

MEETING NOTICE

APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION (MPO) POLICY BOARD

DATE: Thursday, October 17, 2024

TIME: 5:00 p.m.

PLACE: DJ Bordini Center, 5 N. Systems Drive, Appleton, WI 54914

AGENDA

1. Welcome and Introductions
2. Public Comment
3. Election of Chair and Vice-chair
4. **Special Order of Business:** Mr. Justin Shell, Administrator for the Wisconsin Department of Transportation – Division of Transportation Investment Management
5. Staff Report
6. **Resolution FC-01-24:** Amending the Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program – 2024-2027
7. **Resolution FC-02-24:** Adopting the Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program 2025-2028
8. **Resolution: FC-03-24:** Amending the 2024 Unified Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility period to complete work from Calendar Year 2024 in Calendar Year 2025 for the Appleton (Fox Cities) Metropolitan Planning Organization
9. **Resolution FC-04-24:** Adopting the 2025 Unified Planning Work Program and the Annual MPO Self-Certification for the Appleton (Fox Cities) Metropolitan Planning Organization
10. Next Meeting Date: 5:00 pm, December 19, 2024 – location to be determined
11. 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.

TO: Appleton (Fox Cities) MPO Policy Board
FROM: Transportation Staff
DATE: October 17, 2024
RE: Staff Updates

Administration

1. **Appleton (Fox Cities) MPO Policy Board and Oshkosh MPO Policy Board Redesignation:** East Central staff worked with the Wisconsin Department of Transportation staff to finalize the redesignation agreement along with the cooperative agreements. East Central staff is continuing to work with the Wisconsin Department of Transportation staff on the cooperative agreement and will have a draft copy for the Policy Board to consider at the meeting in December.

Roadways

1. **Metropolitan Transportation Plans:** Staff continue to work with residents, stakeholders, local communities, Federal Highway Administration, and WisDOT on the Metropolitan Transportation Plans for the Appleton (Fox Cities) MPO. This is a long-range plan, which looks at the future of the transportation infrastructure for a 20+-year horizon.

Active Transportation

1. **Community Connectors Program – College Avenue Project:** ECWRPC, Outagamie County Development & Land Services Department, and coalition partners continue to move forward with community engagement around this project. A logo and project branding were recently finalized as “A NEW Avenue: One Route, Endless Possibilities” and a website has been created. <https://www.anewavenue.com/>. A team of three coalition partners will attend a Community Connectors convening in Washington, D.C. October 16-18, 2024.
2. **Trail Summit 2.0:** ECWRPC staff are working with community partners on planning Trail Summit 2.0. It is anticipated this event will be held in February 2025.

Safe Routes to School

1. **Built Environment and Active Transportation to and from Schools Study:** Staff is working with Traffic Analysis and Design Inc. to study how the built environment is affecting transportation choices to and from school. Oakwood Elementary School, Read Elementary School, Bonduel Elementary School, and Neenah High School are participating in the study. We completed the first round of community engagement in early September. Additionally, three virtual focus group meetings were held. Key stakeholders were invited to attend and respond to questions. We are currently in round two of community engagement. A survey has been sent to the school communities and general community. TADI is also conducting an engineering study and we will host a third round of engagement after the engineering study is completed.
2. **Educational Campaign:** There are over 40 schools within the Appleton (Fox Cities) MPO participating in the “Safe Routes Together” educational campaign this school year. Schools received a banner and yard signs to put out around their school. They also receive monthly newsletters and social media posts with safety tips and reminders to share with the school community.
3. **Walk to School Day:** Walk to School Day is Wednesday, October 9th. We have 32 schools in the Appleton Fox Cities MPO signed up to participate in the event.

TO: Appleton (Fox Cities) MPO Policy Board
FROM: ECWRPC Transportation Staff
DATE: October 17, 2024
RE: Resolution FC-01-24: Amending the 2024 Transportation Improvement Program (TIP) for the Appleton (Fox Cities) Metropolitan Planning Organization

Since the 2024 Transportation Improvement Program (TIP) for the Appleton/Fox Cities Urbanized Area was adopted on October 27, 2023, the Wisconsin Department of Transportation (WisDOT) has requested addition of several new projects and modifications for existing projects in the 2024-2027 program cycle. Additionally, Valley Transit was awarded a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant for the development their Whitman Facility renovation. These new and updated projects must be amended into the TIP to assign TIP numbers and maintain fiscal constrain in the Appleton/Fox Cities MPO.

TIP # 252-22-057: IH 41 Expansion, from Meade St. to Ballard Rd. Increased funding.
TIP # 252-22-057: IH 41 Expansion, from Ballard Rd. to French Rd. Decreased funding.
TIP # 252-23-015: STH 441, at Interchange B440326, 327, and 328. Increased funding.
TIP # 252-23-016: STH 441, at Interchange B440127, B4400128. Removed funding (inactive).
TIP # 252-23-044: IH 41, from STH 96 to CTH F. Increased funding.
TIP # 252-24-047: Lift Bridge Feasibility Study. Project Removed.
TIP # 252-24-048: STH 114, Fox River Bridge B70-0097. New Project
TIP # 252-24-049: USH 10, from Cold Spring Rd. to Midway Rd. New Project.
TIP # 252-24-050: STH 76, from IH41 to CTH JJ. New Project.
TIP # 252-24-051: STH 96, from WCL to STH 76. New Project.
TIP # 252-24-052: Whitman Facility Renovation – Phase 2. Awarded funding.
TIP # 252-24-053: Transit Center Joint Development. Awarded funding.

