

## MEETING NOTICE

### APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION (MPO) TECHNICAL ADVISORY COMMITTEE

DATE: Monday, September 19, 2022  
TIME: 10:00am  
PLACE: Virtual Meeting  
LINK: <https://meet.goto.com/500353173>  
PHONE: [+1 \(872\) 240-3311](tel:+18722403311)  
Access Code: 500-353-173

#### AGENDA

1. Introductions
2. Discussion and action on July 19, 2022 Meeting Minutes
3. Staff Report
  - a. Economic Impact Study
4. Discussion on the draft Comprehensive Safety Action Plan
5. Discussion on the draft Appleton (Fox Cities) TMA Transportation Improvement Program (TIP) 2023
6. Discussion on the Draft 2023 Unified Planning Work Program and Budget
7. Adjourn

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

MEETING MINUTES

Appleton (Fox Cities) Transportation Management Area (TMA)  
Technical Advisory Committee  
Virtual  
Monday, July 19, 2022

Committee Members Present

James Merten ..... City of Neenah  
George Dearborn ..... Village of Fox Crossing  
Ellen Skerke ..... Town of Neenah  
Mark Lahay ..... City of Appleton  
Maggie Mahoney ..... Town of Buchanan  
Joe Zellmer ..... Outagamie County Hwy Dept  
Dean Steingraber ..... Outagamie County Hwy Dept  
Dave Vickman ..... Valley Transit  
Mark Mommaerts ..... Village of Harrison  
Katie Schwartz ..... Town of Grand Chute  
Jordan Jolma ..... Village of Greenville  
Brian Rickert ..... Village of Greenville  
Lindsey Kemnitz ..... Town of Grand Chute  
Holly Femal ..... Village of Kimberly  
Holly Keenan ..... Lutheran Social Services  
Joe Stephenson ..... City of Kaukauna  
Scott Nelson ..... City of Kaukauna

Wisconsin DOT Staff Present

Nick Weber ..... WisDOT NE Region  
Scott Nelson ..... WisDOT

ECWRPC Staff Present

Kim Biedermann ..... ECWRPC  
Tanner Russell ..... ECWRPC  
Colin Kafka ..... ECWRPC  
Matt Halada ..... ECWRPC

The meeting was called to order by Chair Merten at 1:31 PM.

**1. Introductions**

**2. Discussion and action on June 27, 2022 Meeting Minutes**

Mr. Dearborn motioned to approve the June 06, 2022 Meeting Minutes. Dave Vickman seconded. Motion passed.

**3. Discussion and possible action STP-Urban Program FFY 2023-2026 Applications**

Mr. Russell outlined the Surface Transportation Program – Urban funding for FFY 2023-2026. The final allocation is \$4,570,436, which was the estimate that was given at the June meeting. Selected projects would be eligible for up to 80% federal funding or as little as 50% federal funding. Staff recommendations were

Option 1: City of Appleton, Lawe Street, and Village of Fox Crossing, Shady Lane, and Option 2: Town of Grand Chute, Spencer St. Final staff recommendation is to fund Option 1 projects at 70.6% of eligible project costs for the full allocation, or up to the full allocation of supplemental funds. Mr. Russell noted that the history of STP-Urban Funds was added to the document. Mr. Halada noted that since the last meeting they did meet individually with the applicants and followed up with information to them and added the history of STP-Urban Funds to the document for the committee, noting that the history will be part of the memos given to committee members for the future. The committee discussed concerns from Mr. Rickert about the funding recommendations and the overall recommendation not including the Village of Greenville's project. Mr. Halada stated there has been some discussion on revisiting and revising the scoring criteria as it has been the same for quite a while, but because of the tight timeline this year it could not be revised for this funding cycle. The committee discussed ideas to include in the scoring criteria. Mr. Merten asked if there was further discussion and called for a motion. Mr. Dearborn motioned to move forward with Option 1 as presented, Mr. Lahay seconded the motion. Motion carried.

