



# La Crosse Area Planning Committee

*Metropolitan Planning Organization  
Serving the La Crosse/La Crescent Urbanized Area*

Peter Fletcher, Director     Jackie Eastwood, Transportation Planner  
La Crosse County Administrative Center  
212 6<sup>th</sup> Street North ☎ Room 2300 ☎ La Crosse, WI 54601  
PH: 608.785.5977     Website: [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo)

## LA CROSSE COUNTY NOTICE OF MEETING

<b>COMMITTEE OR BOARD:</b>	<b>LA CROSSE AREA PLANNING COMMITTEE</b>
<b>DATE OF MEETING:</b>	<b>WEDNESDAY, September 21, 2022</b>
<b>MEETING PLACE:</b>	<b>ROOM 1700 ADMINISTRATIVE CENTER 212 6<sup>TH</sup> STREET N, LA CROSSE, WI 54601 THE MEETING WILL BE HELD IN PERSON WITH THE OPTION TO ATTEND VIRTUALLY VIA TEAMS – SEE MEETING ACCESS/ MONITORING INSTRUCTIONS DETAILED BELOW</b>
<b>TIME OF MEETING:</b>	<b>4:30 P.M.</b>
<b>PURPOSE OF MEETING:</b>	<b>Bi-Monthly Meeting</b>
1.	Call to Order and Roll Call
2.	Public comment (5 minutes time limit per comment)
3.	Approval of minutes of the July 20, 2022 LAPC meeting
4.	Approve amending the 2022-2025 Transportation Improvement Program (Resolution 8-2022)
5.	Approving Wisconsin Department of Transportation Safety Targets (Resolution 9-2022)
6.	Approving Minnesota Department of Transportation Safety Targets (Resolution 10-2022)
7.	Approving La Crosse Municipal Transit Utility Transportation Agency Safety Plan Targets (Resolution 11-2022)
8.	Approving Onalaska Shared Ride Public Transportation Agency Safety Plan Targets (Resolution 12-2022)
9.	Approve La Crosse Area Planning Committee Public Participation Plan update (Resolution 13-2022)
10.	Approve Memorandum of Understanding between MnDOT, LAPC, and MTU
11.	Update on TIP Project Number 243-19-020 (I-90 overlay and bridge improvements)
12.	Draft 2023 LAPC Unified Planning Work Program (UPWP)
13.	Directors Report
14.	Other Business
15.	Future Agenda Items -TIP Approval -2023 UPWP Approval
16.	Next Regular Meeting of LAPC: Wednesday, November 16, 2022
17.	Adjourn

**Public Access: Any person may access/monitor the meeting utilizing the following options.**

### MEETING ACCESS/MONITORING INSTRUCTIONS:

**Option 1: Use the link below to join the TEAMS meeting on your desktop/laptop/phone to stream audio, video or both. If you do not have TEAMS on your desktop/laptop/phone, after you activate the link “Click here to join the meeting” you will have to follow several prompts to join the meeting.**

[Click here to join the meeting](#)

**Option 2: Join by phone (audio only): 1-262-683-8845, and enter 161709180# at the prompt**

[+1 262-683-8845](tel:+12626838845), [161709180#](tel:+12626838845) United States, Kenosha

Phone Conference ID: 161 709 180#

*If you need assistance accessing or participating in this meeting, please contact LAPC staff as soon as possible by phone at 608-785-6141, by email at [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org), or in person at 212 6<sup>th</sup> St N, Room 2300, La Crosse, WI 54601.*

*Yog tias koj xav tau kev pabcuam kom nkag mus lossis koom nrog hauv lub rooj sib tham no, thov hu rau LAPC cov neeg ua haujlwm kom sai li sai tau hauv xovtooj ntawm 608-785-6141, lossis email rau [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org), lossis tus kheej rau 212 6<sup>th</sup> St N, Room 2300, La Crosse, WI 54601.*

*Si necesita ayuda para acceder o participar en esta reunión, comuníquese con el personal de LAPC lo antes posible por teléfono al 608-785-6141, por correo electrónico a [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org), o en persona en 212 6<sup>th</sup> St N, Room 2300, La Crosse, WI 54601.*



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## NOTICES FAXED/MAILED TO:

### NEWS MEDIA

La Crosse Tribune  
Other Media

### OTHERS

LAPC Technical Committees  
Public Participation Process List

## DEPARTMENTS

County Administrator  
Corporation Counsel  
County Clerk  
Facilities

## COMMITTEE MEMBERS

Linda Seidel, Chair  
Patrick Barlow, Vice Chair  
Monica Kruse  
Mitch Reynolds/Barb Janssen  
Scott Schumacher  
Mike Poellinger  
Tim Candahl  
Stan Hauser/Jerry Monti  
Joshua Johnson  
Kim Smith  
Bob Stupi

**MEMBERS:** If unable to attend, please contact Peter Fletcher, MPO Director at 608-785-5977.

**\*PUBLIC COMMENT:** The Committee may receive information from the public, but the Committee reserves the right to limit the time that the public may comment and the degree to which members of the public may participate in the meeting.

**PERSONS WITH DISABILITY:** If you need accommodation to access/monitor this meeting, please contact the County Clerk's Office at (608)785-9581 as soon as possible.

