

5-12-21 Draft _____	2
Res No 13 (21-22) ECWRPC Updates _____	4
Exhibit A-3 Articles Commission_4_30_2021 _____	5
Exhibit B-4 Bylaws_Commission 4_30_2021 _____	13
11-21 Final - signed _____	27
ECWRPC_Board Composition_Approved_4_30_2021.pdf _____	29
Memo_GovernorAppointments_WaupacaCounty _____	30
Res No 15 (2020-21) - Amend 2021 Budget - Broadband Tower Project _____	31
PFG_IssuerComment_Report_Final_20210505161136162_1246167 _____	32
2022 Budget Manual _____	38

WAUPACA COUNTY FINANCE COMMITTEE MINUTES
May 12, 2021

Chair Federwitz called the meeting to order at 9:00 a.m. and gave the open meeting statement with the following members present: Co. Bd. Chr. Koeppen, Supr. P. Craig, Johnson, McClone, Morack, G. Murphy and Neumann. Others present: John Francis, Brent Wyland, Mark Sether, Amanda Welch, Heidi Dombrowski, Diane Meulemans and Jill Lodewegen.

REVIEW AND APPROVE AGENDA – MOTION: Supr. Craig moved Supr. Morack seconded the motion to approve the amended agenda. Motion carried without a negative vote.

MINUTES OF PREVIOUS MEETINGS – MOTION: Supr. McClone moved and G. Murphy seconded the motion to approve the minutes of the April 14, 2021 meeting. Motion carried without a negative vote.

Public Comment: There was no public comment.

1. Parks & Rec. Director John Francis presented information on a request for a change in scope to his Capital Improvement Projects. **Motion:** Supr. Morack moved and Supr. P. Craig seconded to approve the change of scope to the Park & Rec Capital Improvement Projects as presented. Motion carried without a negative vote.
2. Finance Director's Report - Heidi Dombrowski
 - a. Heidi presented Res. No. 8 (2021-22) Donation Acceptance for Drug Court. **Motion:** Supr. Johnson moved and Supr. Neumann seconded the motion to approve Res. No. 8 (2021-22) Donation Acceptance for Drug Court and pass on to the full County Board. Motion carried without a negative vote.
 - b. She gave the committee an update on the American Rescue Plan Act funds that the County will be receiving.
 - c. In addition, she distributed and reviewed the 2021 Budget Review report for April with the committee.
 - d. Monthly Vouchers. **Motion:** Supr. Morack moved and Supr. G. Murphy seconded the motion to approve the monthly vouchers. Motion carried with Co. Bd. Chr. Koeppen abstaining.
3. Treasurer Report – Mark Sether
 - a. Mark gave an update on in rem properties.
 - b. Mark then reviewed; Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments.
4. Information Technology Department Report – Brent Wyland, Director
 - a. Brent noted that there was no IT committee in May so had nothing to report.
 - b. Information Technology Monthly bills for approval. **Motion:** Co. Bd. Chr. Koeppen moved and Supr. Morack seconded the motion to approve the monthly vouchers. Motion carried without a negative vote.
5. Human Resource Department Report – Amanda Welch HR Director/Administrative Coordinator
 - a. Mandy gave an update on recruitment, terminations, open positions, and unemployment.

6. County Clerk – Jill Lodewegen
 - a. Jill presented her 2020 final budget numbers for the budgets she manages.
 - b. At the direction of LJESS committee, she reviewed the Chapter 2 rule regarding payment for attendance for WCA events. The committee discussed pros and cons and noted that further discussion would take place at Friday's Executive Meeting.
 - c. Jill gave a brief update on the mail and purchasing transfer to her department.
 - d. Approve/Deny County Board Claims: Per Diem & Mileage Allowance for the month of April is \$15,753.35. **Motion:** Supr. Morack moved and Co. Bd. Chr. Koeppen seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.
7. Next meeting date June 9, 2021.
8. Chair Federwitz declared the meeting adjourned at 10:41 a.m.

Jill Lodewegen
County Clerk

These minutes will be posted to the website prior to approval from the committee and are considered to be in draft form until approved at the next scheduled meeting.

RESOLUTION NO. 13 (2021-22)

SUBJECT: AMENDING THE ARTICLES OF ORGANIZATION AND THE BY-LAWS OF EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, Waupaca County is a member of the East Central Wisconsin Regional Planning Commission; and

WHEREAS, the Articles of Organization (“Articles”) and the By-Laws of the East Central Wisconsin Regional Planning Commission (“Commission”) authorize a majority of the counties of the Commission to make certain amendments to the Articles and By-Laws; and

WHEREAS, the Articles and By-Laws reserve to the local units of government within the Commission the authority to determine the composition of the Commission; and

WHEREAS, the Commission’s Steering Committee and the Commission is recommending to both the member counties and the local units of government the amendments to the Articles and the By-Laws described below; and

WHEREAS, this resolution is being presented by the East Central Wisconsin Regional Planning Commission to the Waupaca County Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED, that the Waupaca County Board of Supervisors does hereby approve the revisions to the By-Laws as more fully set forth in Exhibit A, which is attached and incorporated by reference; and

BE IT FURTHER RESOLVED, that the County Board does hereby recommend that Article III of the Articles describing the composition of the Commission be amended as more fully set forth in Exhibit B, which is attached and incorporated by reference; and

BE IT FURTHER RESOLVED, that the Waupaca County Clerk shall forward a copy of the signed resolution to the Executive Director of the East Central Wisconsin Regional Planning Commission.

Submitted By: East Central Wisconsin Regional Planning Commission

Passed this 15 day of June 2021

_____ Ayes _____ Nays

RECOMMENDED FOR INTRODUCTION
BY THE WAUPACA COUNTY FINANCE
COMMITTEE

ATTEST:

Jill Lodewegen
Waupaca County Clerk

APPROVED AS TO FORM:

Diane L. Meulemans, Corporation Counsel

ARTICLES OF ORGANIZATION
OF
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
September 27, 1972

**ARTICLES OF ORGANIZATION
OF
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

ARTICLE I - AUTHORIZATION

The provisions of Section 66.945 of the Wis. Stats. authorizes counties, in the form of resolutions, to petition the Governor of the State of Wisconsin to create a regional planning commission within a proposed area. Upon receipt of such petitions and the holding of a public hearing, the governor may create a regional planning commission by Order and designate the areas and boundaries of the commission's jurisdiction.

Pursuant to such statutory provisions the governing bodies of Calumet, Fond du Lac, Green Lake, Marquette, Menominee, Outagamie, Shawano, Waupaca, Waushara, and Winnebago Counties, by resolution, petitioned the Honorable Patrick J. Lucey to form a regional planning commission encompassing the general area of such counties. Thereafter a public hearing on such petitions was duly held at the Winnebago Court House located in the City of Oshkosh, Wisconsin, on the 26th day of June, 1972. Subsequent to the said public hearing, the Honorable Governor Patrick J. Lucey did by an Executive Order dated June 29, 1972, create the Regional Planning Commission and designate that the area of the Commission be comprised of the Counties of Calumet, Fond du Lac, Green Lake, Marquette, Menominee, Outagamie, Shawano, Waupaca, Waushara, and Winnebago.

ARTICLE II - NAME

The said counties comprising the Regional Planning Commission, as designated by the Governor's Executive Order dated June 29, 1972, are all located within the proximity of the East Central area of Wisconsin; and, therefore, the name of the Commission shall be: **EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION.**

ARTICLE III - COMPOSITION OF COMMISSION

The area of the Commission as designated by the Executive Order of the Governor does not include a city of the first class as defined in Wis. Stat. Section 62.05 ~~of the Wis. Stats.~~ Therefore, pursuant to the provisions of Wis. Stat. Section 66.9450309 (3) ~~3.~~(b) the membership of the Commission is to be determined by resolutions duly approved by the governing bodies of a majority of the local units within the region, and these units shall have in the aggregate at least half of the population of the region.

