

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

COMMITTEE MEMBERS: Dick Koeppen, Nick Kesler, Sadie DiNatale-Bruda (Perm Alt for Thomas Nelson), John Zorn (Alternate for Steve Abel), Patrick Mullen, Thomas Kautza, Robert Keller, Ron McDonald, Scott Nelson

Date: Tuesday, January 10, 2023 – Virtual

1. Vice Chair Keller welcomed attendees to the meeting and called the meeting to order at 1:32 p.m.
2. **Roll Call** - Introduction of Alternates, Staff and Guests

Committee Members Present:

Nick Kesler.....	Calumet County
John Zorn (Alt. for Steve Abel)	Fond du Lac County
Tom Kautza	Shawano County
Sadie DiNatale-Bruda (Perm Alt for Thomas Nelson).....	Outagamie County
Robert Keller.....	Winnebago County
Dick Koeppen	Waupaca County
Nick Weber for Scott Nelson	WisDOT – NE Region Rep

Committee Members Excused:

Patrick Mullen	Fond du Lac County
Ron McDonald.....	Valley Transit
Scott Nelson	WisDOT – NE Region Rep

ECWRPC Staff and Guests Present:

Melissa Kraemer Badtke.	Executive Director
Kim Biedermann	Principal Planner
Tanner Russell.....	Associate Planner
Brenna Root.....	Associate Planner
Mike Zuege	GIS Manager
Leann Buboltz.....	Administrative Coord

3. **Approval of Agenda / Motion to Deviate** – A motion by Mr. Kautza and second by Mr. Koeppen to approve of the agenda as posted. Motion carried unanimously.
4. **Public Comment** – No public comment.
5. **Approval of the October 18, 2022 Transportation Committee Meeting Minutes** – A motion was made by Mr. Zorn and second by Mr. Koeppen to approve of the minutes as presented. Motion carried unanimously.
6. **Announcements and Updates**
 - A. Roadway Staff Report.
 1. Urban Area Boundary and Functional Classification Update – Mr. Russell, Associate Planner, shared that the Metropolitan Planning Organizations (MPOs) received the U.S. Census Bureau-defined urban areas in late 2022 and are expected to work with local municipalities to have the adjusted Urban Area Boundary completed and approved by June, 2024. He noted Roadway Functional Classification review begins after the urban boundary adjustment process and has an impact on which road segments will be eligible for Surface Transportation Block Grant and Transportation Alternatives Set-Aside funding. Staff will also be working with small urban areas (i.e. New London, Waupaca, Shawano, Ripon, etc.) to

assist them in updating their urban areas and the functional classified roadways. Mr. Russell also indicated work on the Travel Demand Model is taking place on CTH JJ (Ballard Rd. to French Rd.) and Ballard Rd. (I-41 to CTH JJ) with completion anticipated in mid-January. (List is not all inclusive)

2. Active Transportation – Bicycle and Pedestrian Planning - Ms. Biedermann, Principal Planner, shared with the members a three-hour workshop, conducted by Toole Design Group, LLC, took place where they discussed best practices in maintaining active transportation facilities throughout all four seasons. Ms. Biedermann also stated the Wisconsin Department of Transportation (WisDOT) created the Safe Transportation Alternatives for Rural Schools (STARS) initiative to enhance the application and delivery process for Safe Routes to School programming in rural communities through the Transportation Alternatives Set-aside Program.
3. Safe Routes to School (SRTS) - Ms. Biedermann, Principal Planner, shared that staff completed audits at 14 schools in the Fond du Lac area. She also noted that the Winter Walk guidebook, which provides schools ideas for planning an event(s), is being incorporated within the classroom curriculum. Also mentioned was that the Walking School Bus Program is ongoing with new area schools showing interest.
4. Specialized Transportation Coordinated Planning - Ms. Biedermann, Principal Planner, stated that each County must keep an updated Specialized Transportation Coordination Plan to receive 5310 and 85.21 funds (which support specialized transportation for seniors and individuals with disabilities). She noted that East Central staff began to organize the public outreach for 2023
5. WSP Consultant Contract – Ms. Kraemer-Badtke, Executive Director, shared with the Committee that ECWRPC entered into a contract with WSP to provide guidance regarding the MPO structure for the Appleton (Fox Cities) and Oshkosh MPOs. She stated that earlier discussion noted the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs) may join together; however, written communication received from the Federal Highway Administration stated that will not be the case. Staff will continue to review and refine the MPOs' processes and clarify who should be represented on the MPO boards, respectively.
6. Comprehensive Safety Action Plan – Kim Biedermann, Principal Planner, gave a brief overview of the purpose of the plan. She shared that ECWRPC staff will be working with communities in the Appleton (Fox Cities) and Oshkosh MPOs to create a Comprehensive Safety Action Plan (CSAP). It is anticipated the plan will be completed in July 2023, and it would go before the Commission for adoption at the July 2023 quarterly commission meeting.