The LAPC reserves the right to reconsider issues taken up at previous meetings. Documents are emailed and/or mailed to LAPC Policy Board members; please contact the LAPC office to obtain copies. If you have a disability and need assistance participating in this meeting, please contact Jackie Eastwood at 608.785.6141 or at [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org) as soon as possible in advance of the meeting.

**DATE NOTICE FAXED/MAILED/POSTED: September 14, 2022**

**This meeting may be recorded and any such recording is subject to  
Disclosure under the Wisconsin Open Records Law**



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## LA CROSSE AREA PLANNING COMMITTEE Minutes of July 20, 2022 Held in person and via Microsoft Teams

<b>MEMBERS PRESENT:</b>	Patrick Barlow, Linda Seidel, Scott Schumacher, Mike Poellinger, Stan Hauser, Kim Smith, Bob Stupi, Josh Johnson, Barb Janssen, Kim Smith
<b>MEMBERS EXCUSED:</b>	Monica Kruse, Mike Poellinger, Tim Candahl
<b>OTHERS PRESENT:</b>	Peter Fletcher, Jackie Eastwood, Erin Klar (Recorder), Jane Klekamp, Bob Gollnik, Francis Schelfhout, Kathleen Stewart, James Kuehn, Joshua Pearson

### CALL TO ORDER

Chair Linda Seidel called the meeting to order at 4:30 p.m. Roll call was taken and a quorum was called.

**PUBLIC COMMENT:** Donald Smith expressed his concerns related to 2022-2025 TIP 243-19-020; Bridge Replacements along I-90 corridor from Highway 53 West to Minnesota.

### APPROVAL OF MINUTES OF THE JUNE 15, 2022 LAPC MEETING

**MOTION** by Stupi/Hauser to approve the minutes of the June 15, 2022 La Crosse Area Planning Committee meeting. **Motion carried unanimously with three excused; Poellinger, Candahl, Kruse.**

### APPROVE AMENDING THE 2022-2025 TRANSPORTATION IMPROVEMENT PROGRAM (RESOLUTION 6-2022)

The U. S. Department of Transportation regulations require the development and approval of a Transportation Improvement Program (TIP) for the metropolitan planning area by the Metropolitan Planning Organization (MPO). The La Crosse Area Planning Committee approved the 2022-2025 TIP on November 17, 2021. Since adoption of the TIP, four projects have been added. (1) STH 157 - Main St. City of Onalaska (5th Ave S TO 0.05 East of 17th Ave), Pavement Replacement, Design Anticipated in 2022, Construction Anticipated in 2029. (2) Leonard Street, Village of West Salem (Elm Street to Hamilton Street), Pavement Replacement, Design Anticipated in 2022, Construction Anticipated in 2025-2026. (3) Two (2) Clean Diesel Buses, City of La Crosse, Public Transportation; Funds obligation anticipated in 2022. (4) Four (4) Transit Vans, City of Onalaska, OHWS Public Transit, STP-Urban FFY22 approved by LAPC. One project has been removed from the List - STH 33, City of La Crosse, State Road & Losey Boulevard Intersection, Design Anticipated in 2021, Construction Anticipated in 2025-2026.

**MOTION** by Barlow/Stupi to approve amending the 2022-2025 Transportation Improvement Program. **Motion carried unanimously with three excused; Poellinger, Candahl, Kruse.**



# La Crosse Area Planning Committee

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## APPROVE 2023-2026 MINNESOTA TRANSPORTATION IMPROVEMENT PROGRAM PROJECT LIST

The U. S. Department of Transportation regulations require the development and approval of a Transportation Improvement Program (TIP) for the metropolitan planning area by the Metropolitan Planning Organization (MPO). The schedules for the adoption of the District 6 ATIP and Minnesota STIP require that the LAPC approve the Minnesota projects list by July 31. The LAPC approves the attached Minnesota project list for the 2023 - 2026 La Crosse and La Crescent Metropolitan Area Transportation Improvement Program as constituting the final Minnesota TIP, consistent with the District 6 ATIP and Minnesota STIP. The LAPC will approve in November 2022 the 2023-2026 TIP plan document, which will include the 2023-2026 Wisconsin TIP projects list and the approved 2023-2026 Minnesota TIP projects list.

**MOTION** by Seidel/Stupi to approve 2023-2026 Tip Minnesota project list. **Motion carried unanimously with three excused; Poellinger, Candahl, Kruse.**

## APPROVE WISCONSIN STP-BIL 2023-2026 PROGRAM PROJECT SELECTIONS/RANKINGS

The Bipartisan Infrastructure Law of 2021 (BIL) provided additional funding for the WisDOT STP-U Program. WisDOT established a June 3, 2022 deadline for accepting applications for the BIL FFY 2023-2026 STP-U Program solicitation. A total of thirteen applications were received for the MPO planning area. The Technical Advisory Committee (TAC) ranked the projects at their July 13th, 2022 meeting and recommends approval by the LAPC Policy Board.