Please see the attached Transportation Improvement Program in the attached table: Appleton (Fox Cities) Urbanized Area – Project Listing (2024-2027) later in this memo for project details.

These projects were posted for public review for 15-days starting September 29th, 2024. To date, no public comment has been received.

Staff Recommendation: Staff recommends approval of Resolution FC-01-24: Amending the 2024 Transportation Improvement Program for the Appleton (Fox Cities) Urbanized Area.

**Table 3: Appleton (Fox Cities) Transportation Management Area, 2024-2027
Summary of Federal Funds Programmed and Available
(\$000)**

** Funds are listed in Year of Expenditure \$.

Agency/Program	Programmed Expenditures				Estimated Available Funding			
	2024	2025	2026	2027	2024	2025	2026	2027
Federal Highway Administration								
National Highway Performance Program (NHPP)	\$ 138,608	\$ 148,801	\$ 327,367	\$ 17,693	\$ 138,608	\$ 148,801	\$ 327,367	\$ 17,693
Surface Transportation Block Grant (STBG)	\$ 14,668	\$ 34,447	\$ -	\$ 5,223	\$ 14,668	\$ 34,447	\$ -	\$ 5,223
Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT)	\$ 260	\$ -	\$ -	\$ -	\$ 260	\$ -	\$ -	\$ -
Surface Transportation Program (STP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Flexibility (FLX)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Highway Safety Improvement Program (HSIP)	\$ 232	\$ 2,321	\$ -	\$ 939	\$ 232	\$ 2,321	\$ -	\$ 939
Office of the Commissioner of Railroads (OCR)	\$ -	\$ -	\$ 246	\$ -	\$ -	\$ -	\$ 246	\$ -
Transportation Alternatives (TAP/TA Set Aside)	\$ 1,024	\$ 1,616	\$ 687	\$ 789	\$ 1,024	\$ 1,616	\$ 687	\$ 789
Carbon Reduction Program (CRP)	\$ 458	\$ -	\$ -	\$ -	\$ 458	\$ -	\$ -	\$ -
Local Bridge	\$ 501	\$ -	\$ -	\$ 3,135	\$ 501	\$ -	\$ -	\$ 3,135
Local Bridge (STP - Local Bridge)	\$ -	\$ 54	\$ -	\$ 513	\$ -	\$ 54	\$ -	\$ 513
Local Bridge (STBG - Local Bridge)	\$ 962	\$ -	\$ -	\$ -	\$ 962	\$ -	\$ -	\$ -
National Electric Vehicle Infrastructure (NEVI)	\$ 279	\$ 20	\$ 20	\$ 34	\$ 279	\$ 20	\$ 20	\$ 34
Programmed Expenditures	\$ 156,992	\$ 187,259	\$ 328,320	\$ 28,326	\$ 156,992	\$ 187,259	\$ 328,320	\$ 28,326
* Annual Inflation Factor 2.48%	\$ 3,893	\$ 4,644	\$ 8,142	\$ 702	\$ 3,893	\$ 4,644	\$ 8,142	\$ 702
Estimated Need with Inflation Factor	\$ 160,885	\$ 191,903	\$ 336,463	\$ 29,028	\$ 160,885	\$ 191,903	\$ 336,463	\$ 29,028
Federal Transit Administration								
Section 5307 Operating	\$ 2,121	\$ 2,164	\$ 2,229	\$ 2,296	\$ 2,121	\$ 2,164	\$ 2,229	\$ 2,296
Section 5307 Capital	\$ 12,868	\$ 440	\$ 2,040	\$ 16,400	\$ 12,868	\$ 440	\$ 2,040	\$ 16,400
RAISE Capital**	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Programmed Expenditures	\$ 39,989	\$ 2,604	\$ 4,269	\$ 18,696	\$ 39,989	\$ 2,604	\$ 4,269	\$ 18,696
* Annual Inflation Factor 2.48%	\$ 992	\$ 65	\$ 106	\$ 464	\$ 992	\$ 65	\$ 106	\$ 464
Estimated Need with Inflation Factor	\$ 40,981	\$ 2,668	\$ 4,375	\$ 19,159	\$ 40,981	\$ 2,668	\$ 4,375	\$ 19,159
Section 5339	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Section 5311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Section 5310	\$ 592	\$ 101	\$ -	\$ -	\$ 592	\$ 101	\$ -	\$ -

*BIL requires that the financial elements of the TIP include inflation factors that estimate the costs of projects in their construction years. This is a summary of TIP projects with the inflation factor applied.

