

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

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

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

**Date:** Wednesday, October 16, 2024 – In Person

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

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

**AGENDA**

- 1. Welcome and Introductions**
- 2. Roll Call**
  - A. Introduction of Alternates, Staff and Guests
- 3. Approval of the Agenda/Motion to Deviate**
- 4. Public Comment**
- 5. Announcements and Discussion Items**
- 6. New Business/Action Items**
  - A. Proposed Resolution 51-24: Adopting the 2025 Cost Allocation Plan
  - B. Discussion regarding the 2025 Budget and Staffing Plan for East Central Wisconsin Regional Planning Commission
- 7. Informational/Discussion Items**
  - A. County Roundtable Discussion (*as time permits*)
- 8. Establish Time and Place for Next Meeting(s)**
  - A. **Executive Committee Meeting:** The next Executive Committee meeting will be on Thursday, October 24<sup>th</sup>, 2024 at 9:00 a.m., prior to the Commission Meeting. 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.
- 9. Adjourn**

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

DATE: October 16, 2024

TO: ECWRPC Executive Committee

FROM: Sara Otting, Controller

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

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

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

East Central staff 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 Proposed Resolution 51-24 Adopting the 2025 Cost Allocation Plan, Indirect Cost Rate and Certificate of Lobbying for The East Central Wisconsin Regional Planning Commission.

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# East Central Wisconsin Regional Planning Commission

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Cost Allocation Plan

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2025

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## Purpose

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

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

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

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

## Methodology

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

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

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

## Allocation of Costs

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

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

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

## Indirect Salary Narrative

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

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

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

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

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

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

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

### Executive Division

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

**Craig Moser**  
Deputy Director

### Administrative Services Division

**Leann Buboltz**  
Administrative Coordinator

**Sara Otting**  
Controller

### Technical Services Division

#### **GIS Program**

**Mike Zuege**  
GIS Manager

**Rachel Roth**  
GIS Analyst

**Casey Peters**  
GIS Analyst

#### **IT Program**

**Tim Badtke**  
IT Manager

### Planning Services Division

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

**Kim Biedermann**  
Principal Planner -  
Transportation

**Brenna Root**  
Associate Planner

**Chris Colla**  
Associate Planner

**Brice Richardson**  
Associate Planner

**Kate Blackburn**  
Associate Planner

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

**Jennie Mayer**  
Senior/SRTS Planner

**Kia Kling**  
SRTS Planner

**Kim Dieck**  
SRTS Planner

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

**Joe Stephenson**  
Senior Planner

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

#### **Economic Development Program**

**Colin Kafka**  
Associate Planner

\* Secondary role in Economic  
Development Program

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



**CERTIFICATE OF INDIRECT COST RATE**

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

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

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

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

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

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

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

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

Name of Official: Alice Connors

Title: Commission Chair

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

Date of Execution: 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

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**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

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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**

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- 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)

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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**

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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

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US Department of Commerce - EDA

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Signed by:  
  
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DocuSigned by:  
  
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Signature

Signature

Melissa Kraemer-Badtke

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Craig Wills

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Name:

Name:

Executive Director

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Division Chief

Indirect Cost & Contract Audit Division

Interior Business Center

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Title:

Title:

10/8/2024

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10/8/2024

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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>

**PROPOSED 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 To: Executive Committee

Prepared By: Melissa Kraemer Badtke, ECWRPC Executive Director

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Alice Connors, Commission Chair  
East Central WI Regional Planning Commission

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

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Approval Date



**DATE:** October 16, 2024

**TO:** ECWRPC Executive Committee

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

**RE:** Discussion on 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 \$100,000 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.

**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 and Shawano County have also indicated strong interest in contracting with East Central in 2025 and are currently considering proposals during their budget process. We have included these contracts 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 for the Executive Committee is 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. We request Executive Committee feedback on establishing a Special Committee of local administrators and planners to convene to discuss this concept and 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:** This is the key area where feedback from the Executive Committee is requested to assist staff in finalizing the 2025 budget proposal for consideration by the Executive Committee and Commission Board at the October 24<sup>th</sup> meetings. Based on all of the information and assumptions noted above, Option 1 illustrated below represents the current budget with no change to the staffing plan. Option 2 adds a full-time Grants Administrator & Local Contract Support position in 2025.

**Staff Recommendation:** Staff is requesting feedback from the Executive Committee to finalize the 2025 Budget and Staffing Plan for the East Central Wisconsin Regional Planning Commission.

