrastructure and amenities.
  - ▶ Secure a position that can help with grant administration.
- ▶ Objective 3.4: Encourage responsible land use development and redevelopment
  - ▶ Assist efforts addressing brownfield identification and redevelopment.
  - ▶ Explore applying for the EPA's Brownfields Grant with expanded staff capacity.
  - ▶ Hire a new position focused on grants administration and expand the economic development department to allow for increased support to rural communities.
- ▶ Objective 4.2: Enhance the capacity of local governments to allocate resources and manage challenges to local quality of life.
  - ▶ Develop and provide materials that educate the region on municipal financing best practices and resources.
- ▶ Increase awareness of financial resources at the local, state, and federal levels.
- ▶ Provide grant screening and application technical assistance to local governments.
- ▶ Provide technical assistance for local data needs using tools like Lightcast, and ESRI.
- ▶ Get the small communities technical assistance program funded and have at least three communities receive technical assistance in 2025.
- ▶ Work to support small community's economic development capacity by providing economic development insights, visualizations, data, and professional help.



**RESOLUTION NO. 49B-24**

**ADOPTING THE 2024 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs)  
ANNUAL PERFORMANCE PROGRESS REPORT**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission (Commission) and its planning jurisdiction were designated as an Economic Development District (EDD) on August 6, 1984 by the Economic Development Administration (EDA); and

**WHEREAS**, the Commission has continued to conduct and keep current an economic development planning program designed to create employment opportunities, foster stable and diversified local economies, improve local conditions, and provide a mechanism for guiding and coordinating the efforts of local individuals and organizations concerned with the economic development of the EDD; and

**WHEREAS**, the 2024 CEDs Annual Performance Report provides updated socio-economic data and a report of 2024 completed activities to update the 2023 CEDs Update which serves as the 5-year CEDs Update pursuant to EDA requirements; and

**WHEREAS**, recognition of the EDD's CEDs Annual Performance Progress Report by the EDA regional office will enable continued participation by eligible counties and communities in the EDA grant and loan programs; so

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

**Section 1.** That the Commission adopts the 2024 CEDs Annual Performance Progress Report.

**Section 2.** That the Commission submit the 2024 CEDs Annual Performance Progress Report to the Regional Office of EDA requesting approval of the document and continued designation as an Economic Development District.

Effective Date: October 24, 2024

Submitted By: Economic Development Committee

Prepared By: Craig Moser, ECWRPC Deputy Director

---

Alice Connors, Commission Chair

---

Attest: Melissa Kraemer Badtke—Executive Director

East Central WI Regional Planning Commission East Central WI Regional Planning Commission

---

Approval Date



**MINUTES**  
**ENVIRONMENTAL MANAGEMENT COMMITTEE**  
**East Central Wisconsin Regional Planning Commission**  
 Wednesday, June 12, 2024 – In Person

COMMITTEE MEMBERS: David DeTroye (Perm. Alt for Tom Reinl), Brenda Schneider, Jeremy Johnson (Perm. Alt. for Elizabeth Moses), Dan Gabrielson, Kevin Englebert (Perm. Alt. for Thomas Nelson), Matt Pleshek, Aaron Jenson (Perm. Alt for Brian Smith), Nate Gustafson (Perm. Alt. for Tom Egan), Bob Schmeichel

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

2. Roll Call

Committee Members Present:

David DeTroye (perm alt. for Tom Reinl) ..... Calumet County  
 Brenda Schneider ..... Fond du Lac County  
 Jeremy Johnson (perm alt. for Elizabeth Moses) ..... Menominee County  
 Kevin Englebert (perm alt. for Thomas Nelson) ..... Outagamie County  
 Dan Gabrielson ..... Outagamie County  
 Nate Gustafson (perm alt. for Tom Egan) ..... Winnebago County  
 Bob Schmeichel ..... Winnebago County

Committee Members Excused:

Matt Pleshek ..... Shawano County  
 Aaron Jenson (perm alt. for Brian Smith) ..... Waupaca County

ECWRPC Staff Present:

Melissa Kraemer-Badtke ..... Executive Director  
 Craig Moser ..... Deputy Director  
 Joe Stephenson ..... Senior Planner  
 Scott Konkle ..... Senior Planner  
 Mike Zuege ..... GIS Manager  
 Leann Buboltz ..... Administrative Coordinator

3. Approval of Agenda / Motion to Deviate Mr. Schmeichel motioned to approve the agenda Ms. Schneider seconded the motion. The motion passed unanimously.