The said ten-county area comprising the Commission includes 243 local units of government with a combined population of 474,186 as shown by the last Federal census. A majority or 145 of these local units within the designated region representing a population count of 379,773 have duly adopted the following resolutions as to membership of the Commission: **[Update numbers recited in this paragraph.]**

~~RESOLVED that the Commission consist of representatives selected in the following manner:~~

Section 1. GENERAL: Adhering to the principle of representation based on population, the membership of the Commission shall be created pursuant to the provisions of Wis. Stat. Section 66.9450309 (3) ~~3.~~(b) ~~of the Wis. Stats.~~ determined and allocated among participating counties as follows:

- A. ~~Two elected officials from each member county which comprises the Commission. The Chairperson and the County Executive from each member county within the Commission. If a member county is organized without a County Executive, the County Chairperson shall appoint a member of the County Board to serve as the second elected official from that county.~~
- B. ~~One person, who may be elected official from each participating county, selected by the Governor. One elected official from the largest city, or if no city the largest village, within each member county, appointed by the mayor, council president, or village president, depending on the specific form of government.~~
- C. ~~One (1) additional elected official from each 50,000 unit of population residing within a~~

~~member county as determined by the last federal decennial census. No additional representation hereunder shall be granted for any fractional part of the required population unit. One ex-officio representative of the Wisconsin Department of Transportation (WisDOT) may participate on transportation issues, subjects of concern and interest to their geographic areas, or due to noted/recognized expertise. This member must be appointed by WisDOT.~~

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

~~**Section 2. SELECTION OF MEMBERSHIP:** The Commission membership as set forth in the preceding Section 1 of this Article shall consist of members to include the following:~~

~~A. The Chairman of the County Board of each participating County and the County Executive, if any, of each participating County shall be members of said Commission.~~

~~B. One member from each participating County shall be appointed by the Governor from a list of six or more persons nominated by the respective County Boards, of which at least four shall be private citizens. In nominating private citizens, the County Board shall give preference to those persons having experience in multi-jurisdictional efforts in one or more of the following areas: land use planning, transportation, law, finance, engineering, recreation and natural resources development, social or economic planning.~~

~~C. The remaining elected officials comprising the representation allocated to each participating County under Section 1, Paragraph A, shall be appointed by the Chairman of the County Board or by the County Executive as the Wis. Stats. so provide and subject to confirmation by the County Board. In those counties having additional representation as specified in Section 1, Paragraph C, the first such representative shall be the mayor, or council president in cities with a council-manager plan, of the largest city in the County. All additional representatives~~

~~shall be either county supervisors, city mayors, aldermen or councilmen, village presidents or board members, town board chairmen or town board supervisors residing within the respective County.~~

Section 32. TERM OF OFFICE: ~~Those Commissioners who are appointed by the County Board Chairman or the County Executive~~ shall serve for a term of two (2) years, or until they cease to hold their public office, whichever comes first. Voting, ex-officio members shall serve continuously at the pleasure of the appointing body.

~~Those Commissioners appointed by the Governor shall serve for a four (4) year term.~~

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

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

ARTICLE IV - PURPOSES

The purposes for which the Commission is created are to engage in any lawful activity within the purposes for which regional planning commissions may be created under Wis. Stat. Section 66.0309.

ARTICLE V - POWERS, FUNCTIONS AND DUTIES

In general, the Regional Planning Commission shall have all of the powers necessary to enable it to perform its functions and promote regional planning.

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

- A. The Commission may conduct all types of research studies, collect and analyze data, prepare maps, charts and tables and conduct all necessary studies for the accomplishment of its other duties.
- B. The Commission may make plans for the physical, social and economic development of the region and may adopt by resolution any plan or the promotion of any plan so prepared as its official recommendation for the development of the region.
- C. The Commission may publicize and advertise its purposes, objectives and findings and may distribute reports thereon.
- D. The Commission may provide advisory services on regional planning problems to the local government units within the region and to other public and private agencies in matters relative to its functions and objectives.
- E. The Commission may act as a coordinating agency for programs and activities of such local units and agencies as the relate to its objectives.
- F. The Commission may accept aid in any form for the purpose of accomplishing regional planning from all governmental agencies whether local, state or federal if the conditions under which such aid is furnished is not incompatible with the provisions of Wis. Stat. Section 66.0309.
- G. The Commission may accept gifts and grants from public or private individuals or agencies if the conditions under which such grants are made are in accordance with the accomplishment of its objectives.
- H. The Commission shall make an annual report of its activities to the legislative bodies, the local governmental units within the region, and shall submit two copies of such report to the Legislative Reference Bureau.
- I. The Commission shall prepare a comprehensive planning program for the physical development of the region. The Commission may amend, extend or add to the comprehensive planning program or carry any part of such mater into greater detail.

- J. The Commission shall annually on or before October 1, of each year prepare and approve a budget reflecting the cost of its operation and services to the local governmental units within the region.

ARTICLE VI - PROPORTIONATE SHARE OF COSTS

The member counties of the Commission shall provide their proportionate share of the public funds necessary to meet the requirements of the budget in the amount represented by the percentage of their equalized valuation for tax purposes of the land, buildings and other improvements thereon of such local and governmental unit, within the region, to the total such equalized valuation within the region. The amount charged shall be in accordance with the most recent equalized valuation figures published by the Wisconsin Department of Taxation. The requested allocation from and levied upon each member county shall not exceed the statutory limits of a .003% of such equalized value under its jurisdiction within the region.

ARTICLE VII - ADMINISTRATION

The administrative affairs and the rules of procedure of the Regional Planning Commission shall be governed in the manner as provided for in the duly adopted By-laws of the Commission. In compliance with the statutory requirements, the said adopted By-laws shall provide for the election of a chairman and executive committee and an annual meeting of the said Commission.

ARTICLE VIII - WITHDRAWAL

A member county of the Commission may withdraw from the Regional Planning Commission at the end of any fiscal year by a two-thirds (2/3rds) vote of the members elect of its Board of Supervisors taken at least six months prior to the effective date of such withdrawal.

ARTICLE IX - AMENDMENTS

These Articles, except Article III, may be amended by resolutions duly adopted by the Board of Supervisors from a majority of the counties which are members of this Commission. Article III shall be amended only in accordance with resolutions approved by the governing bodies of a majority of local units within the region, and these units shall have in the aggregate at least half of the population of the region.

BY-LAWS
of the
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

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

BY-LAWS
of the
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

PREAMBLE

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

ARTICLE I - OFFICES

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

ARTICLE II - POWERS, DUTIES AND RESPONSIBILITIES

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

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

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

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

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

ARTICLE III - MEETINGS

Section 1. ANNUAL MEETING: There shall be an annual meeting of the Commission in conjunction with, and following, the April Quarterly Meeting for the appointment of standing committee membership, a presentation of the Commission's Annual Report of its activities and any other business as may properly come before it.

Section 2. QUARTERLY MEETINGS: In addition to the annual meeting, quarterly meetings of the Commission shall be held on the last Friday of January, April, July and October, except when a different date is designated by the officers. When the agenda of any meeting does not include resolutions for deliberation by the Commission or consideration of said resolutions may be delayed to the next meeting without adversely impacting the work flow of the Commission, the Chairperson may cancel and then reschedule any meeting at his discretion but may not cancel two consecutive meetings. The election of officers shall be conducted by the Commission at the April quarterly meeting. The annual budget, levy, and work program shall be adopted by the Commission at the July quarterly meeting. The annual budget and work program (not levy) shall be re-affirmed at the subsequent January meeting.

