

MEETING NOTICE

TRANSPORTATION COMMITTEE MEETING East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: *Nick Kesler, Dean Will (Alt for Steve Abel), Joe Moore (Alt for Tiffany Brault), Denise Gilane, Lee Hammen, Thomas Kautza, Dave Morack, Austin Hammond, Ron McDonald, Nick Weber/Tom Buchholz*

Place: Virtual
Date: Tuesday, January 14, 2025
Time: 1:30 p.m.

Virtual: <https://meet.goto.com/440763989>
Dial-in: Phone Number: (571) 317-3122
Access Code: 440-763-989

Members - Please contact the East Central office to confirm your attendance

AGENDA

1. **Welcome and Introductions**
2. **Roll Call**
 - A. Introduction of Alternates, Staff and Guests
3. **Approval of Agenda / Motion to Deviate**
4. **Public Comment**
5. **Approval of the October 8, 2024 Transportation Committee Meeting Minutes**
6. **Announcements and Updates**
 - A. Staff Report
7. **Special Order of Business**
 - A. Regional (Rural) Transportation Program - Roles and Responsibilities of the Transportation Committee
8. **Informational/Discussion Items**
 - A. Discuss the 2025 Meeting Schedule
 - B. County Roundtable Discussion (*as time permits*)
 - 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 Meeting**
 - A. **Transportation Committee Meeting:** *To be determined by discussion (8.A) above. Tentatively, the next Transportation Committee meeting will be held on Tuesday, March 11, 2025 with location TBD.*
 - B. **Commission Meeting:** The next Commission Meeting will be held on Thursday, January 30, 2025. Agenda, meeting location, and meeting packet will be forthcoming.
10. **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.



MINUTES
TRANSPORTATION COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: *Nick Kesler, Dean Will (Alt for Steve Abel), Joe Moore (Alt for Tiffany Brault), Denise Gilane, Lee Hammen, Thomas Kautza, Dave Morack, Austin Hammond, Ron McDonald, Nick Weber*

Place: 400 Ahnaip Street, Suite 100, Menasha, WI 54952 OR Virtual
Date: Tuesday, October 8, 2024
Time: 1:30 p.m.

1. Mr. Hammen 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:

Lee Hammen Outagamie County
 Dean Will (Alt. for Steve Abel) (*virtual*) Fond du Lac County
 Joe Moore (*Perm Alt for Keith Heisler*) (*virtual*)..... Fond du Lac County
 Denise Gilane (*virtual*) Menominee County
 Tom Kautza (*virtual*) Shawano County
 Austin Hammond Winnebago County
 Tom Buchholz..... WisDOT – NE Region

Committee Members Excused:

Ron McDonald Valley Transit
 Nick Kesler..... Calumet County

ECWRPC Staff:

Melissa Kraemer Badtke. Executive Director/MPO Director
 Kim Biedermann Principal Planner
 Mike Zuege GIS Manager

3. **Approval of Agenda / Motion to Deviate** – A motion by Mr. Moore and second by Mr. Kautza to approve of the agenda as posted. Motion carried unanimously.
4. **Public Comment** – No public comment.
5. **Approval of the July 9, 2024** Transportation Committee Meeting Minutes – A motion was made by Mr. Will and second by Mr. Hammond to approve of the minutes as presented. Motion carried unanimously.
6. **Announcements and Updates**
 - a. Staff Report – Update presented by Ms. Kim Biedermann

Roadways

 1. *Carbon Reduction Program:* A Carbon Reduction Program cycle opened in May 2024 and closed on June 30, 2024 for Federal Fiscal Years 2025-2028. Ms. Biedermann reported that the purpose of this program is to fund projects that will reduce carbon emissions, such as construction, planning, and design of trail facilities; intelligent transportation system; and advanced transportation and congestion management technologies. She stated that each Metropolitan Planning Organization (MPO) received an allocation of funds to award projects within the urban areas of the MPO. Applications outside of the MPOs were sent to the state for consideration. ECWRPC staff met with communities to discuss candidate projects for this application cycle with the anticipated awards announced in late 2024.