**MOTION** by Hauser/Barlow to approve the selected projects for funding. **Motion carried unanimously with three excused; Poellinger, Candahl, Kruse.**

### LAPC BIL 2023-2026 STP-Urban Projects - Selected

LAPC STP-U Allocation: \$5,324,184

#### STP-Urban Applications (Projects)

Municipality	Project	Total Project Cost	Federal Share (80%)	Local Share (20%)	LAPC STP-U Selected Projects
La Crosse County	CTH OT (STH 35-CTH SN)	\$3,045,400	\$2,436,320	\$609,080	Funded at 80% \$2,436,320
City of Onalaska	Theater Rd. (STH OS – Midwest Dr.)	\$439,244	\$351,395	\$87,849	Funded at 80% \$351,395
City of La Crosse	Monitor St. (Rose St.-Lang Dr.)	\$3,344,000	\$1,726,000	\$1,618,000	Funded at 80% \$1,726,000
City of La Crosse	Green Bay St. (22 <sup>nd</sup> St. S – Losey Blvd.)	\$1,608,000	\$974,000	\$634,000	Funded at 67% \$810,469
				<i>Total</i>	<i>\$5,324,184</i>

Projects approved/ranked for funding by the LAPC



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## **PRESENTATION ON THE MINNESOTA STATE HIGHWAY IMPROVEMENT PLAN (MNDOT OFFICIALS)**

Joshua Pearson presented on the Minnesota State Highway Improvement Plan. Minnesota is looking for input to determine which investments are most important. The need for road improvements is much greater than anticipated revenue. An online budget tool allows individuals to set the budget in twelve different areas in order to help MNDOT understand where the public believes the priorities should be. Goal is to have this wrapped up by late summer 2023.

## **DRAFT PUBLIC PARTICIPATION PLAN**

The draft plan was presented by Peter Fletcher and reviewed by committee members. The plan was last updated in 2019. Any questions or concerns regarding the public participation plan can be directed to Peter or Jackie. The plan will be considered for approval at the September LAPC meeting.

## **2023 LAPC UNIFIED PLANNING WORK PROGRAM (UPWP) BUDGET DISCUSSION**

Additional federal funding is anticipated for 2023 and 2024. Jackie anticipates retiring at the end of 2023. Plan is to hire an additional staff person to work with Jackie and learn her position utilizing the additional federal funds. A more detailed plan will be brought in September and look to be approved in November.

## **DIRECTORS REPORT**

- Working on arranging meeting with transportation partners.
- Application for port statistical area has been submitted.

**OTHER BUSINESS** - none noted.

## **FUTURE AGENDA ITEMS**

- Donald Smith's concerns regarding TIP Project.
- TIP Amendment
- Public Participation Plan
- 2023 UPWP

**NEXT MEETING DATE: Wednesday, September 21, 2022 at 4:30 p.m.**

**MOTION** by Seidel/Stupi to adjourn the meeting at 5:24 p.m. **Motion carried unanimously with three excused; Poellinger, Candahl, Kruse.**

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

Recorded by Erin Klar

# La Crosse Area Planning Committee

## RESOLUTION 8 – 2022

### AMENDING THE

### *2022 - 2025 Transportation Improvement Program (TIP) for the La Crosse / La Crescent Planning Area*

**WHEREAS**, the U. S. Department of Transportation regulations require the development and approval of a Transportation Improvement Program (TIP) for the metropolitan planning area by the Metropolitan Planning Organization (MPO); and

**WHEREAS**, the La Crosse Area Planning Committee approved the 2022-2025 TIP on November 17, 2021; and

**WHEREAS**, since adoption of the TIP, six (6) projects have been added to the TIP project list:

- 243-22-034     STH 16, La Crosse – Sparta (Veterans Park to CTH M). Pavement Replacement, Design Anticipated in 2022 and Construction Anticipated in 2027-2028
- 243-22-035     Grand Crossing Trail Reconstruction, East Avenue/Myrick Park Drive north to Cottonwood/Grand Crossing Trail Intersection, Bicycle/Pedestrian Facilities, Design Anticipated in 2023, Construction Anticipated in 2024/2025
- 243-22-036     Wagon Wheel Trail Link, Eastern Terminus of MN Wagon Wheel Trail to Cameron Avenue Bridge, Bicycle/Pedestrian Facilities, Design Anticipated in 2022, Construction Anticipated in 2024/2025
- 243-22-037     Goose Island Connector Trail, CTH G1 to Sunnyside Drive, Bicycle/Pedestrian Facilities, Design Anticipated in 2024, Construction Anticipated in 2025/2026
- 243-22-038     La Crosse Bicycle & Pedestrian Master Plan Update, City of La Crosse, Safe Routes Planning/Non-Infrastructure, Design/Planning Anticipated in 2022
- 243-22-039     West Salem Traffic Study & SRTS Plan, West Salem School District, SRTS Planning/Non-Infrastructure, Design/Planning Anticipated in 2022

And,

**WHEREAS**, since adoption of the TIP, one (1) existing transit capital project has had its project description and funding amounts modified; and

**NOW, THEREFORE, BE IT RESOLVED** that the La Crosse Area Planning Committee, hereby, approves an amendment to the 2022-2025 TIP table as reflected in the attachment.