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

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

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

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

ARTICLE IV - COMPOSITION OF COMMISSION

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

- A. ~~The Chairperson and the County Executive from each member county within the Commission. If a member county is organized without a County Executive, the County Chairperson shall appoint a member of the County Board to serve as the second elected official from that county. Two elected officials from each member county which comprises the Commission.~~
- B. ~~One person, who may be an elected official from each participating county, selected by the Governor.~~
- CB. ~~No additional representation hereunder shall be granted for any fractional part of the required population unit. One elected official from the largest city, or if no city the largest village, within each member county, appointed by the mayor, council president, or village president, depending on the specific form of government.~~
- C. One ex-officio representative of the Wisconsin Department of Transportation (WisDOT) may participate on transportation issues, subjects of concern and interest to their geographic areas, or due to noted/recognized expertise. This member must be appointed by WisDOT.
- D. One ex-officio representative of a public agency that administers or operates major modes of transportation in the Fox Valley metropolitan planning organization area, including representation by providers of public transportation. [Note: This position will be held by the Transit Manager for Valley Transit].

Section 2. SELECTION OF MEMBERSHIP: ~~The Commission membership as set forth in the preceding Section 1 of this Article shall consist of members to include the following:~~

- A. ~~The Chairman of the County Board of each participating County and the County Executive, if any, of each participating County shall be members of said Commission.~~
- B. ~~One member from each participating County shall be appointed by the Governor from a list of two (2) or more persons nominated by the respective County Boards, of which at least one (1) shall be a private citizens. In nominating private citizens, the County Board shall give preference to those persons having experience in multi-jurisdictional efforts in one or more of the following areas: land use planning, transportation, law, finance, engineering, recreation and natural resources development, social or economic planning. The Commission shall reimburse the member Counties for any costs incurred in seeking/fulfilling this~~

position:

~~C. The remaining elected officials comprising the representation allocated to each participating County under Section 1, Paragraph A, shall be appointed by the Chairman of the County Board or by the County Executive as the Wis. Stats. so require or provide and subject to confirmation by the County Board [Note: see determination by Outagamie County Corporation Counsel in letter dated April 27, 2012]. In those counties having additional representation as specified in Section 1, Paragraph C, the first such representation shall be the mayor, or council president in cities with a council manager plan, of the largest city in the County. All additional representatives shall be either county supervisors, city mayors, aldermen or councilmen, village presidents or board members, town board chairman or town board supervisors residing within the respective County.~~

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

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

Section ~~32~~. TERM OF OFFICE: ~~Those~~ Commissioners ~~who are appointed by the County Board Chairman or the County Executive~~ shall serve for a term of two (2) years, or until they cease to hold their public office, whichever comes first. ~~Those Commissioners appointed by the Governor shall serve for a four (4) year term.~~ Voting, ex-officio members ~~as described in Section 2.D,~~ shall serve continuously at the pleasure of the appointing body.

Section ~~43~~. COMMISSION ALTERNATES: Any member of the Commission selected pursuant to Section ~~21~~, Paragraphs ~~A or C~~ of this ~~a~~Article may designate, in writing and with the concurrence of the Commission, a ~~permanent designee~~ representative as an alternate ~~provided the representative meets the provisions of Section 2, Paragraph C of this article.~~ Alternatively, for members serving under the provisions of Section 1., Paragraph C of this article as the first additional representative in counties having a population greater than 50,000, and then only when representing cities with council manager forms of municipal government, the current city manager may be designated as a permanent alternate by action of the member with concurrence by resolution of the council of said community. Such alternate representative may attend all meetings of the Commission or its committees and exercise all voting powers of the member, except when the member is present. Any member of the Commission may designate, in writing, a temporary alternate for any meeting of the Commission or its committees, except that an alternate may not be designated for more than two Commission meetings in succession. Temporary alternate representatives may attend all meetings of the Commission or its committees and exercise all voting powers of the member, except when the member is present.

Section ~~54~~. RESIGNATION: Any Commissioner ~~selected pursuant to Section 2, Paragraph C~~

~~of this article~~ who resigns his or her Commission membership or his or her elective office shall submit his or her resignation effective as of ~~his~~ the last day in office, and thereafter the vacancy shall be filled by appointment for the unexpired term by the County Board Chairperson (if a county) or the city council or village board. only, pursuant to Section 2, Paragraph C of this article. ~~Any Commissioner selected pursuant to Section 2, Paragraph B of this article who resigns shall submit his resignation to the Governor with a copy to the County Board Chairman or County Executive, and thereafter the vacancy shall be refilled pursuant to the provisions of Section 2, Paragraph B and Section 3 of this article.~~

ARTICLE V - OFFICERS

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

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

Section 3. REMOVAL: Any of the officers may be removed for cause and may be removed if incapacitated or unable to attend meetings and perform the duties of his office. Removal from office shall require a two-thirds (2/3rds) vote of the Commissioners present, voting at a legal meeting.

Section 4. VACANCIES: Should any office become vacant for any cause, the Commission shall select a successor from among the Commission members who will serve until the next April quarterly meeting of the Commission when the regular elections are held.

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

of \$1,000 beginning in 2020, with the first payment to be made in March, 2021 and then annually thereafter.

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

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

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

ARTICLE VI - MANAGEMENT

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

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

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

- A. **Steering Committee:** The Steering Committee shall be composed of at least eight (8) members who serve as their respective county board chair or their designee. The Chairperson and Vice-Chairperson positions for the Committee can, but is not required to be, the same as the current Commission Chairperson and Vice-Chairperson positions. The Secretary-Treasurer of the Commission shall be the secretary of the Steering Committee and shall attend all meetings of the Committee,

keep a record of the proceedings and perform such other duties as may be designated to him or her by the Committee. The Secretary-Treasurer shall be an ex-officio member of this Committee without voting privileges. The duties of the Committee shall include:

1. Ensure proper coordination and cooperation among the planning committees of the Commission and their respective citizens' or technical advisory committees.
2. Act in emergency situations with the full power and authority of the Commission taking appropriate action until action is taken at the next Commission meeting, subject only to the limitation of \$50,000 for any expenditure resulting from such action. Refer also to Article V, Section 5 regarding additional Chairperson authorities for the timely approval of County levy commitments for state and federal funding opportunities, and the Commission's Financial Procedures Manual for authorities of the Executive Director.
3. Keep the Commission advised of pending legislation affecting the Commission, its policies and its programs.
4. Prepare and submit at the quarterly July meeting a preliminary budget and work program for the purposes of establishing the levy.
5. Recommend entering into contracts with member governmental units for the provision of staff planning services.
6. Recommend the employment of auditors to audit the books of the Commission.
7. Direct the payment of any bills, claims or expenses incurred on behalf of and approved by the Commission.
8. Recommend the appointment of employees necessary to administer and carry out the functions of the Commission.
9. Recommend the salaries and wages of all employees of the Commission.
10. Recommend a per diem compensation, mileage and other expenses to be paid members of the Commission.
11. Direct and monitor the current planning, information system and administration, and overhead program elements.

B. Planning Committees: The composition of the various planning committees shall be determined by the Steering Committee. The general functions of the committees include:

1. Elect a Committee Chairperson and Vice-Chairperson as their first order of business at the first regular Committee meeting following the Annual Meeting.

The Steering Committee Chairperson and Vice Chairperson shall generally be the same as the current Commission Chairperson and Vice-Chairperson, but it is not required.

2. Provide orientation information for new Planning Committee members at the first meeting following the Annual Meeting.
3. Prepare the annual work program statement of activities for their respective program element(s).
4. Review detailed study designs for major work elements.
5. Monitor progress on work activities, review staff drafts of analytical reports and alternative plan and program proposals.
6. Report, advise and recommend on activities for their respective program element(s) including their responsibilities for elements of the regional comprehensive plan to the full Commission for action.
7. Review specific project proposals for conformance with adopted plans and policies.
8. Coordinate activities with those of other committees when necessary and desirable.
9. Maintain liaison with appropriate citizen and technical advisory committees.