2. *2025-2028 Transportation Improvement Program:* Ms. Biedermann reported to the members that ECWRPC staff along with local communities, the Wisconsin Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration to develop 2025-2028 Transportation Improvement Programs (TIPs) for the three MPOs in the region.
3. *Metropolitan Transportation Plans:* ECWRPC staff continue to work with residents, stakeholders, local communities, Federal Highway Administration, and WisDOT on the Metropolitan Transportation Plans for all three MPOs – Appleton (Fox Cities), Oshkosh, and Fond du Lac MPO. These plans consider the future of the comprehensive transportation network over a 20-year horizon, noting the anticipated completion in October 2025.

Active Transportation

1. *Community Connectors Program – College Avenue Project:* ECWRPC staff, 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. *Permanent Infrared Trail Counters:* ECWRPC has placed permanent infrared trail user counters to be placed for one year in the following counties: Shawano, Waupaca, Outagamie, Calumet, and Fond du Lac. Communication with Menominee and Winnebago counties are taking place to find suitable permanent locations for counter placement in 2025. These counters will assist with more robust data collection for regional trail systems.

Safe Routes to School (SRTS)- Update presented by Ms. Melissa Kraemer Badtke

1. *Built Environment and Active Transportation to and from Schools Study:* SRTS 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. The first round of community engagement was completed in early September. Three virtual focus group meetings were held where key stakeholders were invited to attend and respond to questions. TADI is also conducting an engineering study and staff will host a third round of engagement after the engineering study is completed.
2. *Educational Campaign:* There are over 70 schools 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.

Transit and Specialized Transportation

1. *Specialized Transportation Coordinated Plan Implementation Assistance Meeting:* East Central hosted an introductory meeting with all of the member counties to discuss implementation of their specialized transportation coordinated plans, and to share best practices in May. The next meeting will be held October 17, 2024.

Special Projects

1. *Oshkosh Metropolitan Planning Organization Electric Vehicle Readiness Plan:* ECWRPC continues to work on the Oshkosh MPO EV Readiness Plan. A third public involvement meeting was held in September 2024 with the planning process approaching the final stages. The plan is expected to be completed by November 2024.
- b. *Discussion on Redesignation of the Appleton (Fox Cities) Metropolitan Planning Organization and Oshkosh Metropolitan Planning Organization Policy Boards –* Ms. Kraemer Badtke reported that the redesignation agreement has been signed by all chief elected officials whose

municipalities/entities have a voting seat on their respective policy boards. Orientations are planned to be held to assist the new MPO and their members.

7. Business / Action Items

- a. Proposed Resolution 50-24: Adopting the 2025 Transportation Work Program and Budget for the Regional Transportation Program and the Regional Transportation Program Self-Certification for the East Central Wisconsin Regional Planning Commission. Ms. Biedermann gave an overview of the proposed Unified Planning Work Program (UPWP). She noted that it is developed annually and outlines the planning priorities and projects that will be completed by ECWRPC staff in the upcoming year. For East Central Wisconsin Regional Planning Commission, this includes projects for each of the Metropolitan Planning Organizations - Appleton (Fox Cities), Oshkosh, and Fond du Lac, the Safe Routes to School Program, the Regional Transportation Program, and special transportation projects. Ms. Biedermann shared that the purpose of this resolution is to adopt the Regional Transportation Planning Work Program portion of the UPWP.

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/>.

A motion was made by Mr. Hammond and second by Mr. Will to approve of the Proposed Resolution 50-24: Adopting the 2025 Transportation Work Program and Budget for the Regional Transportation Program and the Regional Transportation Program Self-Certification for the East Central Wisconsin Regional Planning Commission, as presented. Motion carried unanimously.

8. Informational/Discussion Items

- a. County Roundtable Discussion (*as time permits*) – Nothing to report
- b. North Central WisDOT Updates – No one present
- c. Northeast WisDOT Updates - shared that <http://www.511wi.gov> is a website that offers construction updates during this busy time.

9. Establish Time and Place for Next Commission Meeting

- a. Transportation Committee Meeting: The next Transportation Committee Meeting will take place on January 14, 2024 at 1:30 p.m. Further details will be forthcoming.
- b. Commission Meeting: The next Commission Board meeting is scheduled for Thursday, October 24, 2024 at Fond du Lac Highway Dept, 1028 S Hickory St, Fond du Lac WI 54937 at 10:00 a.m.