4. Public Comment – There was no public comment.

5. Election of Chair and Vice Chair of the Environmental Mgt Committee –

A. Election of Chair –Mr. Englebert opened the floor up to nominations for Committee Chair. Mr. Schmeichel nominated Mr. Englebert who accepted the nomination. Upon hearing of no other nominees, the nominations were closed. A motion by Mr. Schmeichel and second by Mr. DeTroye to approve of Mr. Englebert as Chair of the Environment Mgt Committee for a 2-year term. Motion carried unanimously.

B. Election of Vice Chair – Nominations of Vice Chair. Chair Englebert opened the floor up to nominations for Committee Vice Chair. Ms. Schneider nominated Mr. Schmeichel to serve as Committee Vice Chair, who accepted the nomination. Upon hearing of no other nominees, the nominations were closed. A motion by Ms. Schneider and second by Chair Englebert to approve of Mr. Schmeichel as Vice Chair for a 2-year term. Motion carried unanimously.

6. Special Order of Business
  - A. Presentation and Committee Overview. East Central staff members; Mr. Stephenson and Mr. Konkle presented to the Environmental Management Committee members an overview regarding the Sewer Service Area Program as well as the NR135 Mining Reclamation Program.
7. Announcements and Discussion Items
  - A. Water Quality Management Program Update – Joe Stephenson, Senior Planner summarized the activities over the past quarter which displayed progress in the collaborative efforts with WDNR, as well as public outreach and education initiatives, 208/WQMP conformance reviews, and critical updates to the Stockbridge and Sherwood 2040 SSA Plans.
  - B. Non-Metallic Mining Reclamation Program Update/NR-135 Non-Metallic Mining Reclamation Program – Scott Konkle, Senior Planner shared with the members that year to date, 86 site inspections were conducted which has resulted in an increase of 50 additional active acres; seventeen drone flights have been operated; and no non-compliance issues to address at this time.
8. Old Business – Past Meeting Minute Approvals
  - A. January 10, 2024 Environmental Management Committee. A motion was made by Ms. Schneider and second by Mr. Johnson to approve of the January 10, 2024 minutes as presented. Motion carried unanimously.
9. Informational/Discussion Items
  - A. County Roundtable Discussion (*as time permits*)
10. Establish Time and Place for Next Meeting(s)
  - A. Environmental Management Committee: The next Environmental Management Committee meeting is scheduled for 10:00 a.m. on Wednesday, September 11, 2024 at the Commission Office (400 Ahnaip Street, Suite 100; Menasha).
  - B. Commission Board: The next Commission Board meeting is scheduled for Wednesday, July 24, 2024 at 10:00 a.m. at the Waupaca County Courthouse, 811 Harding Street-Room LL42 (lower level), Waupaca, WI 54981. (Date change due to WCA Conference conflict)
11. Adjourn A motion was made by Mr. Schmeichel and a second by Mr. Gustafson to adjourn with the time noted at 10:30 a.m.

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





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

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

Date: Tuesday, July 9, 2024

1. Mr. Hammen welcomed attendees to the meeting and called the meeting to order at 1:30 p.m.
2. **Roll Call** - Introduction of Alternates, Staff and Guests

Committee Members Present:

Lee Hammen, ..... Outagamie County  
 Nick Kesler..... Calumet County  
 Dean Will (Alt. for Steve Abel) .....Fond du Lac County  
 Denise Gilane ..... Menominee County  
 Tom Kautza .....Shawano County  
 Austin Hammond ..... Winnebago County  
 Nick Weber ..... WisDOT – NE Region

Committee Members Excused:

Joe Moore (*Perm Alt for Keith Heisler*).....Fond du Lac County  
 Ron McDonald ..... Valley Transit

ECWRPC Staff:

Melissa Kraemer Badtke. .... Executive Director/MPO Director  
 Kim Biedermann .....Principal Planner  
 Mike Zuege .....GIS Manager  
 Casey Peters ..... Associate Planner  
 Leann Buboltz.....Administrative Coord