The specific duties of the Planning committees are as follows:

- (a) **Regional Comprehensive Planning Committee:** This committee directs and monitors the regional comprehensive plan and oversees other matters of regional impact. The committee is also responsible for intergovernmental coordination and serves as the Regional Clearinghouse Review Sub-Committee which administers the review process according to procedures outlined in the Clearinghouse Review Manual.
- (b) **Economic Development Committee:** This Committee directs and monitors the economic development and housing program element and maintains liaison with respective technical advisory committees, including the Comprehensive Economic Development Strategy (CEDS) Committee. The CEDS Committee composition and operational structure is managed through the guidelines adopted by the Commission in Resolution No. 29-09.
- (c) **Transportation Committee:** This committee directs and monitors the transportation program element and maintains liaison with the Transportation Policy Advisory Committees and the Transportation Technical Advisory Committee.
- (d) **Open Space and Environmental Management Committee:** This committee

directs and monitors the open space and environmental management program element and maintains liaison with the Open Space Technical Advisory Committee and the Environmental Management Technical Advisory Committee.

- (e) **Community Facilities Committee:** This committee directs and monitors the community facilities program element. The committee has responsibility to act on-behalf of the Commission for sewer service area amendments and reviews. The committee maintains liaison with the Sewer Service Area Technical Advisory Committee.

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

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

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

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

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

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

and in carrying out the work of the Commission.

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

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

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

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

ARTICLE VIII - FISCAL YEAR

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

ARTICLE IX - SEAL

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

ARTICLE X - AMENDMENTS

Section 1. Except as described in Section 2, below, these By-laws may be amended at any quarterly meeting of the Commission. The Secretary-Treasurer shall mail to each member of the Commission a copy of the proposed amendment or amendments to the By-laws. This shall be done not less than ten (10) days prior to the date of the meeting at which they will be considered. Amendment of these By-laws shall require a majority vote of the Commissioners

present, voting at a legal meeting (when a quorum is present).

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

ARTICLE XI - COMPLIANCE WITH FEDERAL AND STATE OF WISCONSIN LAW

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

ARTICLE XII – METROPOLITAN PLANNING ORGANIZATION FUNCTION & RESPONSIBILITIES

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

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

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

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

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

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

- A. Approve goals and objectives of the transportation planning process;
- B. Review and approval the Long Range Transportation Plans (LRTPs) and its updates or revisions;
- C. Review and adopt changes in transportation planning concepts;
- D. Review and approve the Unified Planning Work Program (UPWP);
- E. Review and adopt the Transportation Improvement Program (TIP) including project priorities and approve any changes in the priority schedule;
- F. Ensure the efficient and effective use of the Federal Highway Administration (FHWA) Section 112 and the Federal Transit Administration (FTA) Section 5303 planning funds;
- G. Serve as liaison representatives between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan;
- H. Ensure citizen participation and transparency within the transportation planning process through proactive policies and procedures.

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

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

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

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

RESOLUTION NO. 11-21

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

WHEREAS, the Articles of Organization (“Articles”) and the By-Laws authorize a majority of the counties that are members of the Commission to make certain amendments to the Articles and By-Laws; and

WHEREAS, however, the Articles and By-Laws reserve to the local units within the Commission the authority to determine the composition of the Commission; and

WHEREAS, the Commission’s Steering Committee has recommended to the Commission and is recommending to both the member counties and the local units the amendments to the Articles and the By-Laws described below; and

WHEREAS, the Commission’s Steering Committee has reconsidered its prior recommendation and now recommends to the Commission and to the local units, respectively, their approval of the revised set of Articles and By-Laws that are attached to this resolution;

RESOLVED, that the Commission does hereby approve the revisions to the By-Laws as more fully set forth in Exhibit A, which is attached and incorporated by reference; and

FURTHER RESOLVED, that the Commission does hereby recommend that Article III of the Articles describing the composition of the Commission also be amended as more fully set forth in Exhibit B; and

FURTHER RESOLVED, that the Commission’s Executive Director is authorized and directed to present the recommended amendments of the Articles and the By-Laws to both the member counties and the local units consistent with the revisions set forth in Exhibit A and Exhibit B; and

FURTHER RESOLVED, that the Commission’s Executive Director is authorized and directed to take such further action as may be necessary and appropriate to accomplish the intended purposes of this Resolution.

Effective Date: April 30, 2021

Submitted By: Steering Committee

Prepared By: Melissa A. Kraemer Badtke, Executive Director

Martin Farrell

Martin Farrell (May 4, 2021 14:31 CDT)

Martin Farrell, Chair – Fond du Lac Co.

Resolution 11-21

Final Audit Report

2021-05-04

Created:	2021-04-30
By:	TIM BADTKE (TBADTKE@ECWRPC.ORG)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbfYEvCoDJ_60HJvChI3C8K8YGHYJlzo

"Resolution 11-21" History

-  Document created by TIM BADTKE (TBADTKE@ECWRPC.ORG)
2021-04-30 - 5:41:09 PM GMT- IP address: 74.87.97.22
-  Document emailed to Martin Farrell (martin.farrell@fdlco.wi.gov) for signature
2021-04-30 - 5:41:23 PM GMT
-  Email viewed by Martin Farrell (martin.farrell@fdlco.wi.gov)
2021-05-04 - 7:30:49 PM GMT- IP address: 147.219.50.80
-  Document e-signed by Martin Farrell (martin.farrell@fdlco.wi.gov)
Signature Date: 2021-05-04 - 7:31:20 PM GMT - Time Source: server- IP address: 147.219.50.80
-  Agreement completed.
2021-05-04 - 7:31:20 PM GMT

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

COMMISSION COMPOSITION & PROPOSED BYLAWS CHANGES

Updated: 4/30/2021

COMMISSION BOARD COMPOSITION		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Number of Commissioners	36	31
CALUMET COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Mayor of Largest City	Mayor of Largest City
	Governor's Appt.	
Number of Commissioners	4	3
FOND DU LAC COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Executive	County Executive
	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Council Pres. of Largest City	Council Pres. of Largest City
	Governor's Appt.	
Number of Commissioners	5	4
MENOMINEE COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Governor's Appt.	County Bd. Appt.
Number of Commissioners	3	3
OUTAGAMIE COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Executive	County Executive
	County Bd. Chair	County Bd. Chair
	Mayor of Largest City	County Bd. Appt.
	County Bd. Appt.	County Bd. Appt.
	County Bd. Appt.	Mayor of Largest City
Number of Commissioners	6	5
SHAWANO COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Governor's Appt.	County Bd. Appt.
Number of Commissioners	3	3
WAUPACA COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Mayor of Largest City	Mayor of Largest City
	Governor's Appt.	
Number of Commissioners	4	3
WAUSHARA COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Governor's Appt.	County Bd. Appt.
Number of Commissioners	3	3
WINNEBAGO COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Executive	County Executive
	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	County Bd. Appt.	County Bd. Appt.
	Mayor of Largest City	Mayor of Largest City
Number of Commissioners	6	5
EX-OFFICIO MEMBERS APPLETON (FOX CITIES) MPO		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representatives	WisDOT	WisDOT
	Valley Transit	Valley Transit
Number of Commissioners	2	2

DATE: May 19, 2021

TO: Waupaca County Supervisors

FROM: Melissa Kraemer Badtke, Executive Director

RE: Recommendations of Amendments to Articles of Organization and By-laws

The East Central Wisconsin Regional Planning Commission (ECWRPC) is a regional planning agency serving Calumet, Fond du Lac, Menominee, Outagamie, Shawano, Waupaca, Waushara, and Winnebago Counties. Regional Planning Commissions were formed by the executive order of the governor under Wis. State Statutes §66.0309. The Wisconsin statutes specify that regional planning commissions are to provide intergovernmental planning and coordination for physical, social and economic development of the region.

The East Central Wisconsin Regional Planning Commission is recommending amendments to the East Central's Articles of Organization and By-laws to remove the Gubernatorial appointments because of the extreme delays in obtaining the Appointments for the Commission Board. The Commission Board made additional changes to the Articles of Organization and the By-laws and both documents were finalized and approved by the Commission Board on April 30, 2021.