LA CROSSE AREA PLANNING COMMITTEE

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Linda Seidel, Chair

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Peter Fletcher, Executive Director

Dated: September 21, 2022











# La Crosse Area Planning Committee

## RESOLUTION 9 - 2022

### Adopting the Wisconsin Department of Transportation Highway Safety Improvement Program Performance Measure Targets

**WHEREAS**, the U.S. Department of Transportation established five performance measures for the Highway Safety Improvement Program (HSIP) within the National Performance Management Measures: Highway Safety Improvement Program; Final (23 CFR 490, Subpart B); and

**WHEREAS**, the Wisconsin Department of Transportation (WisDOT) established statewide calendar year 2023 targets for each of the five HSIP performance measures in accordance with 23 CFR 490.209; and

**WHEREAS**, metropolitan planning organizations (MPOs) must annually establish calendar year targets for each of the five HSIP performance measures by either agreeing to plan and program projects so that they contribute to the accomplishment of State HSIP targets or commit to quantifiable HSIP targets for the metropolitan planning area;

**NOW, THEREFORE, BE IT RESOLVED:** that the La Crosse Area Planning Committee agrees to plan and program projects that support the following WisDOT 2023 HSIP targets:

<b>Safety Performance Measure</b>	<b>2017-2021 Baseline</b>	<b>WisDOT 2023 Target</b>
Number of fatalities	599.2	587.2
Rate of fatalities per 100 million vehicle miles traveled	0.956	0.937
Number of serious injuries	3,107.2	3,044.3
Rate of serious injuries per 100 million vehicle miles traveled	4.956	4.857
Number of non-motorized fatalities and serious injuries	371.4	364.0

LA CROSSE AREA PLANNING COMMITTEE

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Linda Seidel Chair

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Peter Fletcher, Executive Director

Dated: September 21, 2022

# La Crosse Area Planning Committee

## RESOLUTION 10 - 2022

### Adopting the Minnesota Department of Transportation Highway Safety Improvement Program Performance Measure Targets

**WHEREAS**, the U.S. Department of Transportation established five performance measures for the Highway Safety Improvement Program (HSIP) within the National Performance Management Measures: Highway Safety Improvement Program; Final (23 CFR 490, Subpart B); and

**WHEREAS**, the Minnesota Department of Transportation (MnDOT) established statewide calendar year 2023 targets for each of the five HSIP performance measures in accordance with 23 CFR 490.209; and

**WHEREAS**, metropolitan planning organizations (MPOs) must annually establish calendar year targets for each of the five HSIP performance measures by either agreeing to plan and program projects so that they contribute to the accomplishment of State HSIP targets or commit to quantifiable HSIP targets for the metropolitan planning area;

**NOW, THEREFORE, BE IT RESOLVED:** that the La Crosse Area Planning Committee agrees to plan and program projects that support the following MnDOT 2023 HSIP targets:

<b>Safety Performance Measure</b>	<b>2017-2021 Baseline</b>	<b>MnDOT 2023 Target</b>
Number of fatalities	397.0	352.4
Rate of fatalities per 100 million vehicle miles traveled	0.695	0.582
Number of serious injuries	1,664.0	1,463.4
Rate of serious injuries per 100 million vehicle miles traveled	2.908	2.470
Number of non-motorized fatalities and serious injuries	280.8	258.4

LA CROSSE AREA PLANNING COMMITTEE

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Linda Seidel Chair

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Peter Fletcher, Executive Director

Dated: September 21, 2022

# La Crosse Area Planning Committee

## RESOLUTION 11 – 2022

### APPROVING THE

### *Public Transportation Agency Safety Plan Targets for the La Crosse Municipal Transit Utility*

**WHEREAS**, the U. S. Department of Transportation established seven (7) performance measures for the Public Transportation Agency Safety Plan (PTASP) as detailed in 49 USC 5329 Public transportation safety program; and

**WHEREAS**, the La Crosse Municipal Transit Utility (MTU) has coordinated with the La Crosse Area Planning Committee in the development of its PTASP safety targets and has approved and certified its Public Transportation Agency Safety Plan; and,

**WHEREAS**, the LAPC has 180 days from the approval of the MTU targets to either agree to plan and program projects so that they contribute to the accomplishment of those targets or coordinate with the agency to develop planning area-wide targets; and

**NOW, THEREFORE, BE IT RESOLVED** that the La Crosse Area Planning Committee agrees to plan and program projects that contribute to the accomplishment of the following MTU PTASP targets for 2023:

Measure	Fixed Route	Complementary Paratransit
Total number of reportable fatalities	0.0	0.0
Rate of reportable fatalities per 100,000 VRM	0.0	0.0
Total number of reportable injuries	0.0	0.0
Rate of reportable injuries per 100,000 VRM	0.0	0.0
Total number of reportable safety events	2.0	1.0
Rate of reportable safety events per 100,000 VRM	0.23	1.01
Average distance between major mechanical failures	10,282.37	5,495.39

LA CROSSE AREA PLANNING COMMITTEE

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Linda Seidel, Chair

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Peter Fletcher, Executive Director  
Dated: September 21, 2022

La Crosse Area Planning Committee

RESOLUTION 12 – 2022

APPROVING THE

*Public Transportation Agency Safety Plan Targets for the Onalaska Shared Ride*

**WHEREAS**, the U. S. Department of Transportation established seven (7) performance measures for the Public Transportation Agency Safety Plan (PTASP) as detailed in 49 USC 5329 Public transportation safety program; and

**WHEREAS**, the Onalaska Shared Ride (OSR) has coordinated with the La Crosse Area Planning Committee in the development of its PTASP safety targets and has approved and certified its Public Transportation Agency Safety Plan; and,