- 10. **Adjourn** – A motion was made by Mr. Hammond and second by Mr. Kautza to adjourn with the time noted 1:50 p.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator
ECWRPC

TO: Transportation Committee
FROM: Transportation Staff
DATE: January 14, 2025
RE: Transportation Staff Report

Roadways

1. **Urban Area Boundaries and Functional Classification:** ECWRPC staff have been working with the small urban areas throughout the region on adjusting the Census-defined Urban Area Boundaries. These adjusted boundaries have been sent to the Wisconsin Department of Transportation, and they are anticipating notification of approval of these boundaries in early 2025.

The small urban areas in the region ECWRPC staff are assisting are as follows: Shawano, Waupaca, New London, and Ripon. The WisDOT Southeast Region worked to complete the Waupun adjustments. The 2020 US Census did not identify Kiel-New Holstein as an urban area.

Once these boundaries have been approved, staff will work with communities in the small urban areas on updating the Functional Classification Network. Functional Classification Network is a process to categorize roads based on the intended service of those roadways. Classifications include principal arterials, minor arterials, collector roads, and local roads. These classifications are also used to determine eligibility for certain types of federal and state funding, such as the Surface Transportation Block Grant Program.

2. **County Meetings:** ECWRPC staff have been meeting with county highway commissioners and planning directors to discuss transportation-related needs and issues. The purpose of these meetings is to identify where ECWRPC staff can assist counties and communities with projects and services. These services include conducting asset management inventories (such as conducting pavement ratings inventories (PASER)), performing traffic counts, and assisting with existing and future land use mapping.

Active Transportation

1. **Trail Video Inventory:** ECWRPC staff have been conducting video inventories of the local trail network. The purpose of this is to collect visual data on our trails, which can be used for future planning efforts and to highlight to the public the trails within the region.

Safe Routes to School

1. **Built Environment and Active Transportation to and from Schools Study - Community Engagement Session:** The Safe Routes to School team has been working with Traffic Analysis and Design Inc. (TADI) to conduct community engagement sessions for the built environment and active transportation to and from school study. Staff recently held the three separate engagement sessions for the participating schools. These sessions were our third round of engagement. District Administrators and Municipality Staff were invited to the engagement session. Revelations shared what we have heard in the previous rounds of engagement. Additional signage and reduced speed limits were common themes for all four schools. For two of the schools we also heard the lack of sidewalks and trails and lack of crossing guards were concerns. TADI explained the initial risk assessment mapping results for the area around the schools. Participants were separated into two groups. Each group was asked general questions related to transportation safety issues and given the opportunity to share their input on safety issues and place points on a map. Oakwood Elementary School and Read Elementary School in Oshkosh, Neenah High School, and Bonduel Elementary School are participating in the study.
2. **Bike Safety Videos:** Staff have been working with Image Studios and A2Z Designs to create a series of bike and pedestrian safety videos. Videos for Kindergarten-2nd grade and 3rd grade -5th

grade were taped in December. The Bike and Pedestrian Myths series for students in 6th grade-12th grade will be taped in January. These videos will be used for school presentations and education in the classroom.

3. **Neenah Action Plan:** Safe Routes to School Staff continue to work on the Neenah Joint School District Action Plan. Observations were conducted at all of the Schools this past fall. Surveys were sent out to school families to gather additional information from the school community. Staff are currently setting up meetings with key stakeholders like Kobussen Bus, Police Departments, and School Staff to learn more about the various transportation challenges. All of the information will be used to develop recommendations for the schools. The Action Plan is anticipated to be completed in March of 2025.

Transit and Specialized Transportation

1. **Specialized Transportation Coordinated Plan Implementation Assistance Meeting:** East Central hosted an introductory meeting with all of the member counties to discuss implementation of their specialized transportation coordinated plans, and to share best practices in May. A second meeting was held in October at the Navarino Nature Center in Shawano County. These meetings will continue in 2025 based on feedback from the group.

TO: Transportation Committee

FROM: ECWRPC Transportation Staff

DATE: January 14, 2025

RE: Regional (Rural) Transportation Program - Roles and Responsibilities of the Transportation Committee

REGIONAL (RURAL) TRANSPORTATION PROGRAM

ECWRPC's Regional Transportation Program was developed to assist all member counties and communities within the region on transportation projects. Funded through federal dollars and matched by state and local funding, this program includes deliverables for all modes of transportation. The Regional Transportation Program includes three work elements:

- 1331: Program Support and Administration of Regional Transportation Studies
- 1332: Regional Transportation Planning/Coordination/Technical Assistance
- 1333: Regional Comprehensive Planning/Transportation Element

For more information on the 2025 work program and budget, please see attached documents:

- Wisconsin Department of Transportation 2025 RTWP Approval Letter
- Table 9: ECWRPC Regional Transportation Work Program Budget - 2025

2025 Planning Priorities

Urban Area Boundary Adjustments and Functional Classification Network

In 2025, East Central staff will continue to work with the Wisconsin Department of Transportation, local administrators and elected leaders to update the functional classification for small urban communities throughout member counties in the region.