Enclosed you will find a copy of the revised Articles of Organization and the By-laws for your review. For your convenience we are also enclosing a draft form resolution the Commission is recommending that you approve. The following steps would need to be taken by the local units of government, including the Counties to assist in this process:

1. A majority of the local units of governments (as defined as counties, towns, villages, and cities) would need to approve a resolution amending East Central's Articles of Organization and the By-laws.
2. A copy of the signed resolution will need to be sent Melissa Kraemer Badtke, Executive Director at mbadtke@ecwrpc.org.

If you have any questions, please contact:

Melissa Kraemer Badtke, Executive Director
East Central Wisconsin Regional Planning Commission
Phone: 920-886-6828
Cell Phone: 920-2020-1479
Email: mbadtke@ecwrpc.org

Resolution No. 15 (2020-2021)

Subject: 2021 Budget Amendment

WHEREAS, Waupaca County has determined that the expansion of good, high quality broadband internet is seen as vital to the overall health and vitality of the county; and

WHEREAS, the current problem with quality broadband internet availability that meets federal standards occurs mainly in the unincorporated areas of Waupaca County where the wireline broadband internet providers do not offer service; and

WHEREAS, the quickest and easiest way to provide this service in these underserved areas is by using fixed wireless technology; and

WHEREAS, the current broadband expansion project utilizes this fixed wireless technology to not only serve these underserved areas but also our school districts with a stated emphasis on targeting low to moderate income households; and

WHEREAS, the Wisconsin Department of Administration through the Community Development Block (CDGB) Grant Program has awarded Waupaca County \$460,065 for this project; and

WHEREAS, due to the increased cost and decreased availability of steel and the increased scope of the project, the present anticipated budget shortfall for this project is \$400,000.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Supervisors supports the completion of the project and authorizes a transfer of \$400,000 from the General Fund Unassigned Balance of \$10,402,895 to the Capital Improvement Fund for funding of the broadband tower project for costs not covered by the CDBG Block Grant; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that a 2021 Budget Amendment in the amount of \$860,065 is authorized for the broadband tower project.

Passed this 15 day of June 2021

_____ Ayes _____ Nays

ATTEST:

Jill Lodewegen
Waupaca County Clerk

APPROVED AS TO FORM:

Diane L. Meulemans, Corporation Counsel

RECOMMENDED FOR INTRODUCTION BY
THE WAUPACA COUNTY FINANCE
COMMITTEE

ISSUER COMMENT

5 May 2021

RATING

General Obligation (or GO Related) ¹

Aa2 No Outlook

Contacts

Francisco Gonzalez +1.214.979.6863
Associate Lead Analyst
francisco.gonzalez@moody.com

Rachel Cortez +1.312.706.9956
Associate Managing Director
rachel.cortez@moody.com

CLIENT SERVICES

Americas 1-212-553-1653
Asia Pacific 852-3551-3077
Japan 81-3-5408-4100
EMEA 44-20-7772-5454

Waupaca County, WI

Annual Comment on Waupaca County

Issuer Profile

Waupaca County is located in east central Wisconsin and the county seat of Waupaca is approximately 50 miles west of Green Bay. The county has a population of 51,245 and a low population density of 68 people per square mile. The county's median family income is \$72,971 (2nd quartile) and the March 2021 unemployment rate was 4.8% (2nd quartile) ². The largest industry sectors that drive the local economy are manufacturing, retail trade, and health services.

We regard the coronavirus outbreak as a social risk under our environmental, social and governance framework, given the substantial implications for public health and safety and the economy. We do not see any material immediate credit risks for Waupaca County. However, the situation surrounding coronavirus is rapidly evolving and the longer term impact will depend on both the severity and duration of the crisis. If our view of the credit quality of Waupaca County changes, we will update our opinion at that time.

Credit Overview

The credit position for Waupaca County is very high quality. Its Aa2 rating matches the US counties median of Aa2. The key credit factors include a solid position, an exceptionally light debt burden and a moderate pension liability. It also reflects a solid tax base and a healthy wealth and income profile.

Finances: The financial position of the county is solid and is relatively favorable when compared to the assigned rating of Aa2. The cash balance as a percent of operating revenues (34%) is roughly equivalent to the US median, but suffered contractions from 2015 to 2019. Moreover, the fund balance as a percent of operating revenues (25.2%) is slightly under the US median.

Debt and Pensions: The county has a very small debt burden and is favorable with respect to its Aa2 rating. The net direct debt to full value (0.7%) is consistent with the US median, and remained flat between 2015 and 2019. That said, the pension liability of Waupaca County is moderate and is weak relative to the assigned rating of Aa2. The Moody's-adjusted net pension liability to operating revenues (1.2x) is roughly equivalent to the US median.

Economy and Tax Base: The economy and tax base of the county are strong. The full value (\$4.3 billion) is below the US median. Additionally, the full value per capita (\$84,296) approximates the US median. Lastly, the median family income equates to 96.1% of the US level.

The coronavirus caused an unprecedented economic slowdown. We currently forecast US GDP to gradually recover in 2021. Local governments with the highest exposure to tourism, hospitality, healthcare, retail, and oil and gas could have a much slower recovery.

Management and Governance: Wisconsin counties have an institutional framework score ³ of "A", which is moderate. The sector's major revenue source, property tax revenue, is subject to a cap which limits increases to amounts represented by net new construction growth. However, counties may implement a 0.5% sales tax, which diversifies operating revenue. Revenues and expenditures tend to be predictable. Across the sector, fixed and mandated costs are generally moderate. Counties have a high ability to reduce expenditures, as workforces are mainly comprised of non-public safety employees, for whom collective bargaining is limited.

Sector Trends - Wisconsin Counties

In May 2020, the Wisconsin Supreme Court overturned the state's "safer at home" order, lifting previous restrictions on non-essential businesses and public gatherings. However, the lifting of social distancing mandates will vary by region and will affect how quickly economic activity returns to normal or near-normal levels. Sales tax revenues are expected to decline given restrictions on consumer activities. Unpaid real estate taxes are generally retained at the county level for subsequent collection, increasing county exposure to any tax delinquencies related to broader economic pressures caused by the coronavirus pandemic. Wisconsin counties with significant exposure to nursing homes may experience challenges affecting the health care industry. Most Wisconsin counties participate in the Wisconsin Retirement System, which is relatively well-funded. Overall, fixed costs are manageable and not a pressure for counties.

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on www.moodys.com for the most updated credit rating action information and rating history.

EXHIBIT 1

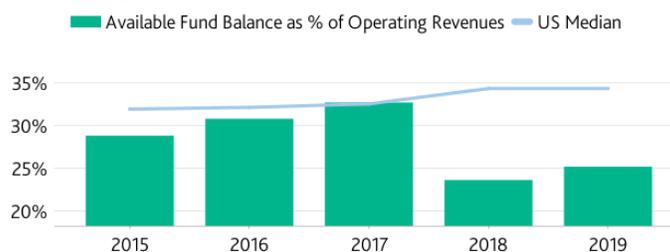
Key Indicators 4.5 Waupaca County

	2015	2016	2017	2018	2019	US Median	Credit Trend
Economy / Tax Base							
Total Full Value	\$3,849M	\$3,935M	\$4,133M	\$4,204M	\$4,336M	\$8,266M	Improved
Full Value Per Capita	\$73,858	\$75,722	\$80,021	\$80,528	\$84,296	\$88,050	Improved
Median Family Income (% of US Median)	96%	95%	95%	95%	96%	93%	Stable
Finances							
Available Fund Balance as % of Operating Revenues	28.8%	30.8%	32.7%	23.6%	25.2%	34.3%	Stable
Net Cash Balance as % of Operating Revenues	56.3%	75.6%	78.6%	69.3%	34.0%	39.5%	Weakened
Debt / Pensions							
Net Direct Debt / Full Value	0.9%	0.8%	0.6%	0.9%	0.7%	0.5%	Stable
Net Direct Debt / Operating Revenues	0.75x	0.64x	0.53x	0.79x	0.67x	0.56x	Stable
Moody's-adjusted Net Pension Liability (3-yr average) to Full Value	0.8%	1.1%	1.2%	1.3%	1.3%	1.2%	Stable
Moody's-adjusted Net Pension Liability (3-yr average) to Operating Revenues	0.67x	0.97x	1.12x	1.17x	1.16x	1.39x	Stable
	2015	2016	2017	2018	2019	US Median	
Debt and Financial Data							
Population	52,125	51,974	51,651	52,217	51,444	N/A	
Available Fund Balance (\$000s)	\$13,462	\$14,232	\$14,785	\$11,109	\$12,198	\$26,112	
Net Cash Balance (\$000s)	\$26,314	\$34,950	\$35,586	\$32,583	\$16,457	\$30,464	
Operating Revenues (\$000s)	\$46,746	\$46,256	\$45,257	\$47,047	\$48,467	\$72,972	
Net Direct Debt (\$000s)	\$35,017	\$29,667	\$24,198	\$37,325	\$32,500	\$40,647	
Moody's Adjusted Net Pension Liability (3-yr average) (\$000s)	\$31,345	\$44,837	\$50,598	\$54,999	\$56,250	\$97,433	

