

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

COMMITTEE MEMBERS: *Dick Koeppen, Nick Kesler, John Zorn (Alt for Steve Abel), Thomas Kautza, Robert Keller, Joe Moore (Perm Alt for Keith Heisler), Vacant, Lee Hammen, Ron McDonald, Nick Weber*

Date: Tuesday, October 17, 2023 – In-person

1. Mr. Keller welcomed attendees to the meeting and called the meeting to order at 1:30 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
Lee Hammen, Vice Chair	Outagamie County
Tom Kautza	Shawano County
Dick Koeppen (virtual)	Waupaca County
Robert Keller, Chair	Winnebago County
Nick Weber	WisDOT – NE Region Rep

Committee Members Excused:

Vacant.....	Menominee County
Joe Moore (<i>Perm Alt for Keith Heisler</i>).....	Fond du Lac County
Ron McDonald.....	Valley Transit

ECWRPC Staff and Guests Present:

Melissa Kraemer Badtke.	Executive Director
Craig Moser	Deputy Director
Kim Biedermann	Principal Planner
Jennie Mayer	SRTS - Coordinator
Mike Zuege.....	GIS Manager
Casey Peters	Associate Planner
Brenna Root Whitby	Associate Planner
Leann Buboltz.....	Administrative Coord

3. **Approval of Agenda / Motion to Deviate** – A motion by Mr. Kautza and second by Mr. Hammen to approve of the agenda as posted. Motion carried unanimously.
4. **Public Comment** – No public comment.
5. **Approval of the July 11, 2023** Transportation Committee Meeting Minutes – A motion was made by Mr. Zorn and second by Mr. Hammen to approve of the minutes as presented. Motion carried unanimously.
6. **Announcements and Updates**
 - A. Staff Report presented by Melissa Kraemer Badtke. (list not all inclusive)

ROADWAYS

Certification Review: Ms. Kraemer Badtke shared that on August 22 and August 23, ECWRPC staff participated in the Appleton (Fox Cities) Transportation Management Area Certification Review with the Federal Highway Administration and the Federal Transit Administration. Mary Forlenza, FHWA Planning and Program Development Team Leader will be presenting those

findings at the January 2024 Quarterly Commission meeting. It is anticipated that changes will need to occur with the Appleton MPO, separating out the Policy Board out from the Commission.

ACTIVE TRANSPORTATION

College Avenue Corridor: Ms. Kraemer Badtke reported that Outagamie County, in partnership with East Central Wisconsin Regional Planning Commission and stakeholders, was selected as one of 15 communities throughout the United States to receive a Community Connectors grant program award through Smart Growth America. She noted that the Community Connectors is a grant program to support small and mid-sized cities in repairing the damage of divisive infrastructure through capacity-building grants and technical support. The program is led by Smart Growth America in collaboration with Equitable Cities, the New Urban Mobility Alliance, and America Walks. Community Connectors is supported by the Robert Wood Johnson Foundation and ECWRPC staff will serve as part of the core team for this project.

SAFE ROUTES TO SCHOOL

SRTS Action Plan Update: Ms. Kraemer Badtke shared that ECWRPC Staff worked with the Kimberly Area School District this past spring/summer to update their Safe Routes to School Action Plan.

Shawano School District: Ms. Kraemer-Badtke also noted that ECWRPC Staff recently had the opportunity to attend and present at a meeting in Shawano which brought together Facilities Directors from 17 area schools. Staff presented on the Action Plan process and the benefits to the school community. She shared that staff will be working with the Shawano School District this fall to develop their SRTS Action Plan.

SPECIALIZED TRANSPORTATION

Specialized Transportation Coordinated Plans: Ms. Kraemer Badtke reported that ECWRPC is finalizing its work with our seven member counties to complete their plans. It is anticipated that the plans will be finalized by mid-October and will be brought to the Executive Committee and the full Commission on October 27, 2023 for consideration.

STAFF UPDATES

New Hires - ECWRPC recently hired three new associate transportation planners:

- a. Chris Colla was recently hired as an Associate Planner – Transportation. Chris has a background in urban and regional planning along with a background in social sciences specializing in the area of transportation.
- b. Abby Mader was hired as an Associate Planner - Transportation. Abby has a background in Environmental Science and experience with sustainable urban and transportation planning.
- c. Brice Richardson was recently hired as a new Associate Planner – Transportation. Brice has a geography and sociology background, and experience in environmental policy research.