3. **Approval of Agenda / Motion to Deviate** – A motion by Mr. Morack and second by Mr. Kautza to approve of the agenda as posted. Motion carried unanimously.
4. **Public Comment** – No public comment.
5. **Election of Chair and Vice Chair** -
  - a. Chairperson - A motion was made by Mr. Will and a second by Mr. Kautza to nominate Mr. Hammen as Chairperson. Mr. Hammen accepts the nomination. Motion is carried unanimously.
  - b. Vice Chairperson – A motion was made by Mr. Will to nominate Mr. Morack. Mr. Morack declined. A motion was made by Mr. Morack and a second by Mr. Kautza to nominate Mr. Wills. Mr. Wills accepted the nomination. Motion is carried unanimously. ‘
6. **Approval of the March 12, 2024** Transportation Committee Meeting Minutes – A motion was made by Mr. Kautza and second by Mr. Kesler to approve of the minutes as presented. Motion carried unanimously.
7. **Announcements and Updates**
  - a. Staff Report – Update presented by Ms. Kim Biedermann
 

Roadways

    1. *Carbon Reduction Program:* Ms. Biedermann gave a brief overview of the Carbon Reduction Program and the application process that municipalities are following. The Program cycle

opened in mid-May and closed on June 30, 2024. East Central staff worked with communities throughout the three MPOs regarding the applications.

2. *2025-2028 Transportation Improvement Program*: Staff are currently working through the development of 2025 Transportation Improvement Program (TIP) for each MPO. The completed plan will outline federal expenditures on transportation projects for the years 2025 through 2028. It is anticipated that the plan will be considered for adoption in October.
3. *Metropolitan Transportation Plans*: Ms. Biedermann noted that the following brands have been chosen and they are as follows: Connect Fox Cities for Appleton (Fox Cities), Vision 2050 for Oshkosh and Focus 2050 for the Fond du Lac MPO's. It is anticipated that the first meeting for Fond du Lac will be held in August 2024.
4. *Greenhouse Gas Performance Measure*: Ms. Biedermann shared that recent court decisions, States and MPOs are not required to set GHG performance measures or targets. It was noted that due to this decision staff, on behalf of the MPOs, will not be pursuing to set targets for GHG at this time.

#### Active Transportation

1. *Community Connectors Program – College Avenue Project*: ECWRPC, Outagamie County Development & Land Services Department, and coalition partners continue to move forward with community engagement around the College Avenue Project. It was noted that a logo and project branding were finalized.
2. *Permanent Infrared Trail Counters*: ECWRPC has identified locations in each of the member counties to place permanent infrared trail user counters to be up for one year. These counters will assist with more robust data collection for regional trail systems; focusing within the rural areas.

#### Safe Routes to School presented by Jennie Mayer

1. *Crossing Guard Evaluation*: Staff have been working with Neenah School District, City of Neenah, and the Neenah Police Department to evaluate crossing guard locations around Horace Mann Elementary School and Neenah Middle School. Staff conducted observations at 8 intersections and collected vehicle counts, turn patterns, vehicles speeds, and pedestrian and bicycle counts. That information was used to provide recommendations on crossing guard locations.
2. *Little Chute Safe Routes to School Action Plan*: Staff have been working with the Little Chute School District, Village Staff, and partners on a Safe Routes to School Action Plan. Observations were completed at the area schools and staff sent out surveys to the community to gather information. She noted that staff had over 300 responses to the survey. The Action Plan is anticipated to be completed by the end of summer.
3. *Bike Safety Education and Rodeos*: This spring, staff were able to provide bike safety presentations at six schools reaching 563 students. This summer, staff are working with partners to coordinate and participate in bike rodeos in Appleton, Fond du Lac, Gresham, and Menasha. Also shared was the update on the Shawano SRTS Action Plan which is nearing the completion. A final taskforce meeting review date set for July 15<sup>th</sup>

#### Transit and Specialized Transportation presented by Kim Biedermann

1. *Specialized Transportation Coordinated Plan Implementation Assistance Meeting*: East Central hosted a meeting with all of the member counties to discuss implementation of their specialized transportation coordinated plans, and share best practices. The next meeting will be held in October

### Special Projects

1. *Appleton (Fox Cities) MPO Policy Board Redesignation and*
2. *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. A policy board resolution will be brought to ECWRPC Executive Committee in July. Staff from Federal Highway Administration and Federal Transit Administration will attend the orientation session scheduled for Thursday, September 5<sup>th</sup>.
3. *Oshkosh Metropolitan Planning Organization Electric Vehicle Readiness Plan:* ECWRPC continues to work on the Oshkosh MPO EV Readiness Plan with a second public involvement meeting was held in May 2024. The planning process is expected to be completed by November 2024.
4. *City of Oshkosh (GO Transit) Transit Development Plan Update:* The Transit Development Plan was adopted by the City of Oshkosh Common Council on April 9, 2024. All materials have been produced and distributed, with the plan delivered on time and within budget. Members inquired as to who kicked off this off? It was identified that WI has a Plan and just awarded the 1<sup>st</sup> round of funding for the I 41 corridor vehicle charging stations and then open it up to local communities to look at that if funding is still available.