Source: Moody's Investors Service

EXHIBIT 2

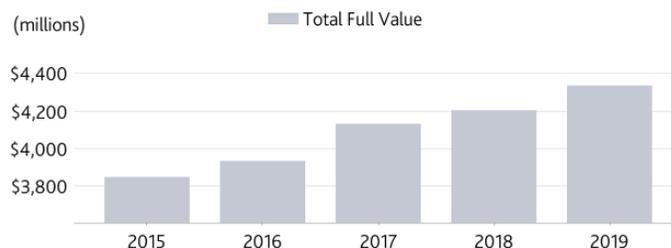
Available fund balance as a percent of operating revenues decreased from 2015 to 2019



Source: Issuer financial statements; Moody's Investors Service

EXHIBIT 3

Full value of the property tax base increased from 2015 to 2019



Source: Issuer financial statements; Government data sources; Offering statements; Moody's Investors Service

EXHIBIT 4

Moody's-adjusted net pension liability to operating revenues increased from 2015 to 2019



Source: Issuer financial statements; Government data sources; Offering statements; Moody's Investors Service

Endnotes

- The rating referenced in this report is the issuer's General Obligation (GO) rating or its highest public rating that is GO-related. A GO bond is generally backed by the full faith and credit pledge and total taxing power of the issuer. GO-related securities include general obligation limited tax, annual appropriation, lease revenue, non-ad valorem, and moral obligation debt. The referenced ratings reflect the government's underlying credit quality without regard to state guarantees, enhancement programs or bond insurance.
 - The demographic data presented, including population, population density, per capita personal income and unemployment rate are derived from the most recently available US government databases. Population, population density and per capita personal income come from the American Community Survey while the unemployment rate comes from the Bureau of Labor Statistics.
- The largest industry sectors are derived from the Bureau of Economic Analysis. Moody's allocated the per capita personal income data and unemployment data for all counties in the US census into quartiles. The quartiles are ordered from strongest-to-weakest from a credit perspective: the highest per capita personal income quartile is first quartile, and the lowest unemployment rate is first quartile.
- The institutional framework score assesses a municipality's legal ability to match revenues with expenditures based on its constitutionally and legislatively conferred powers and responsibilities. See [US Local Government General Obligation Debt \(July 2020\)](#) methodology report for more details.
 - For definitions of the metrics in the Key Indicators Table, [US Local Government General Obligation Methodology and Scorecard User Guide \(July 2014\)](#). Metrics represented as N/A indicate the data were not available at the time of publication.
 - The medians come from our most recently published local government medians report, [Medians - Tax base expansion bolsters revenue, but pensions remain a hurdle \(May 2020\)](#), which is available on [Moody's.com](#). The medians presented here are based on the key metrics outlined in Moody's GO methodology and the associated scorecard.

© 2021 Moody's Corporation, Moody's Investors Service, Inc., Moody's Analytics, Inc. and/or their licensors and affiliates (collectively, "MOODY'S"). All rights reserved.

CREDIT RATINGS ISSUED BY MOODY'S CREDIT RATINGS AFFILIATES ARE THEIR CURRENT OPINIONS OF THE RELATIVE FUTURE CREDIT RISK OF ENTITIES, CREDIT COMMITMENTS, OR DEBT OR DEBT-LIKE SECURITIES, AND MATERIALS, PRODUCTS, SERVICES AND INFORMATION PUBLISHED BY MOODY'S (COLLECTIVELY, "PUBLICATIONS") MAY INCLUDE SUCH CURRENT OPINIONS. MOODY'S DEFINES CREDIT RISK AS THE RISK THAT AN ENTITY MAY NOT MEET ITS CONTRACTUAL FINANCIAL OBLIGATIONS AS THEY COME DUE AND ANY ESTIMATED FINANCIAL LOSS IN THE EVENT OF DEFAULT OR IMPAIRMENT. SEE APPLICABLE MOODY'S RATING SYMBOLS AND DEFINITIONS PUBLISHED BY MOODY'S ANALYTICS, INC. AND/OR ITS AFFILIATES. MOODY'S CREDIT RATINGS, ASSESSMENTS, OTHER OPINIONS AND PUBLICATIONS DO NOT ADDRESS ANY OTHER RISK, INCLUDING BUT NOT LIMITED TO: LIQUIDITY RISK, MARKET VALUE RISK, OR PRICE VOLATILITY. CREDIT RATINGS, NON-CREDIT ASSESSMENTS ("ASSESSMENTS"), AND OTHER OPINIONS INCLUDED IN MOODY'S PUBLICATIONS ARE NOT STATEMENTS OF CURRENT OR HISTORICAL FACT. MOODY'S PUBLICATIONS MAY ALSO INCLUDE QUANTITATIVE MODEL-BASED ESTIMATES OF CREDIT RISK AND RELATED OPINIONS OR COMMENTARY PUBLISHED BY MOODY'S ANALYTICS, INC. AND/OR ITS AFFILIATES. MOODY'S CREDIT RATINGS, ASSESSMENTS, OTHER OPINIONS AND PUBLICATIONS DO NOT CONSTITUTE OR PROVIDE INVESTMENT OR FINANCIAL ADVICE, AND MOODY'S CREDIT RATINGS, ASSESSMENTS, OTHER OPINIONS AND PUBLICATIONS ARE NOT AND DO NOT PROVIDE RECOMMENDATIONS TO PURCHASE, SELL, OR HOLD PARTICULAR SECURITIES. MOODY'S CREDIT RATINGS, ASSESSMENTS, OTHER OPINIONS AND PUBLICATIONS DO NOT COMMENT ON THE SUITABILITY OF AN INVESTMENT FOR ANY PARTICULAR INVESTOR. MOODY'S ISSUES ITS CREDIT RATINGS, ASSESSMENTS AND OTHER OPINIONS AND PUBLISHES ITS PUBLICATIONS WITH THE EXPECTATION AND UNDERSTANDING THAT EACH INVESTOR WILL, WITH DUE CARE, MAKE ITS OWN STUDY AND EVALUATION OF EACH SECURITY THAT IS UNDER CONSIDERATION FOR PURCHASE, HOLDING, OR SALE.

MOODY'S CREDIT RATINGS, ASSESSMENTS, OTHER OPINIONS, AND PUBLICATIONS ARE NOT INTENDED FOR USE BY RETAIL INVESTORS AND IT WOULD BE RECKLESS AND INAPPROPRIATE FOR RETAIL INVESTORS TO USE MOODY'S CREDIT RATINGS, ASSESSMENTS, OTHER OPINIONS OR PUBLICATIONS WHEN MAKING AN INVESTMENT DECISION. IF IN DOUBT YOU SHOULD CONTACT YOUR FINANCIAL OR OTHER PROFESSIONAL ADVISER.