Asset Management

Over the last five years, there has been an increasing demand from the rural communities regarding resources to assist them with asset management. Many rural communities are facing decreased funding for their local streets and/or county corridors. East Central staff will continue to work with local government organizations to conduct road sign inventories, update their PASER and WISLR data, and assist them with culvert inventories, Miovision counts and bicycle and walk audits.

Regional Corridor Studies

ECWRPC will continue to work with WisDOT, counties and local units of government to address safety concerns on corridors that have a regional impact. ECWRPC staff will work with county staff and local government staff regarding local roadway improvement projects and assist with the application process. Support for these projects may include data analysis using Miovision cameras, crash data analysis, and travel demand modeling.

Active Transportation

Many of our counties have developed and adopted a bicycle and pedestrian plan. Currently, Outagamie, Shawano, Winnebago and Waupaca counties each have committees that are implementing their bicycle and pedestrian plans. Common priorities throughout these bicycle and pedestrian plans include a need for bicycle and pedestrian facilities (filling the gaps), the development of wayfinding signage, continued evaluation of the bicycle and pedestrian facilities, and the economic impact of the facilities. The bicycle and pedestrian count program expanded bicycle and pedestrian counts throughout Calumet, Fond du Lac, Shawano, Outagamie, and Winnebago counties. The transportation team is working to establish a regional long-term count program throughout the region to establish baseline data.

Specialized Transportation Coordination Plans

Specialized transportation coordination plans for each of the member counties within the region were updated in 2023. In addition, communities have continued to request assistance for updating their data, and assistance with applying for funding. Staff continue to work with health care organizations and other partner organizations in assisting with the implementation of their specialized transportation coordination plans, including convening semi-annual meetings with the “keepers of the plan” to discuss ongoing activities and challenges.

State of the System Report for the Region

East Central will update the data in the State of the System Report for the Region periodically. Staff will continue to maintain regional transportation and equity-based datasets.

ROLES AND RESPONSIBILITIES OF THE TRANSPORTATION COMMITTEE

As a standing committee of East Central Wisconsin Regional Planning Commission, the Transportation Committee provides recommendations to the Commission Board regarding the transportation work program element in accordance with state and federal regulations. East Central staff works in coordination with the transportation committee, the county and local municipal staff, the Wisconsin Department of Transportation (WisDOT), the Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA) to ensure that the program deliverables and projects are compliant with federal and state regulations.

Historically, the Transportation Committee has provided guidance and recommendations on the Regional (Rural) Transportation Program along with the Appleton (Fox Cities) and Oshkosh MPO work programs. However, with the redesignation process of the Appleton (Fox Cities) MPO and Oshkosh MPO policy boards being finalized as of September 23, 2024, separate policy boards have been formed for these two MPOs. These new policy boards will serve as the final decision-making bodies for matters pertaining to the MPOs. As such, the Transportation Committee and, by extension, the Commission Board, will no longer be voting on MPO-related matters.

The Transportation Committee will remain as a committee of the Commission, with its role now being focused solely on the Regional (Rural) Transportation Program. This includes advising on the annual work program and budget and providing recommendations on rural transportation and Safe Routes to School programming.

Although the Transportation Committee will not be taking action on MPO-related items, the Committee will receive updates on actions of the MPO Policy Boards to stay abreast of transportation related items throughout the region, including the urbanized areas.

Attachment(s)



Wisconsin Department of Transportation
Office of the Secretary
4822 Madison Yards Way, S903
Madison, WI 53705

Governor Tony Evers
Secretary Kristina Boardman
wisconsindot.gov
Telephone: (608) 266-1114
Email: sec.exec@dot.wi.gov

December 20, 2024

Melissa Kraemer-Badtke, Director
East Central Wisconsin Regional Planning Commission
400 Ahnaip Street, Suite 100
Menasha, WI 54952

Dear Ms. Kraemer-Badtke:

We have completed the review of your 2025 Rural Transportation Work Program. The overall work program is complete and emphasizes several of the state interest activity areas.