#### **4. Staff Report**

- a. Bike Share Program
  - i. Ms. Biedermann and Ms. Femal discussed the partnership between ECWRPC and Fox Cities Greenways, Inc. to explore the feasibility of a bike share program in the Fox Cities, which is identified in our bicycle and pedestrian plan. ECWRPC is looking for input from our local municipalities on their thoughts on a regional bike share program. Input is greatly appreciated and requested on an online survey by July 26, 2022.
- b. Comprehensive Safety Action Plan (CSAP)
  - i. Ms. Biedermann outlined that ECWRPC will be working on the creation of a CSAP for the two MPOs within the region. Staff are examining the components and devising a work plan. In the coming months, ECWRPC will be working with municipalities on identifying roadways and streets that may qualify for future implementation funding under this program to ensure these are identified in the plan. Any questions, please reach out to Ms. Biedermann directly.
- c. Discuss 2023 Work Program projects
  - i. Mr. Halada and Ms. Biedermann outlined that ECWRPC staff will be working on the creation of the 2023 Unified Planning Work Program for the three urbanized areas and rural areas within the region. Staff members are currently seeking input to add items that your communities need assistance with in 2023. Examples were given as corridor study, roadway inventory, etc. The sooner that staff knows the better so it can be integrated into the work plan. Any questions, please reach out to Ms. Biedermann.
- d. Discuss Transportation Improvement Program – Illustrative Projects
  - i. Mr. Halada and Mr. Russell reviewed that ECWRPC is currently seeking submittals for the Appleton (Fox Cities) TMA Illustrative Projects list until August 5, 2022. Staff has developed a new way

for communities in the TMA to submit projects to the TIP list through an interactive survey. Any questions, please reach out to Mr. Tanner Russell.

**5. Adjourn**

Mr. Zellmer motioned to adjourn. Mr. Rickert seconded the motion. Motion carried. Meeting adjourned at 2:05 PM.

**TO:** Appleton (Fox Cities) Technical Advisory Committee

**FROM:** ECWRPC Transportation Staff

**DATE:** September 19, 2022

**RE:** Staff Report – Transportation Program

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**Staffing Update:** Brenna Root was hired as our new Associate Planner – Transportation. Brenna has a public health background and has experience with community engagement. Kim Dieck was hired as our new Associate Planner for the Safe Routes to School Program. Kim is a former teacher and will be working to expand the safe routes to school curriculum.

We are also hiring a Principal Planner for the Transportation Program and a link to the job description can be found here - <https://www.ecwrpc.org/2022/09/02/were-hiring-associate-planner-transportation/>. First review of applications will be on Monday, September 19<sup>th</sup>. Please forward the job description to anyone that may be interested.

### **Special Projects**

***Equity in Engagement Toolkit and Guidebook: Save the Date!*** There will be a training on ECWRPC's soon-to-be-completed Equity in Engagement Toolkit and Guidebook on October 20, 2022 from 8am-noon. You can register online at <https://forms.gle/nTqtqhK8CAgi6j4aA> . Registration will close on Friday, October 14<sup>th</sup>.

ECWRPC staff is currently working with Toole Design Group, LLC. to finalize the Equity in Engagement Toolkit and Guidebook. While the toolkit and guidebook are being developed to assist ECWRPC staff in engagement surrounding their planning efforts, this will be a resource for other communities to use.

***Transportation Technical Assistance Program:*** ECWRPC staff continue to work with Toole Design Group, LLC. on the four technical assistance projects that were selected as part of this program. All projects are anticipated to be completed by October 31, 2022.

### **Roadways**

- **Miovision Traffic Cameras:** Earlier in the summer ECWRPC staff recorded counts at the intersection of STH 114 (Plank Rd.) and Melissa St. in Menasha. This was flagged as a potentially hazardous area for bicycles and pedestrians based on the alignment of the intersection. We are currently working on processing the bicycle and pedestrian counts to see what improvements to recommend. Please contact ECWRPC staff if you have any locations you would like traffic counts for.
- **Northeast Region Travel Demand Model (NERTDM):** ECWRPC staff is working on two traffic forecasts in the Appleton (Fox Cities) MPO. Traffic projections with updated counts were used to project future traffic numbers on CTH JJ between STH 47 and CTH A. Staff also compiled traffic projections at the intersections surrounding the new Neenah High School to predict future traffic volumes. Please contact ECWRPC staff for additional information on traffic forecasts/projections.