**WHEREAS**, the LAPC has 180 days from the approval of the MTU targets to either agree to plan and program projects so that they contribute to the accomplishment of those targets or coordinate with the agency to develop planning area-wide targets; and

**NOW, THEREFORE, BE IT RESOLVED** that the La Crosse Area Planning Committee agrees to plan and program projects that contribute to the accomplishment of the following OSR PTASP targets for 2023:

Measure	Target
Total number of reportable fatalities	0.0
Rate of reportable fatalities per 100,000 VRM	0.0
Total number of reportable injuries	0.6
Rate of reportable injuries per 100,000 VRM	0.2
Total number of reportable safety events	1.0
Rate of reportable safety events per 100,000 VRM	0.3
Average distance between major mechanical failures	322,848.9

LA CROSSE AREA PLANNING COMMITTEE

\_\_\_\_\_  
Linda Seidel, Chair

\_\_\_\_\_  
Peter Fletcher, Executive Director  
Dated: September 21, 2022

# La Crosse Area Planning Committee

## RESOLUTION 13 – 2022

### APPROVING THE

#### *Public Participation Plan for the La Crosse Area Planning Committee*

**WHEREAS**, the Infrastructure Investment and Jobs Act (IIJA) / Bipartisan Infrastructure Law (BIL) was signed into law in 2021 and codified in 23 United States Code (USC) 134(i)(6), Participation by Interested Parties, requires MPOs to develop a participation plan in consultation with all interested parties; and

**WHEREAS**, the LAPC participation plan was updated to include a virtual participation component for all of its meetings and input activities; and

**WHEREAS**, the LAPC participation plan was updated to include the use of web-based tools for public information and input; and

**WHEREAS**, the LAPC participation plan was updated to address the need for improved outreach to and participation by members and representatives of disadvantaged communities; and

**WHEREAS**, the LAPC participation plan was updated to include a project cost threshold for TIP amendments; and

**WHEREAS**, minor updates to contact references were necessary to reflect changes in staff; and

**NOW, THEREFORE, BE IT RESOLVED:** that the LAPC approves the *Public Participation Plan for the La Crosse Area Planning Committee* as being consistent with the requirements of the IIJA/BIL.

LA CROSSE AREA PLANNING COMMITTEE

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Linda Seidel, Chair

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Peter Fletcher, Executive Director

Dated: September 21, 2022

# Draft Public Participation Plan

For the La Crosse Area Planning Committee

For Approval on:

9/21/2022

La Crosse Area Planning Committee





# PUBLIC PARTICIPATION PLAN

## CONTACTS:

All questions, comments, or requests for documents and services may be directed via phone, fax, e-mail, or in person to:

Jackie Eastwood, Transportation Planner  
Phone: 608.785.6141  
E-mail: [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org)

OR

Peter Fletcher, Executive Director  
Phone: 608.785.5977  
E-mail: [pfletcher@lacrossecounty.org](mailto:pfletcher@lacrossecounty.org)

At:

La Crosse Area Planning Committee  
La Crosse County Administrative Center  
212 6<sup>th</sup> St N, Room 2300  
La Crosse, WI 54601

This LAPC Public Participation Plan and other LAPC documents, meeting minutes and agendas, and other information may also be obtained on our website at:

[www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo)

To request this document in an alternate format, please contact Jackie Eastwood at 608.785.6141 or at [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org).

Si se necesita informacion en otro idioma de contacto (608) 785-6141.

Yog hais tias cov lus qhia uas yuav tsum tau nyob rau hauv lwm hom lus, hu rau (608) 785-6141.

This Public Participation Plan is funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation; Wisconsin Department of Transportation; and Minnesota Department of Transportation. The views and opinions of the authors expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation or other funding agencies.

# La Crosse Area Planning Committee

## Policy Board

**Linda Seidel, Chair**  
Chair, Town of Medary

**Mitch Reynolds**  
Mayor, City of La Crosse

**Kim Smith**  
Mayor, City of Onalaska

**Mike Poellinger**  
Mayor, City of La Crescent

**Patrick Barlow, Vice Chair**  
President, Village of Holmen

**Timothy L. Candahl**  
Chair, Town of Shelby

**Scott Schumacher**  
President, Village of West Salem

**Joshua Johnson**  
Chair, Town of Campbell

**Stan Hauser**  
Chair, Town of Onalaska

**Bob Stupi**  
Chair, Town of Holland

**Monica Kruse**  
Chair, La Crosse County Board

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## Table of Contents

Why We Need a Public Participation Plan .....	1
Federal Requirement.....	1
Purpose for Update .....	1
Interested Parties, Participation, and Consultation.....	2
Interested Parties .....	2
Disadvantaged Persons and Underserved Communities.....	2
Transportation Interests.....	4
Government Agencies .....	4
Special Interests .....	4
Other Interested Public .....	4
Opportunities for Participation and Consultation .....	5
LAPC Committee Structure.....	5
Planning Process for LAPC Plans and Programs.....	9
Metropolitan Transportation Plan (MTP) .....	9
Transportation Improvement Program (TIP) .....	10
Public Participation Plan (PPP).....	13
Other Plans and Programs.....	14
Outreach Activities and Evaluation.....	15
Activities .....	15
Evaluation.....	16
Attendance at LAPC Committee Meetings .....	18
Participation by Persons from Disadvantaged and Underserved Communities .....	18
Complying with Title II of the Americans with Disabilities Act.....	19
Appendix A: Non-Discrimination Statements and Protections.....	21
Compliance with the Americans with Disabilities Act.....	21
Notice Under the Americans with Disabilities Act .....	21
Grievance Procedure Under the Americans with Disabilities Act.....	22
Written Communications Policy .....	23
Public Meeting Accessibility Policy .....	23
Compliance with Title VI of the Civil Rights Act of 1964.....	23