7. Business / Action Items

- A. Discussion on the Wisconsin Department of Transportation Concurrence Letter for 2024 Funding established for the State Metropolitan Planning Organizations. Ms. Kraemer Badtke shared with members correspondence received from Mr. Chuck Wade at the Wisconsin Department of Transportation-Bureau of Planning and Economic Development. She explained that the decennial population data is used by the Wisconsin Department of Transportation in coordination with the designated Metropolitan Planning Organizations to determine the funding amounts for Metropolitan Planning Programs, which would start in 2024. For the Commission, this would include the Appleton (Fox Cities)/Oshkosh MPOs and the Fond du Lac MPO (East Central serves as staff for the Fond du Lac MPO). She also noted that staff reviewed the Wisconsin Department of Transportation Concurrence Letter for 2024 Funding established for the State Metropolitan Planning Organizations with the Executive Committee and they approved the concurrence letter. No action is required, this was for informational purposes only.
- B. Proposed Resolution 38-23: Adopting the 2023 Title VI Non-Discrimination Program and Limited English Proficiency Plan for the East Central Wisconsin Regional Planning Commission

(<https://www.ecwrpc.org/wp-content/uploads/2023/09/DRAFT-2023-Fox-Cities-MPO-Title-VI-and-LEP-Plan-1.pdf>) Ms. Kim Biedermann shared with the members that the *Title VI Non-Discrimination Program* is intended to ensure that no person shall, on the grounds of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any MPO-sponsored program or activity. She indicated that the *Limited English Proficiency Plan* has been also added to address East Central's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. Staff worked in consultation with WisDOT's Federal Compliance Manager to update the document to ensure federal compliance.

A motion was made by Mr. Kautza and a second by Mr. Hammen to approve of Proposed Resolution 38-23: Adopting the 2023 Title VI Non-Discrimination Program and Limited English Proficiency Plan for the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

- C. Proposed Resolution 39-23: Adopting the Public Participation Plan for the Appleton (Fox Cities) and Oshkosh MPOs (<https://www.ecwrpc.org/wp-content/uploads/2023/08/Draft-FCOMPO-PPP-2023.pdf>) Ms. Brenna Root-Whitby shared with the members that as a requirement of the Bipartisan Infrastructure Law (BIL) and its predecessor transportation bills, including the FAST Act, a Public Participation Plan (PPP) must be developed by each Metropolitan Planning Organization (MPO). She noted that the PPP outlines opportunities for the engagement of all community members within the Appleton (Fox Cities) and Oshkosh MPOs to participate in the development of transportation plans and programs. The Public Participation Plan has been developed in consultation with various federal and state agencies in an effort to improve public involvement and interaction in the transportation and land use planning process. Ms. Root-Whitby noted that a 45-day public review and comment period commenced on Sunday, August 13, 2023 and ended on Tuesday, September 26, 2023.

A motion was made by Mr. Hammen and a second by Mr. Kesler to approve Proposed Resolution 39-23: Adopting the Public Participation Plan for the Appleton (Fox Cities) and Oshkosh MPOs as presented. Motion carried unanimously.

- D. Proposed Resolution 40-23: Amending the 2023 Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area. *Agenda amended to remove line item.*
- E. Proposed Resolution 41-23: Adopting the Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization 2024-2027 (<https://www.ecwrpc.org/wp-content/uploads/2023/09/Draft-2024-Appleton-TIP.pdf>). Mr. Casey Peters shared that the Transportation Improvement Program (TIP) is an annually prepared program of transportation projects that will be utilizing federal funding assistance in their implementation. He noted that this TIP includes projects within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). Mr. Peters stated that East Central Wisconsin Regional Planning Commission (ECWRPC) has updated the Transportation Improvement Program (TIP) for the Appleton MPO and that staff worked with WisDOT Northeast Region, transit operators, and local government officials to compile this list of projects for the 2024-2027 program years.

A motion was made by Mr. Zorn and a second by Mr. Kautza to approve of Proposed Resolution 41-23: Adopting the Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization 2024-2027. Motion carried unanimously.

- F. Proposed Resolution 42-23: Adopting the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization 2024-2027PO (<https://www.ecwrpc.org/wp-content/uploads/2023/09/Draft-2024-Oshkosh-TIP.pdf>) Mr. Casey Peters shared that the Transportation Improvement Program (TIP) is an annually prepared program of transportation projects that will be utilizing federal funding assistance in their implementation. He noted that this TIP includes projects within the Oshkosh Metropolitan Planning Organization (MPO). Mr. Peters

stated that East Central Wisconsin Regional Planning Commission (ECWRPC) has updated the Transportation Improvement Program (TIP) for the Oshkosh MPO and that staff worked with WisDOT Northeast Region, transit operators, and local government officials to compile this list of projects for the 2024-2027 program years.