7. Business / Action Items

- A. **Proposed Resolution 02-23:** Approving the Equity in Engagement Toolkit and Guidebook for the Appleton (Fox Cities) and Oshkosh MPOs (<https://www.ecwrpc.org/wp-content/uploads/2022/12/Equitable-Engagement-Toolkit-and-Guidebook.pdf>) Ms. Biedermann, Principal Planner, shared that in January 2022, the Commission entered into contract with Toole Design Group, LLC. She noted that a draft of the Equitable Engagement Toolkit and Guidebook was presented at a 2022 workshop and feedback was incorporated into the final draft document. Also shared with the members is that this toolkit will be a resource for East Central staff and local communities to engage community members throughout the planning process.

A motion was made by Mr. Kautza and second by Mr. Koeppen to approve of **Resolution 02-23:** Approving the Equity in Engagement Toolkit and Guidebook for the Appleton (Fox Cities) and Oshkosh MPOs. Motion carried unanimously.

- B. **Proposed Resolution 03-23:** Amending the 2023 Unified Transportation Work Program and the Annual MPO Self-Certification and the Regional Transportation Program Self-Certification for the East Central Wisconsin Regional Planning Commission. Ms. Biedermann, Principal Planner, shared with committee members this is to amend the work program and budget to include a 5304 grant that GO Transit applied for. She noted that any planning dollars under this program must appear in the work program and budget, even though East Central will not be working on the project. This is per guidance from the Federal Transit Administration.

A motion was made by Ms. DiNatale-Bruda and second by Mr. Kesler to approve of the **Proposed Resolution 03-23:** Amending the 2023 Unified Transportation Work Program and the Annual MPO Self-Certification and the Regional Transportation Program Self-Certification for the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

- C. **Reaffirmation of Proposed Resolution 54-22:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2022. Mr. Russell, Associate Planner, stated that this is a reaffirmation of the TIP amendment that was voted on at the December steering committee meeting. He shared that due to timing deadlines, the steering committee had to act on behalf of the full Commission. It was noted that the Wisconsin Department of Transportation (WisDOT) has requested amendments to the Transportation Improvement Program to add projects to the current I-41 expansion project listed in the Transportation Improvement Program (TIP). WisDOT requested the Surface Transportation Block Grant Program – Urban (STBG-Urban) 2023-2026 projects funded through the Bipartisan Infrastructure Law (BIL) be added to the TIP. He also noted that there is a pavement replacement on CTH B in Calumet County and a resurface on Washington/Tayco Street in the City of Menasha that WisDOT were requested as well. These projects are anticipated to be included in the February letting process. Projects include the following: TIP Number 252-22-052, TIP Number 252-22-057, TIP Number 252-22-059, TIP Number 252-22-060, TIP Number 252-22-061, TIP Number 252-22-062, TIP Number 252-22-063, TIP Number 252-22-064.

A motion was made by Mr. Kautza and a second by Mr. Koeppen to approve of **Reaffirmation of Proposed Resolution 54-22:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2022. Motion carried unanimously.