**FY24 RAISE Grant funds support 100% of project costs.

**Table 5: Transit Projects
Fox Cities Transportation Management Area**

PROJECT DESCRIPTION	RECIPIENT	Jan-Dec 2024 (000)	Jan-Dec 2025 (000)	Jan-Dec 2026 (000)	Jan-Dec 2027 (000)	Jan-Dec 2028 (000)
Operating Assistance/Section 5307	VT					
Operating - Fixed Route						
Expenses		\$7,371	\$7,592	\$7,820	\$8,054	\$8,296
Revenues		\$859	\$868	\$876	\$885	\$894
Deficit		\$6,512	\$6,725	\$6,944	\$7,169	\$7,402
Federal Share	252-24-003	\$2,101	\$2,164	\$2,229	\$2,296	\$2,364
State Share		\$2,101	\$2,164	\$2,229	\$2,296	\$2,364
Other Local		\$73	\$73	\$73	\$73	\$73
Municipal Local Share		\$2,238	\$2,324	\$2,413	\$2,505	\$2,600
Preventative Maintenance - Fixed Route	VT					
Expenses		\$1,233	\$1,270	\$1,308	\$1,347	\$1,388
Federal Share (80%)	252-24-004	\$986	\$1,016	\$1,046	\$1,078	\$1,110
Municipal Local Share		\$247	\$254	\$262	\$269	\$278
Purchased Transp. - Paratransit	VT					
Expenses		\$3,909	\$4,026	\$4,147	\$4,271	\$4,400
Revenues		\$655	\$675	\$695	\$716	\$737
Deficit		\$3,254	\$3,351	\$3,452	\$3,555	\$3,662
Federal Share (Capital Cost of Contract)	252-24-005	\$208	\$214	\$221	\$228	\$234
Federal Share (Operating)	252-24-006	\$833	\$858	\$884	\$910	\$938
State Share		\$1,058	\$1,090	\$1,122	\$1,156	\$1,191
Contract Local		\$1,155	\$2,047	\$2,109	\$2,172	\$2,237
Enhance Mobility of Seniors/Section 5310	VT					
Expenses		\$728	\$750	\$772	\$795	\$819
Revenues		\$98	\$101	\$104	\$107	\$110
Deficit		\$630	\$649	\$669	\$689	\$709
Federal Share		\$277	\$285	\$294	\$303	\$312
State Share		\$162	\$167	\$172	\$177	\$182
Contract Local		\$191	\$197	\$203	\$209	\$215
Capital Projects	VT	2024	2025	2026	2027	2028
		(000)	(000)	(000)	Illustrative	
					(000)	(000)
Section 5339						
Whitman Facility Renovation - Phase 2						
Federal Share	252-24-052	\$12,000				
State Share		\$0				
Local Share		\$3,000				
Whitman Facility - Furniture & Fixtures	252-24-007	\$250				
Whitman Facility - AV Equipment	252-24-008	\$100				
Demand Response Disptach Software & Hardware*	252-24-009	\$150				
Fare Collection System	252-24-011	\$160				
Land (Transit Center)	252-24-012	\$175				
Neenah Transit Center	252-24-013	\$100				
Support Vehicle Replacement			\$50	\$50		
Demand Response Vehicle Fleet (5/yr)			\$500	\$500	\$500	\$500
Electric Trolley Acquisition				\$2,000		
Appleton Transit Center Joint Development					\$20,000	
Section 5310						
Demand Response Disptach Software & Hardware*	252-24-014	\$150				
USDOT RAISE/FTA**						
Transit Center Joint Development						
Federal Share	252-24-053	\$25,000				
State Share		\$0				
Local Share		\$1,800				
Total Cost:		\$42,885	\$550	\$2,550	\$20,500	\$500
Federal Share:		\$37,868	\$440	\$2,040	\$16,400	\$400
Local Share:		\$5,017	\$110	\$510	\$4,100	\$100

*If CARES or ARP Act funding is required, these federal sources cover 100% of costs. Total facility cost is estimated at \$18 M. Funding mixture allocated to the facility is contingent upon a pending competitive grant.

**FY24 RAISE Grant funds support 100% of project costs.

RESOLUTION NO. FC-01-24

AMENDING THE 2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR THE APPLETON/FOX CITIES METROPOLITAN PLANNING ORGANIZATION

WHEREAS, the East Central Wisconsin Regional Planning Commission, as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Metropolitan Planning Area, approved the 2024 Transportation Improvement Program for the Appleton (Fox Cities) MPO at the October 27, 2023 quarterly Commission meeting, and;

WHEREAS, the Transportation Improvement Program was prepared to meet the requirements of Fixing America's Surface Transportation Act (FAST), and the Bipartisan Infrastructure Law (BIL) as prescribed by federal regulations, and;

WHEREAS, all projects that use federal funds must appear in an adopted Transportation Improvement Program, and;

WHEREAS, WisDOT and the MPO advance the following projects to be amended to the 2024 Transportation Improvement Program for the Appleton/Fox Cities Metropolitan Planning Organization in the Appleton (Fox Cities) Urbanized Area:

- TIP # 252-22-057:** IH 41 Expansion, from Meade St. to Ballard Rd. Increased funding.
- TIP # 252-22-057:** IH 41 Expansion, from Ballard Rd. to French Rd. Decreased funding.
- TIP # 252-23-015:** STH 441, at Interchange B440326, 327, and 328. Increased funding.
- TIP # 252-23-016:** STH 441, at Interchange B440127, B4400128. Removed funding (inactive).
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- TIP # 252-24-052:** Whitman Facility Renovation – Phase 2. Awarded funding.
- TIP # 252-24-053:** Transit Center Joint Development. Awarded funding.

WHEREAS, the attached tables will become part of this resolution, and;

WHEREAS, the MPO staff will prepare the appropriate documentation to meet federal and state requirements for any transportation projects appearing in the TIP;

NOW THEREFORE, BE IT RESOLVED BY THE APPLETON (FOX CITIES) MPO POLICY BOARD

Section 1: That the Appleton (Fox Cities) MPO Policy Board approves the amendment as presented to include proposed projects in the approved 2024 Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization.