### **Active Transportation**

- **Economic Impact Study:** The contract with the consultant (Econsult Solutions, Inc.) wrapped up this summer. Two draft final reports were provided as deliverables: a technical memo and a summary document. Overall, a positive economic impact was found for the current and proposed bicycle and pedestrian network in Calumet, Fond du Lac, Outagamie, and Winnebago counties. A draft of these reports can be found online at <https://www.ecwrpc.org/programs/transportation/bicycle-and-pedestrian-planning/>.
- **High Cliff Connection:** The draft document for the High Cliff Connection Master Plan was released for public comment in early August 2022. Information on the proposed connection from the Fox Cities to High Cliff State Park can be found online at <https://hkgi.mysocialpinpoint.com/high-cliff-connection>. The website also outlines the dates of community presentations. The project is expected to be completed by September 30, 2022. The Nelson Family Foundation within the Community Foundation for the Fox Valley Region has committed \$2M to implement this connection.

### **Safe Routes to School**

- Staff attended Badger Elementary Back to School Bash and promoted the Walking School Bus Program. Five families signed up to participate in the Walking School Bus.
- Safe Routes to School kicked off the ***We take time to slow down in school zones*** educational campaign. There are 27 schools in Calumet, Outagamie, and Winnebago counties that are participating in this campaign.
- Safe Routes to School staff worked with Collaborative Learning Network to hold a School Siting Training. We worked with an area school district that is heading into a referendum to build a new elementary school.
- Staff are prepping for Walk to School Day events, which will be held on Wednesday, October 5<sup>th</sup>.

### **Transit and Specialized Transportation**

- **Aging and Disability Resource Center (ADRC):** Specialized Transportation Ridership is slowly increasing as more events return to in-person offerings and the elderly and disabled community is more comfortable traveling throughout the county. ECWRPC staff attends the Specialized Transportation Committee meetings.
- **Equity Outreach:** ECWRPC staff meets monthly with the Hispanic Interagency Coalition to hear topics, opportunities, and concerns impacting the area's Hispanic population and agencies who serve diverse communities. This outreach includes information on employment, healthcare, cultural events, Covid response, transportation access, and refugee concerns.
- **WI Non-driver Needs:** ECWRPC staff participates in the ESTHER Transportation Task Force and Fox Valley Thrives, in conjunction with transit agency and county health staff to learn about issues facing regional community members without access to personal vehicles. Topics include employment transportation, medical transportation, access to community resources and events.

**TO:** Appleton (Fox Cities) MPO Technical Advisory Committee

**FROM:** Colin Kafka, Associate Planner

**DATE:** September 14, 2022

**RE:** Comprehensive Safety Action Plan

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East Central Wisconsin Regional Planning Commission will be developing the **Comprehensive Safety Action Plan (CSAP)** for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations starting in September of 2022 and ending in July of 2023.

The ECWRPC Comprehensive Safety Action Plan will meet the requirements of the US Department of Transportation [Safe Streets and Roads for All \(SS4A\) Action Plan Grant](#). A completed **Action Plan** is **required** for municipalities to be eligible to apply for **Safe Streets and Roads for All Implementation Grants**. SS4A Implementation Grants provide federal funding for municipalities to conduct further planning, implement safety strategies, and construct projects identified in the Action Plan.

The CSAP will enable participating municipalities within the Appleton (Fox Cities) and Oshkosh MPOs to apply for SS4A Implementation Grants and is intended for communities who wish to apply for SS4A Implementation Grants or similar State/Federal grant programs.

The CSAP will:

- (1) Inventory existing safety trends on roadway segments and at intersections as well as research existing municipal safety policies to evaluate their efficacy,
- (2) Construct a Safety Analysis Model that will incorporate crash severity, crash frequency, traffic volume, socio-economic variables (potentially utilizing the Justice 40 framework), and municipal anecdotal data to identify/rank roadways that should be prioritized for
- (3) encourage policy reform to work towards improving safety for all roadway users implementation funding, and
- (4) Provide valuable recommendations and tangible strategies to construct safer infrastructure and in the MPOs.

ECWRPC is forming a committee of local stakeholders to guide the development of the document that will meet a total of six (6) times with an initial kick-off meeting in September 2022. This committee will serve as a technical resource on the CSAP; however, ECWRPC staff will also coordinate with local municipalities on the development of this plan. In addition, ECWRPC will begin crafting the Safety Analysis Model by utilizing crash, policy, and socio-economic data.