### **8. Business / Action Items**

- a. Proposed Resolution 39-24: Amending the Transportation Chapter of the 2024 Work Program and Budget. Ms. Kim Biedermann shared with the members that this request of approval is to amend the work program for the transportation chapter of the 2024 work program and budget. It includes the intent to apply for Section 5304 funds, which ECWRPC would administer on behalf of Valley Transit. She noted that a work program amendment is needed to be awarded the funds.

A motion was by Mr. Wills and a second by Mr. Kesler to approve of Proposed Resolution 39-24: Amending the Transportation Chapter of the 2024 Work Program and Budget as presented. Motion carried unanimously.

- b. Proposed Resolution 40-24: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization—2024-2027. Mr. Chris Colla shared with the members that this item is to amend the Transportation Improvement Program (TIP), which includes changes to projects already listed in the TIP.

Most project amendments involve changes in funding or additions of scheduled construction dates.

- TIP # 252-20-064 – NHPP, WIS 96 / Cleary Ct – Tower View Dr: Federal funding removed
- TIP # 252-20-065 – STBG, WIS 76 / CTH II – Shady Lane: Construction date moved
- TIP # 252-21-010 – STBG, STH 55 / USH 151 – STH 114: Changes in funding - currently state funded only but eligible for federal funds
- TIP # 252-21-014 – NHPP, Wisconsin Ave - Casaloma Dr. – N Badger Ave: Construction scheduled for 7/8/25
- TIP # 252-21-014 – HSIP, Wisconsin Ave - Casaloma Dr. – N Badger Ave: Construction scheduled for 7/8/25
- TIP # 252-23-073 – TAP, Wisconsin Ave / I-41 Badger Ave, Sidewalk - Casaloma Dr. – N Badger Ave: Construction scheduled for 7/8/25
- TIP # 252-22-058 – STBG Local Bridge, CTH KK / Kankapot Creek Bridge: Changes in funding amount
- TIP # 252-22-060 – STBG, Grandview Rd / North Rd – Immel Rd: Changes in local funding amount
- TIP # 252-23-007 – NHPP, USH 10 / STH 114 – Fire Lane 7: Changes in funding amount
- TIP # 252-23-017 – State, CTH N / CTHN Intchg B440179: Changes in funding amount
- TIP # 252-23-046 – NHPP, IH 41 Expansion - Railroad structures: Changes in funding amount
- TIP # 252-23-070 – NHPP, STH 441, USH 10-S Oneida St: Changes in funding amount
- TIP # 252-24-024 – NHPP, STH 76 / STH 15 – S. Junction CTH S: Changes in funding amount
- TIP # 252-24-043 – TAP, STH 96 Sidewalk / N Westhill Blvd – N Bluemound Dr: Changes in funding amount, construction scheduled
- TIP # 252-24-044 – TAP, Old Highway Road trail / Lake Park Road – STH 114: Changes in funding amount, construction scheduled
- TIP # 252-24-045 – STBG, Kenneth Avenue / W Reaume St – W 10th St: Changes in funding amount, construction scheduled
- TIP # 252-24-246 – Protect, STH 54 and STH 96: Changes in funding amount
- TIP # 252-24-047 – Protect, NE Region Lift Bridges: Changes in funding amount

A motion was by Mr. Hammond and a second by Mr. Kesler to approve of Proposed Resolution 40-24: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization—2024-2027 as presented. Motion carried unanimously.

- c. Proposed Resolution 41-24: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization—2024-2027. Ms. Kate Blackburn shared with members that this request is to amend the Transportation Improvement Program (TIP), which includes changes to projects already listed in the TIP.