- D. **Reaffirmation of Proposed Resolution 55-22:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Mr. Russell, Associate Planner, stated that this is a reaffirmation of the TIP amendment that was voted on at the December steering committee meeting. He shared that due to the timing deadlines, the steering committee had to act on behalf of the full Commission. It was noted that the WisDOT has requested amendments to add projects to the current I-41 expansion project listed in the TIP. WisDOT requested the Surface Transportation Block Grant Program – Urban (STBG-Urban) 2023-2026 projects funded through the Bipartisan Infrastructure Law (BIL) be added to the TIP. Also noted is that there is a pavement replacement on CTH B in Calumet County as well as a resurface on Washington/Tayco Street in the City of Menasha that WisDOT has requested as well. These projects are anticipated to be included in the February letting process. Projects include the following: TIP Number 252-22-052, TIP Number 252-22-057, TIP Number 252-22-059, TIP Number 252-22-060, TIP Number 252-22-061, TIP Number 252-22-062, TIP Number 252-22-063, TIP Number 252-22-064.

A motion was made by Ms. DiNatale-Bruda and a second by Mr. Weber to approve of **Reaffirmation of Proposed Resolution 55-22:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Motion carried unanimously

- E. **Proposed Resolution 04-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Mr. Russell shared with the members that the 2023 Transportation Improvement Program (TIP) was approved on October 28, 2022. He noted that the Wisconsin Department of Transportation (WisDOT) has requested

Transportation Improvement Program (TIP) numbers on multiple new projects for the 2023-2026 funding cycle where projects need to be amended into the TIP to receive the TIP numbers required for federal funding. WisDOT requested that a project to add a planning and administration funds to the I-41 expansion be amended into the TIP. Valley Transit also requested a TIP number be assigned for an application for funds to be used in property acquisition related to the downtown Appleton Transit Center. TIP Number: 252-23-043: Valley Transit – Property Acquisition and TIP Number: 252-23-044: I-41 Project.

A motion was made by Mr. Weber and second by Mr. Koeppen to approved of **Proposed Resolution 04-23**: Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 as presented. Motion carried unanimously.

8. Informational/Discussion Items

- A. Additional Funding for the Oshkosh MPO Surface Transportation Projects update by Mr. Russell, Associate Planner. East Central staff was recently notified that the two Oshkosh MPO projects that were selected as part of the BIL 2022 STBG solicitation were awarded additional funds for the 2022 state fiscal year. These projects include S. Washburn Street and Osborne Avenue. No action is needed as this is only informational since the Commission Board serves as the policy board for the Oshkosh MPO and the funds have already been obligated for the projects.
- B. County Roundtable Discussion (*as time permits*)
 - 1. Vice Chair Keller – Winnebago County shared that he took part in the January WI Towns Association meeting which was very well attended and informative.
 - 2. Ms. DiNatale-Burda – Outagamie County shared that they are working on their first Bicycle & Pedestrian Plan partnering with the Toole Design Group.
 - 3. Mr. Weber – Wisconsin Department of Transportation (WisDOT) – NE Region– Chad DeGraves is the new Deputy Director for the NE Region. Also, the I-41 design plan continues with a 2025 start date. Mr. Kautza shared that a concern exists regarding the future costs of projects due to inflation.
- C. North Central WisDOT Updates-<https://projects.511wi.gov/weeklyupdates-nc/>
- D. Northeast WisDOT Updates - <https://projects.511wi.gov/weeklyupdates-ne/>

9. Establish Time and Place for Next Commission Meeting

- A. **Transportation Committee Meeting:** *The next Transportation Committee Meeting will take place April 11, 2023 at 1:30 p.m. Further details will be forthcoming.*
- B. **Commission Meeting:** *The next Commission meeting will be held on Friday, January 27, 2023 at 10:00 a.m. – Virtual. Further details will be forthcoming.*

10. Adjourn – A motion was made by Mr. Koeppen and second by Mr. Zorn to adjourn with the time noted at 2:10 p.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator
ECWRPC