Effective Date: October 17, 2024
Submitted By: Appleton (Fox Cities) Policy Board
Prepared By: Chris Colla, Associate Planner

Chair, Appleton (Fox Cities) Policy Board

Melissa Kraemer-Badtke–Executive Director
East Central WI Regional Planning Commission

Approval Date

TO: Appleton (Fox Cities) MPO Policy Board
FROM: Chris Colla, Associate Planner
DATE: October 17, 2024
RE: Resolution FC-02-24: Adopting the Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program 2025-2028

The Transportation Improvement Program is prepared annually to satisfy Federal requirements, listing all projects utilizing federal funding assistance in their design and implementation. East Central has coordinated with Valley Transit, WisDOT Central Office, and WisDOT Northeast Region to compile the necessary funding information and listing of projects. Projects in the TIP are within the Appleton (Fox Cities) MPO planning area boundary. The TIP window shows a 4-year time horizon (2025-2028), existing projects outside that window are tracked but not included. The document can be viewed online at <https://www.ecwrpc.org/wp-content/uploads/2024/08/Draft-2025-Fox-Cities-TIP.pdf> .

The TIP was open for public comment for 30 days until October 1st, 2024. No public comment was received.

Questions or comments can be directed to Chris Colla at ccolla@ecwrpc.org.

Staff Recommendation: Staff recommends approval of Resolution FC-02-24: Adopting the Appleton (Fox Cities) Metropolitan Planning Organization Transportation Improvement Program 2025-2028.

RESOLUTION FC-02-24

ADOPTING THE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION 2025-2028

WHEREAS, the East Central Wisconsin Regional Planning Commission has been designated by the Governor as the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) for the purpose of meeting federal requirements for cooperative, comprehensive, and continuing urban transportation planning in the Appleton (Fox Cities) Metropolitan Planning Area, and;

WHEREAS, all transportation projects in the Appleton (Fox Cities) Metropolitan Planning Area which are to be implemented with federal funds must be included in the annual elements of the Transportation Improvement Program (TIP) and approved by the MPO as a prerequisite for funding approval, and;

WHEREAS, the Transportation Improvement Program identifies transit, pedestrian/bicycle, and highway improvement projects and programs consistent with current transportation plans, and;

WHEREAS, a completed and approved TIP is also a prerequisite for continued transportation planning certification, and;

WHEREAS, the Appleton (Fox Cities) Policy Board affirms the validity of the transportation plan for the Metropolitan Planning Area, and;

WHEREAS, MPO staff has worked with principal elected officials of general purpose local governments, their designated staffs, and private providers to solicit their input into this TIP, and;

WHEREAS, in accordance with the Bipartisan Infrastructure Law (BIL)/Infrastructure Investment and Jobs Act (IIJA), coordination has occurred between the MPO, the state and transit operators in programming multimodal projects, and;

WHEREAS, all required public participation procedures have been followed;

NOW THEREFORE, BE IT RESOLVED BY THE APPLETON (FOX CITIES) METROPOLITAN ORGANIZATION

Section 1: That the Commission, as the designated MPO, adopts the Transportation Improvement Program for the Appleton (Fox Cities) Metropolitan Planning Organization – 2025-2028;

Section 2: In accordance with 23 CFR 450.336, the Commission as the Metropolitan Planning Organization for the Appleton (Fox Cities) Metropolitan Planning Area certifies that the metropolitan planning process is addressing major transportation issues facing the metropolitan planning area and is being conducted in conformance with all applicable requirements;

Section 3: That the Appleton (Fox Cities) Policy Board further certifies that the TIP contains projects that are consistent with the metropolitan plans for the urban area;

Section 4: That the Appleton (Fox Cities) Policy Board certifies that the TIP contains only projects that are consistent with the transportation plans for the urban area and recommends that this document be submitted to the appropriate federal and state agencies for approval.

Effective Date: October 17, 2024

Submitted By: Appleton (Fox Cities) Policy Board

Prepared By: Chris Colla, Associate Transportation Planner

Chair, Appleton (Fox Cities) Policy Board

Attest: Melissa Kraemer Badtke - Executive Director/MPO
Director

Approval Date

TO: Appleton (Fox Cities) MPO Policy Board
FROM: Melissa Kraemer Badtke, Executive Director/MPO Director
DATE: October 17, 2024
RE: [Resolution FC-03-24](#): Amending the 2024 Unified Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility period to complete work from Calendar Year 2024 in Calendar Year 2025 for the Appleton (Fox Cities) Metropolitan Planning Organization

The Commission staff assessed the transportation program deliverables as outlined for the 2024 Unified Planning Work Program and budget and are requesting an extension of funding availability for those projects to the 2024 Work Program and Budget. Outlined below are the list of work program activities and projects along with the budget for each of them. Program deliverables and funding will need to be completed and utilized by November 30, 2025.

1312A – Appleton (Fox Cities) and Oshkosh MPOs Long Range Transportation Plan - \$47,400.00

- **Metropolitan Transportation Plan - \$47,400.00**
 - ECWRPC staff have been working with local communities, stakeholders, WisDOT, Federal Highway Administration, and Federal Transit Administration to update the Metropolitan Transportation Plans (MTP) for the Appleton (Fox Cities) and Oshkosh MPOs. The program deliverables and funding will need to be completed and utilized by May 30, 2025.

1321A – Appleton (Fox Cities) and Oshkosh MPOs Short Range Plans - \$88,007.00

- **Intermodal Freight Facility Study - \$74,007.00**
 - East Central staff have been working with a consultant (CPCS) in partnership with the Green Bay MPO on phase two of the freight intermodal study. Funding will be used to continue this project in 2025, including participation in coalition meetings, the development of working papers, the development of a draft study document, and the development of a final document. The program deliverables and funding will need to be completed and utilized by November 30, 2025.
- **Congestion Management Plan - \$14,000.00**
 - ECWRPC staff have been working with local communities, stakeholders, WisDOT, Federal Highway Administration, and Federal Transit Administration to update the Congestion Management Process for the Appleton (Fox Cities) MPO. The program deliverables and funding will need to be completed and utilized by May 30, 2025.