**TO:** Appleton (Fox Cities) Technical Advisory Committee

**FROM:** Tanner Russell, Associate Transportation Planner

**DATE:** September 19, 2022

**RE:** Appleton (Fox Cities) TMA – Transportation Improvement Program (TIP) 2023

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The Transportation Improvement Program (TIP) is an annually prepared program of transportation projects that will be utilizing federal funding assistance in their implementation. This TIP includes projects within the Appleton (Fox Cities) Transportation Management Area (TMA). East Central Wisconsin Regional Planning Commission (ECWRPC) has updated the Transportation Improvement Program (TIP) for the Appleton (Fox Cities) TMA. ECWRPC staff has worked with WisDOT Northeast Region, transit operators, and local government officials to compile this list of projects for the 2023-2026 program years.

Beginning on page A-1 has the Illustrative Projects, please check to ensure the projects that you submitted are listed in this table and the funding levels are correct.

The 2023 Appleton (Fox Cities) TIP began the 30-day public review period on September 18, 2022 and concludes October 18, 2022. The document can be viewed at this location beginning on Friday, September 16, 2022:

<https://www.ecwrpc.org/programs/fox-cities-and-oshkosh-mpo/transportation-improvement-program/>.

This is for informational purposes for the members of the Technical Advisory Committee and we are requesting that local communities review the document. The Appleton (Fox Cities) TMA – Transportation Improvement Program (TIP) 2023 will be on the agendas for the Transportation Committee and the Commission Board for their consideration in October, 2022.

If you have any comments or questions, please send those to Tanner Russell via email at [trussell@ecwrpc.org](mailto:trussell@ecwrpc.org).



**TO:** Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Technical Advisory Committee

**FROM:** Melissa Kraemer Badtke, Executive Director

**DATE:** September 19, 2022

**RE:** Draft 2023 Unified Planning Work Program

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The Unified Planning Work Program (UPWP) is developed annually and outlines the planning priorities and projects that will be completed by the MPO staff in the upcoming year. In addition, MPO staff must ensure that the plan is consistent with federal and state regulations and that there is coordination with local communities, the Wisconsin Department of Transportation, Federal Highway Administration, and Federal Transit Administration (23 CFR 450.308(b)). The draft 2023 Unified Planning Work Program has been developed and East Central staff has met with WisDOT, FHWA, and FTA to discuss the planning priorities and projects for 2023.

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

- **Administration:** Continue to administer the Appleton (Fox Cities) MPO programming and ensuring it is consistent with federal and state regulations.
- **Title VI Plan:** Update the Title VI Plan in accordance with WisDOT and federal guidance; this plan is updated every three years and was last adopted in October 2020.
- **Public Participation Plan:** Update the public participation plan, which lays out procedures to provide opportunities for all area residents to participate in the update and development of ECWRPC's transportation planning documents.
- **MPO Boundaries:** Update the Appleton (Fox Cities) Urbanized and Metropolitan Planning Area Boundaries.
- **Functional Classification Network:** Update the functional classification network to be consistent with the Urbanized and metropolitan planning area boundaries.
- **Plan Implementation and Updates:** Implement and update MPO Planning documents as guidance regarding the Bipartisan Infrastructure Law (BIL) is provided. The planning documents include:
  - Long Range Transportation Plan
  - Transportation Improvement Plan (developed annually)
  - Congestion Management Plan
  - Bicycle and Pedestrian Plan
- **Northeast Travel Demand Model:** Coordinate with WisDOT to update the Northeast Travel Demand Model with the new boundaries, the functional classification network and data provided by the U.S. Census Bureau.
- **Comprehensive Safety Action Plan:** Develop the Comprehensive Safety Action Plan for Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations.
- **5310 Program Administration:** Work in coordination with Valley Transit to administer the 5310 grant program.
- **Ridership and Fare Equity Survey:** Work with Valley Transit to develop and implement a ridership and fare equity survey.

- **Coordinated Public Transit Human Services Transportation Plans:** Coordinate with local partners, including transit agencies and human services departments to identify the transportation needs of those individuals who are not able to provide their own transportation; provide strategies to meet those needs; and prioritize services for funding and implementation. These plans are updated for each ECWRPC member county every four to five years.

A copy of the draft 2023 Unified Planning Work Program can be viewed at the following website: <https://www.ecwrpc.org/programs/transportation/work-program-and-budget/>. Any questions or comments can be emailed to Melissa Kraemer Badtke at [mbadtke@ecwrpc.org](mailto:mbadtke@ecwrpc.org).