Appendix B: Identifying Disadvantaged Populations and Underserved Communities ..... 25

Appendix C: Public Process for PPP ..... 27

    Public Process..... 27

    Substantive Comments ..... 28

## Why We Need a Public Participation Plan

### Federal Requirement

Beginning with the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, metropolitan planning organizations (MPOs) have been required to “develop and utilize a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing MTPs [metropolitan transportation plans] and TIPs [transportation improvement programs].” The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005 and the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) of 2012 expanded on the provisions to require extensive stakeholder participation above and beyond public involvement.

The Participation by Interested Parties’ provision in the Infrastructure Investment and Jobs Act (IIJA) / Bipartisan Infrastructure Law (BIL) signed into law on November 15, 2021 states that MPOs “shall provide citizens, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, affordable housing organizations, and other interested parties with a reasonable opportunity to comment on the transportation plan.” The Public Participation Plan outlines how the LAPC:

- Provides adequate public notice.
- Provides timely notice and reasonable access to information.
- Employs visualization techniques to describe plans and programs.
- Uses social media and other web-based tools to further encourage public participation and to solicit public feedback during the transportation planning process.
- Makes public information available in electronically accessible formats.
- Holds public meetings at convenient and accessible locations and times.
- Demonstrates explicit consideration and response to public input.
- Seeks out and considering the needs of those traditionally underserved by existing transportation systems.
- Provides an additional opportunity for public comment if the final metropolitan transportation plan (MTP) or transportation improvement program (TIP) differs significantly from the version made available for public comment.
- Coordinates with statewide processes.
- Reviews the effectiveness of the participation plan.

### Purpose for Update

The La Crosse Area Planning Committee (LAPC) Public Participation Plan (PPP) is a policy document outlining the LAPC’s public input opportunities and process. It is updated at least every five years to

September 21, 2022

incorporate new federal requirements, if applicable, and to adjust policies as needed based on changes in technologies and internal review of existing policies and their effectiveness.

The 2022 PPP expands public education, outreach, and participation opportunities through virtual meeting options, web-based technologies, and direct-to-public activities (e.g., pop-up events), as appropriate. It also supplements traditional outreach methods with methods better suited to reaching members of the community that do not follow government.

## Interested Parties, Participation, and Consultation

The LAPC has developed a public process consistent with the provisions of the IJA/BIL and codified in 23 United States Code 134(i)(6). The LAPC strives to be a diverse, equitable, inclusive, and accessible organization; however, challenges exist. The policies, procedures, and public outreach activities included in this public participation plan are designed to improve access to LAPC activities within the constraints of a small metropolitan planning organization (MPO).

### Interested Parties

In response to federal requirements that MPOs develop their public participation plans “in consultation with an expanded list of ‘interested parties’,” the LAPC has identified several stakeholder groups as important participants in the public participation process for LAPC plans and programs. Organizations representing these populations are included in LAPC contact lists, with many represented on LAPC committees. Outreach to and participation by persons who are traditionally disadvantaged and from underserved communities has been and continues to be a challenge.

### Disadvantaged Persons and Underserved Communities

Executive orders and civil rights laws have been issued/enacted by presidential administrations to address the inequities experienced by disadvantaged persons and people from underserved communities. “Underserved communities,” as defined by Executive Order (EO) 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, refers to “populations sharing a particular characteristic, as well as geographic communities, who have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.” For LAPC analysis purposes, disadvantaged persons and people from underserved communities include minority, low-income, limited-English proficient, and disabled populations.

### AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) was signed into law in 1990 by President Bush that prohibits discrimination against individuals with disabilities in areas of public life and private places open to the general public. All local and state governments regardless of whether or not they receive federal funding are required to comply. The LAPC is considered a local government that because of its small size and absence of physical assets is subject to Title II Public Services, which requires the LAPC be accessible to persons with disabilities in the delivery of its programs, services, activities, and employment practices. See [Appendix A](#) for the LAPC procedures under the ADA.



September 21, 2022

### EXECUTIVE ORDER 12898, ENVIRONMENTAL JUSTICE AND TRANSPORTATION INVESTMENT POLICY

The first notable executive order (EO) was signed by President Clinton in February of 1994. EO 12898, *Environmental Justice and Transportation Investment Policy*, is “a public policy goal of assuring that adverse human health or environmental effects of government activities do not fall disproportionately upon minority or low-income populations.” The U.S. Department of Transportation (USDOT) followed suit by developing its own order in June of 1995 to require all transportation projects subject to federal funding to consider explicitly minority and low-income populations. The order was finalized in 1997 and updated in 2012.