The amount of these funds total \$135,407.70. with 80% federal funding, 4.9% state funding, and 15.1% local match. Due to unforeseen circumstances, including the significant investment of staff time in the redesignation process, not all of the transportation work program activities as outlined in the 2024 Transportation Work Program and Budget will be completed as originally scheduled. Additional details regarding the work program activities, deliverables and timeline for completion are outlined in the work program document that is included with your meeting materials. Program deliverables and the funding will need to be completed and an invoiced to the Wisconsin Department of Transportation by November 30, 2025.

Staff Recommendation: Staff recommends approval of [Resolution FC-03-24](#): Amending the 2024 Unified Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility period

to complete work from Calendar Year 2024 in Calendar Year 2025 for the Appleton (Fox Cities)
Metropolitan Planning Organization

RESOLUTION FC-03-24

AMENDING THE 2024 UNIFIED TRANSPORTATION WORK PROGRAM AND BUDGET AND REQUESTING AN EXTENSION OF FUNDING ELIGIBILITY PERIOD TO COMPLETE WORK FROM CALENDAR YEAR 2024 IN CALENDAR YEAR 2025

WHEREAS, Article II, Section 2 of the By-laws of the East Central Wisconsin Regional Planning Commission requires the adoption of an annual budget, and;

WHEREAS, the final 2024 Transportation Budget and Work Program was adopted by the Commission Board on October 27, 2023, and;

WHEREAS, the 2024 Transportation Budget and Work Program was amended by the Commission Board by Resolution 21-24 on March 28, 2024 and by Resolution 39-24 on July 24, 2024, and;

WHEREAS, based on circumstances not expected, including significant staff activities pertaining to redesignation of the Appleton (Fox Cities) and Oshkosh MPO policy boards, not all of the activities in the 2024 Unified Planning Work Program will be completed as originally scheduled, and;

WHEREAS, work program activities and deliverables identified in the Long Range Transportation Plan and the Short-Range Street and Highway Planning— Intermodal Freight Facility Plan/Congestion Management Process (CMP) will not be completed within the 2024 calendar year, and;

WHEREAS, the Commission staff continues to work on the development of Metropolitan Transportation Plans of the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, and;

WHEREAS, the total funding budgeted in 1312A to completed program deliverables related to the development of the Metropolitan Transportation Plans for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, is \$47,400.00; Federal - \$37,920.00; State - \$2,367.72; and Local - \$7,112.28 and;

WHEREAS, the capacity of the agency now exists to complete the unfinished 2024 work program activities and expend these dollars by May 30, 2025;

WHEREAS, the Commission staff continues to develop the Congestion Management Process for the Appleton (Fox Cities) MPO, and;

WHEREAS, the total funding budgeted in 1321A to completed program deliverables related to the development of the Congestion Management Process for the Appleton (Fox Cities) is \$14,000; Federal - \$11,200.00; State - \$699.33; and Local - \$2,100.67, and;

WHEREAS, the capacity of the agency now exists to complete the unfinished 2024 work program activities related to the Congestion Management Process and expend these dollars by May 30, 2025;

WHEREAS, the Commission is working in partnership with the Green Bay MPO and has hired a consultant to develop the Intermodal Freight Facility Phase II Study, and;

WHEREAS, the total funding budgeted to 1321A for the Intermodal Freight Facility Study, is \$74,007.00; Federal - \$59,205.60; State - \$3,696.80; and Local - \$11,104.60, and;

WHEREAS, the capacity of the agency now exists to complete the Intermodal Freight Facility Study – Phase 2 activities and expend these dollars by November 30, 2025, and;

WHEREAS, the total funding amount estimated to be approximately \$135,407.70 that includes \$100,325.60 federal, \$6,763.85 state, and \$20,317.55 local share would be utilized to complete the work if approved by FHWA and WisDOT in 2025, and;

NOW THEREFORE, BE IT RESOLVED BY THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION

Section 1: That the Appleton (Fox Cities) MPO Policy Board amends the 2024 Transportation Work Program and Budget to reflect the funding adjustment and the schedule for work based on an extended funding eligibility period to May 30, 2025 and November 30, 2025.

Effective Date: October 17, 2024
Submitted To: Appleton (Fox Cities) MPO Policy Board
Prepared By: Melissa Kraemer Badtke, Executive Director/MPO Director

Chair
Appleton (Fox Cities) MPO Policy Board

Attest: Melissa Kraemer Badtke - Exe Director/MPO Director
East Central Wisconsin Regional Planning Commission

Approval Date

TO: Appleton (Fox Cities) MPO Policy Board
FROM: Kim Biedermann, Principal Planner
DATE: October 17, 2024
RE: Resolution FC-04-24: Adopting the 2025 Unified Planning Work Program and the Annual MPO Self-Certification for the Appleton (Fox Cities) Metropolitan Planning Organization

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 2025 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 2025.

A copy of the draft 2025 Unified Planning Work Program can be viewed at the following website: <https://www.ecwrpc.org/programs/transportation/work-program-and-budget/>. The Appleton MPO's work program and budget can be found on page 24.

Any questions or comments can be emailed to Kim Biedermann at kbiedermann@ecwrpc.org.