A motion was made by Mr. Kautza and a second by Mr. Kesler to approve of Proposed Resolution 42-23: Adopting the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization 2024-2027. Motion carried unanimously.

- G. Proposed Resolution 44-23: Authorizing the Commission to Submit and Support an Application for the 2024-2028 Transportation Alternatives Set-aside Program Funding to Continue the Regional Safe Routes to School (SRTS) Program. Ms. Jennie Mayer shared that the TA Set-aside program is awarded for up to 80% of eligible project costs, with the remaining 20% being a local match. It is anticipated that the local match would be funded through levy dollars from member counties. She stated that the Regional Safe Routes to School Program is requesting a total of \$968,847.60 in federal funds, to be matched by \$242,211.90 in local funds provided by the Commission, for a total two-in-a-half-year project cost of \$1,211,059.50 for the Fall 2026 and calendar years 2027 and 2028.

A motion was made by Mr. Hammen and a second by Mr. Koeppen to approve of Proposed Resolution 44-23: Authorizing the Commission to Submit and Support an Application for the 2024-2028 Transportation Alternatives Set-aside Program Funding to Continue the Regional Safe Routes to School (SRTS) Program as presented. Motion carried unanimously.

- H. Proposed Resolution 45-23: Amending the 2023 Unified Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility period to complete work from Calendar Year 2023 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (*materials emailed separately*). Ms. Kraemer Badtke outlined the list of work program activities and projects that would be carried over from 2023 into 2024 along with the budget for each of them. Program deliverables and funding will need to be completed and utilized by November 30, 2024. Staff recommends the approval of the Proposed Resolution 45-23, which will require an extension of the period of funding availability from 2023 to the 2024 Transportation Work Program and Budget.

A motion was made by Mr. Zorn and a second by Mr. Kautza to approve of Proposed Resolution 45-23: Amending the 2023 Unified Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility period to complete work from Calendar Year 2023 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations as presented. Motion carried unanimously.

- I. Proposed Resolution 46-23: Approving the 2024 Unified Work Program and Budget (<https://www.ecwrpc.org/wp-content/uploads/2023/09/2024-Transportation-Work-Program-and-Budget.pdf>) Ms. Kraemer Badtke presented in detail the deliverables in the 2024 UPWP and Budget. She noted the timeline of the program deliverables and timeline, and she noted that staff would be working with Federal Highway Administration (FHWA) staff, Federal Transit Administration (FTA) staff, and Wisconsin Department of Transportation staff on restructuring the Appleton and Oshkosh MPOs in 2024. She also noted both FHWA and FTA issued a waiver of local match requirement for activities that support Safe and Accessible Transportation Options; deliverables meeting those requirements are noted in the UPWP.

A motion was by Mr. Kautza and a second by Mr. Hammen to approve of Proposed Resolution 46-23: Approving the 2024 Unified Work Program and Budget as presented. Motion carried unanimously.

- J. Convene into Closed Session - The Committee will convene into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes to discuss strategy regarding ongoing negotiations with another entity so as not to compromise the Commission's bargaining position. A motion was

made by Mr. Hammen and a second by Mr. Kesler to convene into closed session. Roll call was taken with all voting aye with the time noted at 2:08 p.m.

- K. Reconvene into Open Session - The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters. A motion was made by Mr. Kesler and a second by Mr. Zorn to reconvene into open session. Roll call was taken with all voting aye with the time noted at 2:20 p.m. No action from closed session required.

8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*) – Mr. Keller – Winnebago County shared that using the ARPA Funding a newly created fund called the Spirit Fund Creation accounted for \$10 million of the allocation.
- B. North Central WisDOT Updates – Mr. Nick Weber shared that coming up is the Bicycle Pedestrian Safety Webinar that is free for all those that are interested. - <https://projects.511wi.gov/weeklyupdates-nc/>
- C. 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 on Tuesday, January 9, 2024 at 1:30 p.m. Further details will be forthcoming.
- B. **Commission Meeting:** The next Commission meeting will be held on Wednesday, January 24, 2024 at 10:00 a.m. TBD- An agenda and meeting materials will be forthcoming.

- 10. Adjourn** – A motion was made by Mr. Hammen and second by Mr. Kesler to adjourn with the time noted 2:27 p.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator
ECWRPC