The USDOT defines a disproportionately high and adverse effect as one that:

- Is predominately borne by a minority population and/or a low-income population; or
- Will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

### EXECUTIVE ORDER 13166, IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY

In August of 2000, President Clinton signed Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, requiring any agency that receives federal funds to consider limited-English proficiency (LEP) in the planning process.

The Attorney General for Civil Rights subsequently issued the guidance document, *Enforcement of Title VI of the Civil Rights Act of 1964—National Origin Discrimination Against Persons with Limited English Proficiency* [Department of Justice (DOJ) LEP Guidance], to assist agencies in taking “reasonable steps to ensure ‘meaningful’ access to the information and services they provide.”

### TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The LAPC maintains and updates at least every three years its *Title VI Non-Discrimination Program and Limited-English Proficiency Plan* (Title VI Program). The Title VI Program ensures that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, and income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the LAPC, regardless of whether those programs and activities are federally funded or not. The Program also ensures meaningful access to services for persons with limited-English proficiency.

The populations addressed in the Acts and EOs discussed above are explicitly considered through a social justice analysis during the development of our Transit Development Plan (TDP), Transportation Improvement Program (TIP), and Metropolitan Transportation Plan (MTP). The Title VI Program as per federal regulation addresses only minority and limited-English proficient populations. [Appendix B](#) explains the methodology for identifying areas of disadvantaged persons and underserved communities in our planning area.

September 21, 2022

## Transportation Interests

These stakeholders include public and private agencies representing transit, passenger, and freight interests. Organizations representing these interests are included in LAPC contact lists, with many represented on LAPC committees. The Committee on Transit and Active Transportation (CTAT), for example, has members who represent transit agencies while the Technical Advisory Committee (TAC) has members who represent freight interests. (The CTAT is also represented on the TAC.)

## Government Agencies

To comply with federal and state regulations and to be consistent with the planning processes of state and local entities, LAPC staff regularly consult with the Wisconsin and Minnesota Departments of Transportation (WisDOT and MnDOT) and state offices of the FHWA through mid-year reviews and committee meetings, and by email and phone as work products are drafted and reviewed. The FTA and FHWA are represented on the TAC.

Other agencies (i.e., La Crosse County Emergency Services, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, Ho Chunk Nation, state historical societies, Wisconsin and Minnesota Departments of Natural Resources) are consulted during the update of the MTP to provide input on the potential impact of our plans and projects on natural, cultural, agricultural, and recreational resources. Representatives from these agencies are also included in an email distribution list used to notify the interested public of Policy Board meetings, updates to planning documents, and amendments to our TIP project list.

Local municipalities are represented on the LAPC Policy Board and on LAPC subcommittees.

## Special Interests

Special-interest groups invited into the process include, but are not limited to:

- Neighborhood associations
- Environmental groups
- Business and economic development organizations
- Institutions of learning
- Bicycle, pedestrian, and transit advocates
- Social services organizations

These groups offer differing opinions on the need for and scope of transportation services and facilities in the region.

## Other Interested Public

Contact lists of “interested-public” are maintained for all LAPC committees. Anyone interested in being added to a mailing list may do so by contacting LAPC staff through the contacts on the [Organizational Structure](#) page of our [website](#) or by visiting the LAPC office at: La Crosse County Administrative Center, 212 6<sup>th</sup> St N, Room 2300, La Crosse, WI 54601.

## Opportunities for Participation and Consultation

### LAPC Committee Structure

The public is invited to attend any of the three committees that make up the LAPC: The Policy Board, the TAC, and the CTAT. The TAC and CTAT review, prioritize, and recommend policies, projects, plans, and programs to the LAPC Policy Board, which is made up of the highest elected officials from member communities. As the highest authority, the Policy Board makes the final approvals.

LAPC staff work under the direction of the Policy Board and with the guidance of the state DOTs and the state offices of the FHWA.

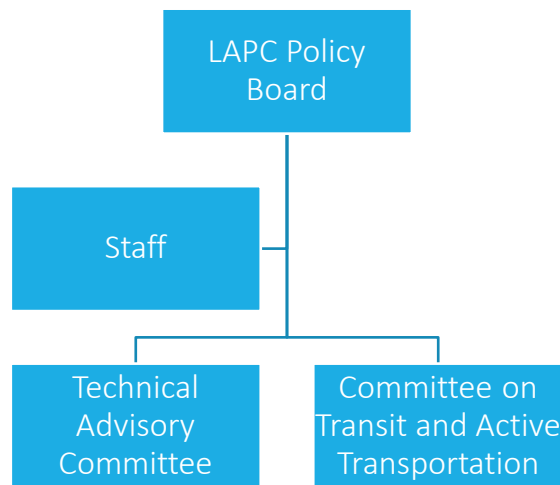


FIGURE 1: LAPC COMMITTEE STRUCTURE

### POLICY BOARD

#### Work Elements

The LAPC is the MPO and policy-making body for the La Crosse, Wisconsin-La Crescent, Minnesota metropolitan planning area (MPA). The LAPC and its staff are responsible for the development, amendment (if needed), and update of a:

- Long-range (20-yr) MTP updated every five years
- Short-range (4-yr) TIP updated annually
- Short-range (2-yr) planning work program (PWP) for LAPC staff updated annually
- Public participation plan (PPP) updated at least every five years
- Title VI Program and Limited-English Proficiency Plan updated at least every three years

#### Membership

The cities of La Crosse and Onalaska in Wisconsin and La Crescent in Minnesota; the villages of Holmen and West Salem in Wisconsin; the towns of Barre, Campbell, Greenfield, Hamilton, Holland, Medary, Onalaska, Shelby and a small portion of Bergen in Wisconsin, and La Crescent and Dresbach in Minnesota

September 21, 2022

are in the planning area. Only 10 of the communities in the planning area and La Crosse County are members. (See Figure 2 for a map of the planning area and its constituent communities.)