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

Appleton (Fox Cities) Metropolitan Planning Organization

Metropolitan Transportation Plan Development

Building off of work completed in 2024, ECWRPC will continue the update process for the Metropolitan Transportation Plan for the Appleton MPO with an anticipated adoption date of October 2025.

Title VI Update

ECWRPC staff will begin the update process for the Title VI Plan with anticipated adoption in October of 2026. Included is continued monitoring and evaluation of the current Title VI plan.

Title IV Update

ECWRPC will start the process to update its Title VI Plan, which includes the Appleton MPO. The update is anticipated to be completed by October 2026.

Multi-Modal and Active Transportation

ECWRPC staff will continue to support communities on their Transportation Alternatives Set-aside (TA Set-aside) projects. Additionally, a new cycle for TA Set-aside is anticipated to open in mid-2025, and staff will meet with communities to discuss projects, review applications, and score applications.

E-TIP Software

Implementation of e-TIP software for tracking projects within the TIP.

Safe and Accessible Transportation Options

Staff will work with community partners to host the Trail Summit 2.0. Additionally, staff will continue to conduct bicycle and pedestrian counts, and conduct ongoing inventory of routes and usage, destinations, and safety data.

GIS Data Analysis and Visualization

ECWRPC will continue work with communities in the Appleton MPO, WisDOT, FHWA, and local stakeholders to update the functional classification of roadways. The GIS team will also continue to monitor data on performance measures and targets related to the State of the System Report, and make necessary updates to the Transportation Hub.

Performance Measures and Targets

ECWRPC will continue to work with communities in the MPO and WisDOT on initiatives and projects that continue to move towards the targets set for the performance measures. This includes updating GIS datasets, and updating the Transportation Improvement Program with new performance measures and targets.

Staff received the 2025 Unified Planning Work Program kickoff memo from WisDOT dated August 20, 2024 (attached), which included preliminary MPO allocations of Metropolitan Planning (PL) funding from Federal Highway Administration and Federal Transit Administration. The memo also indicated that the allocations for increasing Safe and Accessible Transportation Options (SATO) are once again eligible for 100% reimbursement if used for Complete Streets/SATO eligible planning activities and specifically detailed as such within the MPO's 2025 UPWP.

Staff Recommendation: Staff recommends approving Resolution FC-04-24: Adopting the 2025 Unified Planning Work Program and the Annual MPO Self-Certification for the Appleton (Fox Cities) Metropolitan Planning Organization.



August 20, 2024

To: MPO Directors and Transportation Planners

This memo contains planning activities for consideration in developing and obtaining approval of your 2025 Unified Planning Work Programs (UPWP). It also provides a table detailing the metropolitan Planning (PL) fund estimates for calendar year 2025.

2025 UPWP Considerations:

When developing your 2025 Work Program, reference [WisDOT's UPWP Handbook](#).

In addition, consider the following planning activities and priorities when developing your 2025 UPWP:

- Work with WisDOT on development of statewide transportation plans including;
- Work with WisDOT on development and approval of Urban Area Boundary adjustments and Metropolitan Planning Area boundaries;
- Include assistance on WisDOT grant applications, if needed;
- Include a webpage link to the current Cooperative Agreement for Continuing Transportation Planning, with signatures and approval date;
- Include the FHWA and FTA logos on the document, along with a credit/disclaimer statement noting that the document was prepared with Federal funds but does not necessarily reflect the official views or policy of the U.S. Department of Transportation;
- Include specific activities that meet the Complete Street/Safe and Accessible Transportation Options requirements;¹
- Include any Bipartisan Infrastructure Law (BIL) MPO work program activities (i.e., web-based public participation, connecting housing and employment, adding affordable housing organizations to a list of stakeholders, travel demand forecasting/modeling studies, and data gathering);¹
- Include and/or identify 2021 Planning Emphasis Areas (PEA) activities – [2021 Planning Emphasis Areas \(dot.gov\)](#);
- Support WisDOT's freight planning efforts;
- Performance measure updates needed in the Transportation Improvement Program (TIP) or TIP Amendments;
- Include any anticipated planning activities involving potential direct recipient funding;
- If there are plans to apply for and use any FTA 5304 funds Statewide Planning and Research program (SPR) for transit planning projects in 2025, (which are separate from PL funds) these projects must also be programmed in the MPO's 2025 UPWP (do not include in the PL budget table);
- Any planning activities using federal Discretionary funding (i.e., SS4A) within the MPA needs to be included in the MPO's 2025 UPWP (do not include in the PL budget table).

Complete and submit the UPWP Checklist provided in [WisDOT's UPWP Handbook](#). Provide page numbers in the check box where UPWP items are located, if the item is applicable to your UPWP.

¹[Bipartisan Infrastructure Law - Fact Sheets | Federal Highway Administration \(dot.gov\)](#)

2025 UPWP PL Funding and Non-Federal Match:

The attached table shows the preliminary MPO allocations assuming maximum Complete Streets/Safe and Accessible Transportation Options (SATO) 100% reimbursement of the 2024 PL FHWA 2.5% Set Aside (\$156,875) and the full 2024 PL FTA transferred funding (\$1,859,946)².

There are Non-SATO allocations for each MPO that require 20% non-federal (state and local) match. The FHWA 2.5% SATO and FTA SATO allocations are eligible for 100% reimbursement if used for Complete Streets/SATO eligible planning activities and specifically detailed as such within the MPO's 2025 UPWP.

