**Sample Resolution 2 [Resolution Number \_\_\_\_\_\_\_]**

**Delegation of Approval Authority for Functional Classification Changes in Rural Areas**

**WHEREAS,** a comprehensive functional classification system review is conducted across the state of Wisconsin after the decennial census update; and

**WHEREAS,** the Wisconsin Department of Transportation (WisDOT), Bureau of Planning and Economic Development (BPED) and Division of Transportation Systems Development (DTSD) conducts the functional classification review with the cooperation of county stakeholders; and

**WHEREAS,** the county stakeholder provides a qualified individual(s) to review proposed functional classification changes; and

**WHEREAS,** in accordance with federal regulation set forth by Federal Highway Administration (FHWA) under 23 CFR §§470.103 and 470.105, proposed changes to the functional classification system are required to be approved by a county board; and

**NOW, THEREFORE BE IT RESOLVED:** the [\_\_INSERT TITLE OF BOARD\_\_\_] is responsible for approving proposed functional classification changes; and

**BE IT FURTHER RESOLVED:** that the county board may delegate approval authority for functional classification to a qualified individual(s) by position title; and

**BE IT FURTHER RESOLVED:** that the county board delegates the functional classification approval authority to [\_\_\_qualified individual(s’) TITLE(S)\_\_\_]; and

**BE IT FURTHER RESOLVED:** the delegation of the functional classification approval authority to the individual(s) possessing the job title of [\_\_\_INSERT TITLE\_\_\_], must be adopted by the county board; and

**BE IT FURTHER RESOLVED:** after approval of a change to functional classification by delegate, the approver must notify the county board of the approved change, and the board’s acknowledgement of the change must be reflected in the meeting minutes; and

**BE IT FURTHER RESOLVED:** once the functional classification proposal has been sent to the county board for review and discussion, the reviewer must abide by the Timeframes for Review of Functional Classification and Boundary Changes policy.

This resolution is hereby adopted by [county board] this \_\_\_\_\_\_ day of \_\_\_\_\_\_,\_\_year\_\_

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Name, title Name, title