We hereby approve the 2025 East Central Wisconsin Regional Planning Commission Rural Transportation Work Program and authorize work to proceed with those activities designated for FHWA and WisDOT funding. This authorization is effective January 1, 2025.

The cost share scenario of 80% federal, 10% state, and 10% local funding will continue with the 2025 work program. The approved funding amounts for the Rural RPC portion of CY 2025 work program are as follows:

FHWA SPR (WI)	\$71,728.72
WisDOT SPR Match	\$ 8,966.09
Local Match	\$ 8,966.09
<hr/>	
Total	\$89,660.90

Catalog of Federal Domestic Assistance (CFDA) number - 20.205 State ID number - 395.202
For 2 CFR 200.331(a)(1) funding details, please see attached table.

When you submit your progress reports and spreadsheets for reimbursement, we request that you also send a copy directly to the WisDOT Region Planning Chief.

If you have any questions, please contact Matthew Sorensen at 608.267.0458.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Wade".

Charles Wade, Director
Bureau of Planning and Economic Development

cc: Scott Nelson, Planning Supervisor, WisDOT Northeast Region
Colleen Hoesly, Planning Section Chief, BPED
John Nordbo, SPR Program Manager, BPED
WisDOT, BBS, Expenditure Accounting Unit

WisDOT Project ID: 395-0097-25-46

The following information is included per 2 CFR 200.331(a)(1) regulation to inform subrecipient of award details.

(i)	Subrecipient name	East Central WI RPC
(ii)	Subrecipient's unique entity identifier (DUNS)	114028046
(iii)	Federal Award Identification Number (FAIN)	693JJ22430000Z55EWI0010062
(iv)	Federal Award Date of award to the recipient by the Federal agency	September 5, 2024
(v)	Subaward Period of Performance start and end date	January 1, 2025 – December 31, 2025
(vi)	Amount of Federal funds obligated by this action by the pass-through entity to the subrecipient	\$71,728.72
(vii)	Total amount of Federal funds obligated to the subrecipient by the pass-through entity including the current obligation	\$71,728.72
(viii)	Total amount of the Federal award committed to the subrecipient by the pass-through entity	\$71,728.72
(ix)	Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	MPO Planning Activities within 23 CFR 420 & 450
(x)	Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity	Federal Highway Administration Wisconsin Department of Transportation Matthew Sorensen, AICP, SEA Statewide MPO-RPC Coordinator Bureau of Planning and Economic Development matthew.sorensen@dot.wi.gov ; 608-267-0458
(xi)	CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement	20.205
(xii)	Identification of whether the award is R&D	Not an R&D award
(xiii)	Indirect cost rate for the Federal award	Per approved Work Program

East Central Wisconsin Regional Planning Commission Regional Transportation Work Program

Table 9: ECWRPC Regional Transportation Work Program Budget - 2025

		Budget	FHWA/FTA		WisDOT		MPO/Local	
			Dollars	%	Dollars	%	Dollars	%
1330	Regional Transportation Program (SPR)							
1331	Program Administration/Support	\$ 16,555.40	\$ 13,244.32	80.0%	\$ 1,655.54	10.0%	\$ 1,655.54	10.0%
1332	Cooperative Regional Planning/Technical Assistance	\$ 58,259.20	\$ 46,607.36	80.0%	\$ 5,825.92	10.0%	\$ 5,825.92	10.0%
1333	Regional Comprehensive Plan/Transportation Element	\$ 14,846.30	\$ 11,877.04	80.0%	\$ 1,484.63	10.0%	\$ 1,484.63	10.0%
	Total Regional Transportation Program	\$ 89,660.90	\$ 71,728.72	80.0%	\$ 8,966.09	10.0%	\$ 8,966.09	10.0%

PROPOSED 2025 MEETING SCHEDULE

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
COMMISSION BOARD	30		27		22		23			30		
EXECUTIVE CMTE (3RD W)	15	19	19	16	21	18	16	20	17	15	19	
TRANSPORTATION CMTE (2ND TUES)	14		11			10				14		
ECONOMIC DEVELOPMENT CMTE (1ST W)	8			2			9			1		
ENV MGMT CMTE (2ND W, MONTH PRIOR)			12			11			10			