ALL INFORMATION CONTAINED HEREIN IS PROTECTED BY LAW, INCLUDING BUT NOT LIMITED TO, COPYRIGHT LAW, AND NONE OF SUCH INFORMATION MAY BE COPIED OR OTHERWISE REPRODUCED, REPACKAGED, FURTHER TRANSMITTED, TRANSFERRED, DISSEMINATED, REDISTRIBUTED OR RESOLD, OR STORED FOR SUBSEQUENT USE FOR ANY SUCH PURPOSE, IN WHOLE OR IN PART, IN ANY FORM OR MANNER OR BY ANY MEANS WHATSOEVER, BY ANY PERSON WITHOUT MOODY'S PRIOR WRITTEN CONSENT.

MOODY'S CREDIT RATINGS, ASSESSMENTS, OTHER OPINIONS AND PUBLICATIONS ARE NOT INTENDED FOR USE BY ANY PERSON AS A BENCHMARK AS THAT TERM IS DEFINED FOR REGULATORY PURPOSES AND MUST NOT BE USED IN ANY WAY THAT COULD RESULT IN THEM BEING CONSIDERED A BENCHMARK.

All information contained herein is obtained by MOODY'S from sources believed by it to be accurate and reliable. Because of the possibility of human or mechanical error as well as other factors, however, all information contained herein is provided "AS IS" without warranty of any kind. MOODY'S adopts all necessary measures so that the information it uses in assigning a credit rating is of sufficient quality and from sources MOODY'S considers to be reliable including, when appropriate, independent third-party sources. However, MOODY'S is not an auditor and cannot in every instance independently verify or validate information received in the rating process or in preparing its Publications.

To the extent permitted by law, MOODY'S and its directors, officers, employees, agents, representatives, licensors and suppliers disclaim liability to any person or entity for any indirect, special, consequential, or incidental losses or damages whatsoever arising from or in connection with the information contained herein or the use of or inability to use any such information, even if MOODY'S or any of its directors, officers, employees, agents, representatives, licensors or suppliers is advised in advance of the possibility of such losses or damages, including but not limited to: (a) any loss of present or prospective profits or (b) any loss or damage arising where the relevant financial instrument is not the subject of a particular credit rating assigned by MOODY'S.

To the extent permitted by law, MOODY'S and its directors, officers, employees, agents, representatives, licensors and suppliers disclaim liability for any direct or compensatory losses or damages caused to any person or entity, including but not limited to by any negligence (but excluding fraud, willful misconduct or any other type of liability that, for the avoidance of doubt, by law cannot be excluded) on the part of, or any contingency within or beyond the control of, MOODY'S or any of its directors, officers, employees, agents, representatives, licensors or suppliers, arising from or in connection with the information contained herein or the use of or inability to use any such information.

NO WARRANTY, EXPRESS OR IMPLIED, AS TO THE ACCURACY, TIMELINESS, COMPLETENESS, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OF ANY CREDIT RATING, ASSESSMENT, OTHER OPINION OR INFORMATION IS GIVEN OR MADE BY MOODY'S IN ANY FORM OR MANNER WHATSOEVER.

Moody's Investors Service, Inc., a wholly-owned credit rating agency subsidiary of Moody's Corporation ("MCO"), hereby discloses that most issuers of debt securities (including corporate and municipal bonds, debentures, notes and commercial paper) and preferred stock rated by Moody's Investors Service, Inc. have, prior to assignment of any credit rating, agreed to pay to Moody's Investors Service, Inc. for credit ratings opinions and services rendered by it fees ranging from \$1,000 to approximately \$5,000,000. MCO and Moody's Investors Service also maintain policies and procedures to address the independence of Moody's Investors Service credit ratings and credit rating processes. Information regarding certain affiliations that may exist between directors of MCO and rated entities, and between entities who hold credit ratings from Moody's Investors Service and have also publicly reported to the SEC an ownership interest in MCO of more than 5%, is posted annually at www.moody.com under the heading "Investor Relations — Corporate Governance — Director and Shareholder Affiliation Policy."

Additional terms for Australia only: Any publication into Australia of this document is pursuant to the Australian Financial Services License of MOODY'S affiliate, Moody's Investors Service Pty Limited ABN 61 003 399 657 AFSL 336969 and/or Moody's Analytics Australia Pty Ltd ABN 94 105 136 972 AFSL 383569 (as applicable). This document is intended to be provided only to "wholesale clients" within the meaning of section 761G of the Corporations Act 2001. By continuing to access this document from within Australia, you represent to MOODY'S that you are, or are accessing the document as a representative of, a "wholesale client" and that neither you nor the entity you represent will directly or indirectly disseminate this document or its contents to "retail clients" within the meaning of section 761G of the Corporations Act 2001. MOODY'S credit rating is an opinion as to the creditworthiness of a debt obligation of the issuer, not on the equity securities of the issuer or any form of security that is available to retail investors.

Additional terms for Japan only: Moody's Japan K.K. ("MJKK") is a wholly-owned credit rating agency subsidiary of Moody's Group Japan G.K., which is wholly-owned by Moody's Overseas Holdings Inc., a wholly-owned subsidiary of MCO. Moody's SF Japan K.K. ("MSFJ") is a wholly-owned credit rating agency subsidiary of MJKK. MSFJ is not a Nationally Recognized Statistical Rating Organization ("NRSRO"). Therefore, credit ratings assigned by MSFJ are Non-NRSRO Credit Ratings. Non-NRSRO Credit Ratings are assigned by an entity that is not a NRSRO and, consequently, the rated obligation will not qualify for certain types of treatment under U.S. laws. MJKK and MSFJ are credit rating agencies registered with the Japan Financial Services Agency and their registration numbers are FSA Commissioner (Ratings) No. 2 and 3 respectively.

MJKK or MSFJ (as applicable) hereby disclose that most issuers of debt securities (including corporate and municipal bonds, debentures, notes and commercial paper) and preferred stock rated by MJKK or MSFJ (as applicable) have, prior to assignment of any credit rating, agreed to pay to MJKK or MSFJ (as applicable) for credit ratings opinions and services rendered by it fees ranging from JPY125,000 to approximately JPY550,000,000.

MJKK and MSFJ also maintain policies and procedures to address Japanese regulatory requirements.

CLIENT SERVICES

Americas	1-212-553-1653
Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

WAUPACA COUNTY'S
FISCAL YEAR
2022
BUDGET MANUAL



**COUNTY OF WAUPACA
FINANCE & CENTRAL SERVICES OFFICE**

**Heidi R. Dombrowski
Finance Director**

**811 Harding Street, Waupaca, WI 54981
Phone: (715) 258-6488 Fax: (715) 258-6209**

Sheri Wieters
Assistant Finance Director
(715) 258-6383

Rena Conery
Purchasing Asset Manager
(715) 258-6346

Kay Suehs
Accounting Technician
(715) 258-6486

June 9, 2021

Waupaca County Department Heads
Waupaca County Board of Supervisors
Waupaca County Committees of Jurisdiction

Re: Coordination of the Fiscal Year 2021 Budgeting Process

Dear Department Heads and County Board Supervisors:

As Waupaca County begins to prepare for the 2022 Budget Process, we are anticipating reductions to the County's economic resources and State allocations to fund operating expenditure increases. In addition, the State of Wisconsin imposed levy limits restrict the county in increasing the operating levy to the percent of growth in net new construction. The five year average for net new construction is \$221,622 (.96%), which is approximately .33% of the 2021 budgeted operating expenditures and an approximate .93% increase from 2021 budgeted operating levy. With the continued operating expenditure increases, limited allowable increase to operating levy and anticipated economic impact, the County must seek additional operating revenue sources, or reductions to operating expenditures.

We must also bear in mind that the county taxpayers are the ones who have to bear the burden of paying for all the services that we provide. Based on five year average, an estimated increase to equalized value is projected at 2.7%.