The project details are as follows:

- TIP # 253-20-031 – WIS 91, James Rd to Clairville Rd: Slight reduction in funding
- TIP # 253-21-009 – USH 45, Bridge Deck Gates: Slight reduction in funding
- TIP # 253-22-022 – STH 91, STH 91 and Clairville Rd: Slight increase in state funding
- TIP # 253-23-022 – IH 41, STH 26 – CTH Y: Added design funds in 2024
- TIP # 253-24-016 – Jackson St, Marion Road to High Avenue: Added state ID and design funds
- TIP # 253-24-017 – Oregon St, 6<sup>th</sup> Avenue to 8<sup>th</sup> Avenue: Added state ID and design funds

A motion was by Mr. Hammond and a second by Mr. Kautza to approve of Proposed Resolution 41-24: Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization—2024-2027 as presented. Motion carried unanimously.

## 5. Informational/Discussion Items

- a. County Roundtable Discussion (*as time permits*) –
  - i. Mr. Morack – Waupaca County shared that they received a \$3 million dollar grant from the State to improve the transportation around the area of New London. To improve transportation, we are looking at a bussing system to mainly use for employment purposes. They currently have a taxi system in place and are looking into the new programs being self-sustaining.
- b. North Central WisDOT Updates – No one present
- c. Northeast WisDOT Updates - Mr. Nick Weber shared that 511wi.gov is a website that offers construction updates during this busy time. Also noted is the deadline of August 15, 2024 when Applications are due for the Highway Safety Improvement Program

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

- a. **Transportation Committee Meeting:** The next Transportation Committee Meeting will take place on October 8, 2024 at 1:30 p.m. Further details will be forthcoming.
- b. **Commission Meeting:** The next Commission Board meeting is scheduled for Wednesday, July 24, 2024 at 10:00 a.m. at the Waupaca County Courthouse, 811 Harding Street-Room LL42 (lower level), Waupaca, WI 54981.

- 7. **Adjourn** – A motion was made by Mr. Hammen and second by Mr. Weber to adjourn with the time noted 2:10 p.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator  
ECWRPC

**TO:** Transportation Committee  
**FROM:** Kim Biedermann, Principal Transportation Planner  
**DATE:** October 8, 2024  
**RE:** Proposed Resolution 50-24: Adopting the 2025 Transportation Work Program and Budget for the Regional Transportation Program and the Regional Transportation Program Self-Certification for the East Central Wisconsin Regional Planning Commission

---

The Unified Planning Work Program (UPWP) is developed annually and outlines the planning priorities and projects that will be completed by ECWRPC staff in the upcoming year. For East Central Wisconsin Regional Planning Commission, this includes projects for each Metropolitan Planning Organization (Appleton (Fox Cities), Oshkosh, and Fond du Lac), the Safe Routes to School Program, the Regional Transportation Program, and special projects. The purpose of this resolution is to adopt the Regional Transportation Planning Work Program portion of the UPWP. In addition, staff must certify, through a Self-Certification of Compliance, that it complies with CFDA (Catalog of Federal Domestic Assistance) 20.205 Federal Funding Requirements.

The draft 2025 Unified Planning Work Program has been developed and East Central staff has met with WisDOT, FHWA, and FTA to discuss the planning priorities and projects for 2024. There will be minor modifications to the work program based on the feedback East Central staff has received.

Each year, a kick-off letter issued by the Wisconsin Department of Transportation, is sent to ECWRPC to outline key deliverables and the annual budget. The Regional Transportation Program remained at the same funding levels for 2025. The kick-off letter is provided following this memo.

A copy of the draft 2025 Unified Planning Work Program can be viewed at the following website: <https://www.ecwrpc.org/programs/transportation/work-program-and-budget/>. The Regional Transportation Program can be found on page 63 and the Regional Safe Routes to School Program can be found on page 156. Any questions or comments can be emailed to Kim Biedermann at [kbiedermann@ecwrpc.org](mailto:kbiedermann@ecwrpc.org).

Below are projects that have been identified as priorities within the work program and it should be noted that this is not comprehensive list of projects.

#### **Regional Transportation Program**

- **County Meetings:** East Central staff will be meeting with each of the counties to discuss how East Central staff can assist on various transportation projects.
- **State of the Region Report:** East Central staff will be updating the State of the Region to analyze how the transportation network is functioning within the region.
- **GIS Data Analysis and Visualization:** Update land use and regional datasets, including crash data, functional classification data, bicycle and pedestrian network data, and count data.
- **Asset Management:** Work with local municipalities to update their asset management data, including, but not limited to, road signs inventory, Miovision data, PASER data, WISLR data, and crash data.