Complete Streets/SATO Eligible Activities:

[FTA Dear Colleague Letter Non-Federal Share Waiver for Complete Streets Planning.pdf](#)

[FHWA SPR-PL Waiver Memo.pdf](#)

The FTA Complete Street/SATO 100% reimbursements are only available if SATO activities and corresponding funding amounts are specifically detailed and included in the MPO's 2025 UPWP. Any remaining FTA funding not used for SATO activities will require a 20% non-federal (state and local) match.

Complete Streets/SATO Calculator:

An individual MPO calculator workbook will be forwarded to each MPO to declare the total funding the MPO will use on eligible Complete Streets/SATO planning activities qualifying for 100% reimbursement. Once the UPWP is approved, funding will need to remain fixed at the approved SATO 100% and Non-SATO 80/20 allocation amounts. Please return these workbooks to the Planning Section by Monday, September 9, 2024.

Funding Disclaimer:

Disclaimer: the allocation totals listed below are preliminary estimates. Final 2025 Planning (PL) funding amounts are subject to FHWA/FTA final approval of MPO UPWPs.

Partial Allocation:

Please notify WisDOT BPED if you will not be accepting your total allocation amount by Monday, September 9, 2024, so those funds can be reallocated to the TMAs toward reimbursement of the supplemental fund contributions.

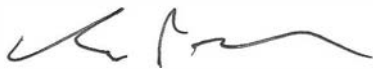
² PL Funding formula distributes base funds on population and uses a transfer from the TMAs to the non-TMA MPOs to offset the difference between the funding distributed on population and the non-TMA MPOs target funding level. Non-TMA target fund level was adjusted to \$180,000 Federal funds for a total Federal, State and Local target fund level of \$225,000, based on concurrence from the TMA supplemental fund contributors. For bi-state MPOs, target fund levels are prorated on the percentage of population within Wisconsin.

MPO Work Program Development & Approval Timeline:

ACTIVITY/EVENT	TIMEFRAME	RESPONSIBILITY
WisDOT sends UPWP Kickoff letters to the MPOs	July / August	WisDOT
Draft UPWPs are due to FHWA, FTA and WisDOT	September 1 st – 15 th	MPO
Fall Work Program Review Meetings	Completed by October 31 st	WisDOT, FHWA, FTA
Final Approved UPWP due to FHWA, FTA and WisDOT	November 15 th – 30 th	MPO
Distribution of final UPWPs	November 15 th - 30 th	MPO
WisDOT sends endorsement letter to FHWA	Mid –December	WisDOT Planning
Project IDs established, and funds entered in FMIS	Mid –December	WisDOT Planning & BFM
FHWA/FTA approves UPWPs and sends authorization letter to WisDOT	December 23 rd	FHWA/FTA
WisDOT sends individual funding letters to MPOs	December 30 th	WisDOT Planning

Thank you. Your cooperation with these important planning efforts is greatly appreciated.

Sincerely,



Charles Wade, Director
Bureau of Planning and Economic Development

cc: Mary Forlenza, FHWA
Karl Buck, FHWA
Jason Nordberg, FHWA
Evan Gross, FTA
William Wheeler, FTA
MPO Directors and Transportation Planners
WisDOT Region Planning Chiefs

2025 MPO Kickoff Funding Allocation Table (assumes maximum SATO 100% reimbursement)

(using federal 2024 PL funding and 2020 census populations)