Waupaca County will begin the 2022 budget process by updating the 5-Year Capital Improvement Plan, in which the first year of the plan will be implemented into the annual budget process. Human Resources will begin calculations of employee wages to include scheduled step increases for 2022 and any market adjustments recommended by Human Resources Committee and adjustments to WRS rates and insurance premiums once set for 2022. In July, Departments will receive 2022 Budget Worksheets to begin calculating all other operating expenditures anticipated, and revenue expectations for 2022.

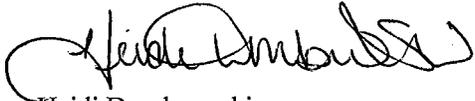
The following guidelines should be followed when departments develop their Year 2022 budgets:

1. budget for revenues and expenditures at levels that are realistic and fall in line with historical trends;
2. read the budget manual which lists deadlines and provides guidelines for users; and
3. continue to develop long range plans for future years so that we are able to maintain the current services that we provide.

The Waupaca County Department Heads will be again working together to provide a comprehensive budget. As we move forward, please follow the budget calendar closely in order to ensure accurate figures throughout the budget process. If you are unable to meet the budget calendar deadlines, please contact the Finance Department Staff.

The Finance Committee members wish to thank you for all your efforts (both past and present), and would appreciate your cooperation in developing a workable Year 2022 budget.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Heidi Dombrowski". The signature is fluid and cursive, with a large initial "H" and "D".

Heidi Dombrowski
Waupaca County Finance Director
On Behalf of the Waupaca County
Finance Committee

BUDGET CALENDAR

June 7, 2021: Distribute Capital Improvement Program Plan to Department Heads and request any updates to the plan.

June 15, 2021: Budget Manual distributed to County Board of Supervisors and Department Heads.

June 30, 2021: **Submit Office Automation Requests to the Information Systems Department for review, approval and cost estimates. Please include any new equipment needs for requested new positions.**

July 15, 2021: **Submit all capital improvement requests and updates to the Finance Department to be inserted into the Capital Improvement Program.**

July 31, 2021: **Submit 2022 New or Expanded Position Requests to the Human Resources Department.**

August, 2021: Salary and fringe benefit calculations will be updated through position budgeting to reflect the 2022 WRS Rate, health insurance premium rate changes, and other adjustments.

July 1, 2021 through August 31, 2021:

Establish your departmental goals and strategies.

Prioritize your special projects if applicable.

Develop your departmental budget.

Double check with other departments to avoid budgeting for duplicate services.

Receive approval of your preliminary budget from your committee of jurisdiction.

Consult with the Finance Office for guidance on new programs or consolidation of past programs or new expenditure / revenue account titles.

August 31, 2021:

Submit to the Finance Office the expenditure and revenue account budget worksheets.

September, 2021:

Department Head Management Team to review and propose changes to 2022 Budget presented by individual department heads to collaborate an acceptable budget document to be presented to the Finance Committee and upon their approval, to the County Board.

October 26, 2021:

County Board Reading of the 2022 Proposed Budget.

November 9, 2021:

Public Hearing on 2022 Proposed Budget, along with Resolution Adopting the 2022 Budget.

BUDGETARY GUIDELINES

Department Heads and their committees of jurisdiction should use the following guidelines when completing their budget worksheets and their Year 2022 - 2026 Capital Improvement Plan.

EXPENSE CATEGORY

FINANCE COMMITTEE RECOMMENDATION

Wages & Fringe Benefits

Wage & Fringe Benefit Analysis must be completed by the **Human Resources Office** based upon approved positions within your department.

New position requests must be submitted to Human Resources by July 31st, 2021. Be sure to include costs for equipment (including computer and telephone) for new position on the IT Equipment Request form.

Telephone

No scheduled increase anticipated.

Postage

No schedule increase anticipated.

Office Supplies

Increase of 2% overall.

Advertising/Publication

Increase of 2% overall.

Mileage & Meal Rates

Mileage rate of \$.57 for board & employee travel. Employees are allowed to claim up to \$34.00 per day for meals.

Capital Outlay

Request quotes from vendors.

YEAR 2022 COMPUTER HARDWARE & SOFTWARE BUDGETARY GUIDELINES

Please consult with the **Information Technology Department** as you compile your Year 2022 Office Automation Request, including equipment needed for new position requests. Technology continues to change dramatically each year. They are best equipped to answer your questions on computer hardware and software pricing. Please be sure to hand in your completed Year 2021 Office Automation Requests on time so that the Information Technology Department and Committee can begin their review of all requests early. Information Technology personnel will contact you with dates to present your needs to the Information Technology Committee.

YEAR 2022 OFFICE EQUIPMENT BUDGETARY GUIDELINES

Please contact the **County Clerk's Office** to help you budget for Year 2022 office furniture/equipment. In complex requests, several vendor quotations may be the best information available to budget a realistic figure. In addition, departments should be aware that the County can and has accessed state contract pricing for many items used in day to day office operations.

YEAR 2022 CAPITAL IMPROVEMENT PLAN

If departments have anticipated capital outlay needs for buildings, major renovations and large equipment that would make their normal operating budget seem unrealistic, please contact the **Finance Office** to schedule a review of the project. The project may have to be addressed as part of the County's overall Capital Improvement Program, while smaller equipment purchases up to \$25,000 will be addressed in the department's operating budget.

BUDGET PROCEDURES

The 2022 Budget Module will be available no later than **July 15, 2021** for departments who have access to the Budget Module. Blank worksheets will also be distributed by **July 15, 2021**. Please review to make sure we did not exclude any account (expense or revenue). If you notice any mistakes in department numbers or any line item detail, please notify the **Finance Office** so that we may correct our chart of accounts. We will also generate new worksheets if you so desire.

The Personnel Service portion of the budget will be updated on the worksheets as amounts are calculated for all current authorized positions, scheduled step increases and recommended market adjustments, along with estimated 2022 benefit information as it becomes available.

New position requests **must be coordinated through the Human Resources Office**. Procedures concerning new position requests have been formulated. Please contact the **Human Resources Office** for deadlines and instructions for this upcoming budget year. **New position requests are not to be incorporated into the budget worksheets until Human Resources Committee and Finance Committee grants approval.**

Employee retirements in the next fiscal year should be projected. Sick leave payouts must be shown under the line item called sick leave pay. Please contact Human Resources Department for calculation of payouts for budget purposes.

Another area of concern is compensated leaves of absence. Typically, accumulated sick leave and vacation are used up during this process. This may leave your department in a budget crunch if you have to assign a LTE to perform critical duties when an employee goes on a leave of absence. Therefore, the Finance Committee would like you to project any such situations.

Finally, remaining line items other than salary and fringe benefits must be completed within the budget worksheets. If any such line item is no longer used, please draw a deletion line through that item. The Finance Office will mark that item for future deletion if there has not been any activity within the last two years. **The Finance Office would appreciate the fact that your worksheets contain numbers and comments that are legible.**

DEPARTMENTAL BUDGET SUBMISSION CHECKLIST

TO BE RETURNED TO INFORMATION TECHNOLOGY DEPARTMENT

_____ Year 2021 Office Automation Request Forms – **DEADLINE 6/30/2021.**

TO BE RETURNED TO FINANCE DEPARTMENT BY JULY 15, 2021

_____ Updated Capital Improvement Program For the Year 2022 – 2026 Capital Projects Fund Budget.

TO BE RETURNED TO HUMAN RESOURCES OFFICE – DEADLINE 7/31/2021

_____ Request For New Personnel,

_____ Limited Term and/or Seasonal Employee Budget Request Form, and

_____ Department Letter Regarding Potential Retirements, Potential Leaves of Absences and
_____ Potential Changes in Staffing Levels.

TO BE RETURNED TO FINANCE OFFICE – DEADLINE 8/31/2020

_____ Completed 2022 Expenditure and Revenue Budget Worksheets, if applicable,

_____ Department Letter with Suggested Budget Process Improvements, and

_____ Copy of your Year 2022 Office Automation Request Forms.