Table 4: East Central Wisconsin RPC 2025 Budget Summary

	2025 PROPOSED BUDGET	2024 APPROVED & AMENDED BUDGET	Difference (\$)	Difference (%)
<b>Projected Operating Revenues</b>				
<b>Intergovernmental Grants</b>	\$ 1,931,485	\$ 1,929,111	\$ 2,374	0.1%
Federal Grants	\$ 1,823,040	\$ 1,843,826	\$ (20,786)	-1.1%
State Grants	\$ 108,446	\$ 85,285	\$ 23,161	27.2%
Other Grants	\$ -	\$ -	\$ -	0.0%
<b>Intergovernmental Charges for Services</b>	\$ 923,831	\$ 834,482	\$ 89,349	10.7%
Local districts membership levy	\$ 675,000	\$ 625,000	\$ 50,000	8.0%
Local district contracts (secured & estimated)	\$ 87,559	\$ 51,326	\$ 36,233	70.6%
NR-135 program (Operator fees)	\$ 140,052	\$ 137,346	\$ 2,706	2.0%
NR-135 program (WDNR fees)	\$ 21,220	\$ 20,810	\$ 410	2.0%
<b>Public Charges for Services</b>	\$ 38,000	\$ 38,000	\$ -	0.0%
<b>Use of Prior Years Fund Balance</b>	\$ -	\$ -	\$ -	#DIV/0!
<b>Total Operating Revenues</b>	\$ 2,893,316	\$ 2,801,593	\$ 91,723	3.3%
<b>Projected Operating Expenses</b>				
<b>Salaries and wages</b>	\$ 1,485,822	\$ 1,428,023	\$ 57,799	4.0%
Staff	\$ 1,465,822	\$ 1,411,023	\$ 54,799	3.9%
Commissioners (meeting payments)	\$ 20,000	\$ 17,000	\$ 3,000	17.6%
<b>Employee fringe benefits</b>	\$ 453,107	\$ 441,071	\$ 12,036	2.7%
Health Insurance	\$ 229,113	\$ 227,757	\$ 1,356	0.6%
FICA, Wkmn's Comp, Life, WRS, etc.	\$ 223,994	\$ 213,314	\$ 10,680	5.0%
<b>Direct grant expenses</b>	\$ 545,284	\$ 582,343	\$ (37,059)	-6.4%
<b>Overhead Expenses</b>	\$ 287,425	\$ 317,577	\$ (30,152)	-9.5%
6100 Meeting Expenses & Staff Development	\$ 22,740	\$ 17,990	\$ 4,750	26.4%
6200 Supplies	\$ 8,000	\$ 7,000	\$ 1,000	14.3%
6300 Office Space & Equipment	\$ 73,035	\$ 141,802	\$ (68,767)	-48.5%
6400 Reference materials, subscriptions and dues	\$ 11,035	\$ 9,085	\$ 1,950	21.5%
6500 Printing and Publishing	\$ 3,000	\$ 1,000	\$ 2,000	200.0%
6600 Postage	\$ 2,000	\$ 1,000	\$ 1,000	100.0%
6700 Staff expenses	\$ 12,500	\$ 11,500	\$ 1,000	8.7%
6800 Insurance, legal, audit	\$ 55,500	\$ 55,200	\$ 300	0.5%
Interest	\$ 5,000	\$ 5,000	\$ -	0.0%
Depreciation	\$ 94,615	\$ 68,000	\$ 26,615	39.1%
<b>Total Operating Expenses</b>	\$ 2,771,638	\$ 2,769,014	\$ 2,624	0.1%
<b>Projected Surplus / (Deficit)</b>	\$ 121,678	\$ 32,579	\$ 89,099	273.5%

# EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

## ORGANIZATIONAL CHART – 2025 (OPTION 1)

**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

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

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

**Brenna Root Whitby**  
Associate Planner, Transportation

**Joe Stephenson**  
Senior Planner,  
Economic Development

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

**Mike Zuege**  
GIS Manager

**Sara Otting**  
Controller

**Kim Dieck**  
SRTS Associate  
Planner

**Chris Colla**  
Associate  
Planner

**Kate  
Blackburn**  
Associate  
Planner

**Brice  
Richardson**  
Associate  
Planner

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

**Rachel Roth**  
GIS Analyst I

**Tim Badtke**  
IT Manager

**Kia Kling**  
SRTS Associate  
Planner

**VACANT**  
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**Casey Peters**  
GIS Analyst I

**Leann Buboltz**  
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Limited Term Employees (LTEs) / Interns

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Staff	\$ 1,535,822	\$ 1,411,023	\$ 124,799	8.8%
Commissioners (meeting payments)	\$ 20,000	\$ 17,000	\$ 3,000	17.6%
<b>Employee fringe benefits</b>	\$ 489,850	\$ 441,071	\$ 48,779	11.1%
Health Insurance	\$ 255,108	\$ 227,757	\$ 27,351	12.0%
FICA, Wkmn's Comp, Life, WRS, etc.	\$ 234,742	\$ 213,314	\$ 21,428	10.0%
<b>Direct grant expenses</b>	\$ 545,284	\$ 582,343	\$ (37,059)	-6.4%
<b>Overhead Expenses</b>	\$ 287,425	\$ 317,577	\$ (30,152)	-9.5%
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Interest	\$ 5,000	\$ 5,000	\$ -	0.0%
Depreciation	\$ 94,615	\$ 68,000	\$ 26,615	39.1%
<b>Total Operating Expenses</b>	\$ 2,878,381	\$ 2,769,014	\$ 109,367	3.9%
<b>Projected Surplus / (Deficit)</b>	\$ 14,935	\$ 32,579	\$ (17,644)	-54.2%

# 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

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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

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		