Percentages adjusted for four decimals

MPO	Total	Federal	State	Local	Federal	State	Local	Total
Appleton								
Non SATO 80/20	\$ 556,731.11	\$ 445,384.89	\$ 27,289.06	\$ 84,057.16	80.00000%	4.90166%	15.09834%	100.00000%
FTA SATO	\$ 135,428.34	\$ 135,428.34	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 11,517.28	\$ 11,517.28	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Beloit								
Non SATO 80/20	\$ 118,968.69	\$ 95,174.95	\$ 5,224.78	\$ 18,568.95	80.00000%	4.39173%	15.60827%	100.00000%
FTA SATO	\$ 28,863.99	\$ 28,863.99	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 2,205.11	\$ 2,205.11	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Dubuque								
Non SATO 80/20	\$ -	\$ -	\$ -	\$ -	0.00000%	0.00000%	0.00000%	0.00000%
FTA SATO	\$ -	\$ -	\$ -	\$ -	0.00000%	0.00000%	0.00000%	0.00000%
FHWA 2.5% SATO	\$ -	\$ -	\$ -	\$ -	0.00000%	0.00000%	0.00000%	0.00000%
Eau Claire								
Non SATO 80/20	\$ 257,325.58	\$ 205,860.46	\$ 12,472.26	\$ 38,992.86	80.00000%	4.84688%	15.15312%	100.00000%
FTA SATO	\$ 62,578.43	\$ 62,578.43	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 5,263.89	\$ 5,263.89	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Fond du Lac								
Non SATO 80/20	\$ 170,535.67	\$ 136,428.54	\$ 6,480.93	\$ 27,626.21	80.00000%	3.80034%	16.19966%	100.00000%
FTA SATO	\$ 41,248.92	\$ 41,248.92	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 2,735.26	\$ 2,735.26	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Green Bay								
Non SATO 80/20	\$ 540,325.07	\$ 432,260.06	\$ 26,484.89	\$ 81,580.12	80.00000%	4.90166%	15.09834%	100.00000%
FTA SATO	\$ 131,437.47	\$ 131,437.47	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 11,177.88	\$ 11,177.88	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Janesville								
Non SATO 80/20	\$ 176,474.56	\$ 141,179.65	\$ 8,553.52	\$ 26,741.39	80.00000%	4.84689%	15.15311%	100.00000%
FTA SATO	\$ 42,916.45	\$ 42,916.45	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 3,609.99	\$ 3,609.99	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
La Crosse								
Non SATO 80/20	\$ 227,937.62	\$ 182,350.10	\$ 11,047.87	\$ 34,539.66	80.00000%	4.84688%	15.15312%	100.00000%
FTA SATO	\$ 55,431.64	\$ 55,431.64	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 4,662.72	\$ 4,662.72	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Madison								
Non SATO 80/20	\$ 1,085,062.87	\$ 868,050.30	\$ 53,186.24	\$ 163,826.34	80.00000%	4.90167%	15.09833%	100.00000%
FTA SATO	\$ 263,948.37	\$ 263,948.37	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 22,447.11	\$ 22,447.11	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Oshkosh								
Non SATO 80/20	\$ 185,473.61	\$ 148,378.89	\$ 9,014.59	\$ 28,080.13	80.00000%	4.86031%	15.13969%	100.00000%
FTA SATO	\$ 45,108.03	\$ 45,108.03	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 3,804.58	\$ 3,804.58	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
SEWRPC								
Non SATO 80/20	\$ 3,891,644.49	\$ 3,113,315.59	\$ 190,756.11	\$ 587,572.78	80.00000%	4.90168%	15.09832%	100.00000%
FTA SATO	\$ 946,667.07	\$ 946,667.07	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 80,508.12	\$ 80,508.12	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Sheboygan								
Non SATO 80/20	\$ 181,551.21	\$ 145,240.97	\$ 8,799.58	\$ 27,510.66	80.00000%	4.84689%	15.15311%	100.00000%
FTA SATO	\$ 44,151.03	\$ 44,151.03	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 3,713.84	\$ 3,713.84	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Superior								
Non SATO 80/20	\$ 66,625.35	\$ 53,300.28	\$ 3,229.29	\$ 10,095.78	80.00000%	4.84694%	15.15306%	100.00000%
FTA SATO	\$ 16,202.47	\$ 16,202.47	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 1,362.92	\$ 1,362.92	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Wausau								
Non SATO 80/20	\$ 189,005.38	\$ 151,204.31	\$ 9,160.87	\$ 28,640.20	80.00000%	4.84689%	15.15311%	100.00000%
FTA SATO	\$ 45,963.80	\$ 45,963.80	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 3,866.33	\$ 3,866.33	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%

	Total	Federal	State	Local	Federal	State	Local	Total
Non SATO 80/20	\$ 7,647,661.24	\$ 6,118,129.00	\$ 371,700.00	\$ 1,157,832.24	80.00000%	4.86031%	15.13969%	100.00000%
FTA SATO	\$ 1,859,946.00	\$ 1,859,946.00	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 156,875.00	\$ 156,875.00	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
TOTAL	\$ 9,664,482.24	\$ 8,134,950.00	\$ 371,700.00	\$ 1,157,832.24				

RESOLUTION FC-04-24

ADOPTING THE 2025 UNIFIED PLANNING WORK PROGRAM AND THE ANNUAL MPO SELF-CERTIFICATION CERTIFICATION FOR THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION

WHEREAS, the East Central Wisconsin Regional Planning Commission has been designated by the Governor as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Metropolitan Planning Area, and;

WHEREAS, the Appleton (Fox Cities) MPO, as a designated Transportation Management Area (TMA) with representation from all jurisdictions within the planning area, has the responsibility to direct, coordinate, and administer the transportation planning process in the planning area, and;

WHEREAS, the Federal Highway Administration and the Federal Transit Administration, under 23 CFR and 49 CFR 616, requires the development of a Unified Planning Work Program, and;

WHEREAS, the Policy Board has reviewed the transportation planning activities outlined in the 2025 Unified Planning Work Program and finds them consistent with the transportation planning process and desires of the MPO, WisDOT, FTA, and FHWA;

NOW THEREFORE, BE IT RESOLVED BY THE APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION

Section 1: The Appleton (Fox Cities) Metropolitan Planning Organization adopts the 2025 Unified Planning Work Program for the Appleton MPO and directs staff to submit the document to the Wisconsin Department of Transportation, the Federal Highway Administration and the Federal Transit Administration, and;

Section 2: The Appleton (Fox Cities) Metropolitan Organization adopts the projects in the Special Projects section of the Unified Planning Work Program that pertain to projects within the MPO's boundaries, including Valley Transit's Section 5304 grant for the Transit Development Plan update, and;

Section 3: That in accordance with 23 CFR 450.336 the Appleton (Fox Cities) MPO hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and that these efforts are being conducted in accordance with all the applicable requirements of:

1. 23 U.S.C 134 and 49 U.S.C 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Acts as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age employment or business opportunity;
5. Section 11101(e) of the Infrastructure Investment and Jobs Act (Public Law No.: 117-58) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects; 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway constructions contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR Parts 27, 37, and 38;

- 7. The Older Americans Act, as amended (42 U.S.C. 6102), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- 8. Section 324 of title 23, U.S.C. regarding the prohibition of discrimination based on gender; and discrimination against individuals with disabilities.

Effective Date: October 17, 2024
Submitted To: Appleton (Fox Cities) MPO Policy Board
Prepared By: Kim Biedermann, Principal Transportation Planner

Chair, Appleton (Fox Cities) Policy Board

Attest: Melissa Kraemer Badtke - Executive Director/MPO Director

Approval Date