#### **Safe Routes to School:**

Deliverables for the Regional Safe Routes to School Program include the following:

- Work with TADI to examine how the built environment impacts active transportation to and from school. Several schools were selected for case studies, including Bonduel Elementary, Neenah High School, Read Elementary (Oshkosh), and Oakwood Elementary (Oshkosh).

- Conduct bicycle and walk audits, surveys, and work with the local coalition to develop a safe routes to school action plan
- Continue to work with school and communities on events and programs, such as Walk to School Day, walking school bus, Project RADAR, etc.

**Staff Recommendation:** Staff recommends approving Proposed Resolution 50-24: Adopting the 2025 Transportation Work Program and Budget for the Regional Transportation Program and the Regional Transportation Program Self-Certification for the East Central Wisconsin Regional Planning Commission.

## **RESOLUTION 50-24**

### **ADOPTING THE 2025 TRANSPORTATION WORK PROGRAM AND BUDGET FOR THE REGIONAL TRANSPORTATION PROGRAM AND THE REGIONAL TRANSPORTATION PROGRAM SELF-CERTIFICATION FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

**WHEREAS**, East Central Wisconsin Regional Planning Commission (hereafter, Commission) serves as the regionwide planning agency for a 10-county region with seven member counties, and;

**WHEREAS**, transportation planning is a major program element of the Commission, and;

**WHEREAS**, the regional transportation program is funded through an 80% federal share of State Planning and Research Dollars (SPR), and;

**WHEREAS**, the East Central Wisconsin Regional Planning Commission carries out planning and program activities for the Regional Transportation Program, and;

**WHEREAS**, the Federal Highway Administration, under 23 CFR 420,111 requires the development of a work program to describe the work to be accomplished under the SPR funds; and,

**WHEREAS**, the Commission has reviewed the transportation planning activities outlined in the 2025 Unified Planning Work Program and finds them consistent with the transportation planning process and desires of WisDOT and FHWA; and,

**WHEREAS**, the Regional Planning Commission (RPC) will formulate, and submit for annual approval, a Transportation Planning Work Program (TPWP), which identifies all transportation-related planning activities to be funded. In performing the activities and receiving Federal and State funding for the TPWP, the Regional Planning Commission hereby self-certifies their compliance with CFDA 20.205 Federal Funding Requirements.

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

**Section 1:** That the East Central Wisconsin Regional Planning Commission adopts the 2025 Regional Transportation Planning Work Program Program and directs staff to submit the document to the Wisconsin Department of Transportation and the Federal Highway Administration, and;

### **BE IT FURTHER RESOLVED BY EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

**Section 1:** That East Central Wisconsin Regional Planning Commission certifies its compliance with the following regulations, terms, and conditions:

1. Catalog of Federal Domestic Assistance (CFDA) 20.205 Federal Funding Requirements.
2. The TPWP sets forth a description of the specific transportation planning activities and products to be completed each calendar year, the corresponding staff and budgetary requirements, and the allocation of the total costs between the participating agencies.
3. Upon adoption of the TPWP by the RPC and approval by WisDOT and by USDOT funding agencies, with authorization from WisDOT the RPC will proceed with the TPWP. The TPWP

may be amended during the course of the year upon written request of the RPC subject to (1) the written concurrence of WisDOT and (2) the availability of funding, if applicable.

4. The RPC may enter into such institutional arrangements, service contracts or agency agreements as it deems necessary to carry out the scope of work in the TPWP with the understanding that the RPC shall remain accountable for completion of planning products in accordance with the TPWP. All such contracts, subcontracts, agreements or other written understandings for services shall conform to the appropriate provisions of 2 CFR 200 as supplemented by 23 CFR 420.119 issued by the Federal Highway Administration (FHWA); Federal Transit Administration (FTA) Circular 4220I.E and any changes or revisions thereto; and other applicable guidance the FTA, FHWA or USDOT may issue.

When consultants are to be employed in accomplishing work under the TPWP, all parties providing funding or technical support for such work shall have the right to review and advise on basic study methods and procedures and to review and approve subcontracts.

**Effective Date:** October 24, 2024

**Submitted By:** Transportation Committee

**Prepared By:** Melissa A. Kraemer Badtke, ECWRPC Executive Director

---

Alice Connors, Commission Chair  
East Central WI Regional Planning Commission

---

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

---

Approval Date