The LAPC Policy Board is currently comprised of one member from each of 11 governmental entities: the mayors from La Crosse, Onalaska, and La Crescent; the presidents from Holmen and West Salem; the chairpersons from Onalaska, Campbell, Holland, Medary, and Shelby; and the board chair for the County of La Crosse.

### Meetings

The LAPC Policy Board generally conducts business on the third Wednesday of every odd month (January, March, May, July, September, November), but may meet more frequently as business dictates. Meetings are held at 4:30 pm in room 1700 of the La Crosse County Administrative Center, 212 6<sup>th</sup> St N, La Crosse, unless otherwise noted on agendas. Agendas and emailed meeting notices include a Microsoft Teams link for those who prefer to participate virtually. Meetings are held at a location and time accessible to persons with disabilities and to persons dependent on public transit and are open to the public.

All meetings are noticed at least one week in advance, with minutes, agendas, and additional materials emailed to the Policy Board. A notice of meeting with links to materials on the LAPC website is emailed to a public notice distribution list that includes the members of all subcommittees and other interested parties, including the media. Meeting materials are posted to the LAPC website at <https://www.lacrossecounty.org/mpo> prior to email notification of the meeting.

## TECHNICAL ADVISORY COMMITTEE

### Work Elements

The Technical Advisory Committee (TAC) is one of two subcommittees of the LAPC. TAC responsibilities include:

- Reviewing the PWP, TIP, MTP, and PPP.
- Providing input on transportation and land use alternatives during major updates of MTP.
- Reviewing, evaluating, and recommending adoption of LAPC policies and plans that are not under the purview of the CTAT.
- Soliciting, evaluating, and ranking projects for Surface Transportation Program (STP)-Urban and local studies funding.
- Serving as technical experts.

### Membership

Membership includes technical staff from each member municipality, the Minnesota and Wisconsin Departments of Transportation, federal agencies, and business and transportation interests in the region. All approved members have one vote.

### Meetings

TAC meetings generally take place on the second Wednesday of every odd month beginning at 2:30 pm and are open to the public. TAC meetings are held in-person and/or virtually to encourage attendance by members who must travel to the area or who are constrained by time and to provide easier access for the public. TAC meetings held in-person are conducted in room 1700 of the La Crosse County Administrative

September 21, 2022

Center, 212 6<sup>th</sup> St N, La Crosse. This location is accessible to persons with disabilities and is served by public transit. During significant planning activities, the TAC may meet monthly.

All meetings are noticed at least one week in advance, with minutes, agendas, and additional materials distributed via email to TAC members. Interested parties and the media are emailed the agenda with links to all meeting materials posted on the LAPC website. Meeting materials are posted to the LAPC website at <https://www.lacrossecounty.org/mpo> prior to email notification of the meeting. Any change in the meeting date, time, or place is reflected in the agenda.

## COMMITTEE ON TRANSIT AND ACTIVE TRANSPORTATION (CTAT)

### Work Elements

Like the TAC, the CTAT is a subcommittee of the LAPC. CTAT responsibilities include:

- Reviewing, evaluating, and recommending adoption of LAPC policies and plans that are not under the purview of the TAC.
- Soliciting, evaluating, and ranking Transportation Alternative Program (TAP) applications.
- Developing plans and programs that promote transit and active transportation.
- Reviewing the TIP to ensure consideration of transit and active transportation in roadway projects.
- Recommending and reviewing transit and active transportation program elements in the annual LAPC PWP.

### Membership

The CTAT strives to obtain membership from all LAPC member communities, transit and active transportation advocacy groups, safety officials, and departments of transportation. Interested citizens are also invited to participate.

### Meetings

The CTAT meetings generally occur on the second Thursday during the odd months of January, March, May, July, September, and November. They may occur more or less frequently as business dictates.

CTAT meetings generally take place on the second Thursday of every odd month beginning at 3:00 pm and are open to the public. CTAT meetings are held in-person and/or virtually to encourage attendance by members who must travel to the area or who are constrained by time and to provide easier access for the public. CTAT meetings held in-person are conducted in room 1700 of the La Crosse County Administrative Center, 212 6<sup>th</sup> St N, La Crosse. This location is accessible to persons with disabilities and is served by public transit. During significant planning activities, the CTAT may meet monthly.

All meetings are noticed at least one week in advance, with minutes, agendas, and additional materials distributed via email to CTAT members. Interested parties and the media are emailed the agenda with links to all meeting materials posted on the LAPC website. Meeting materials are posted to the LAPC website at <https://www.lacrossecounty.org/mpo> prior to email notification of the meeting. Any change in the meeting date, time, or place is reflected in the agenda.

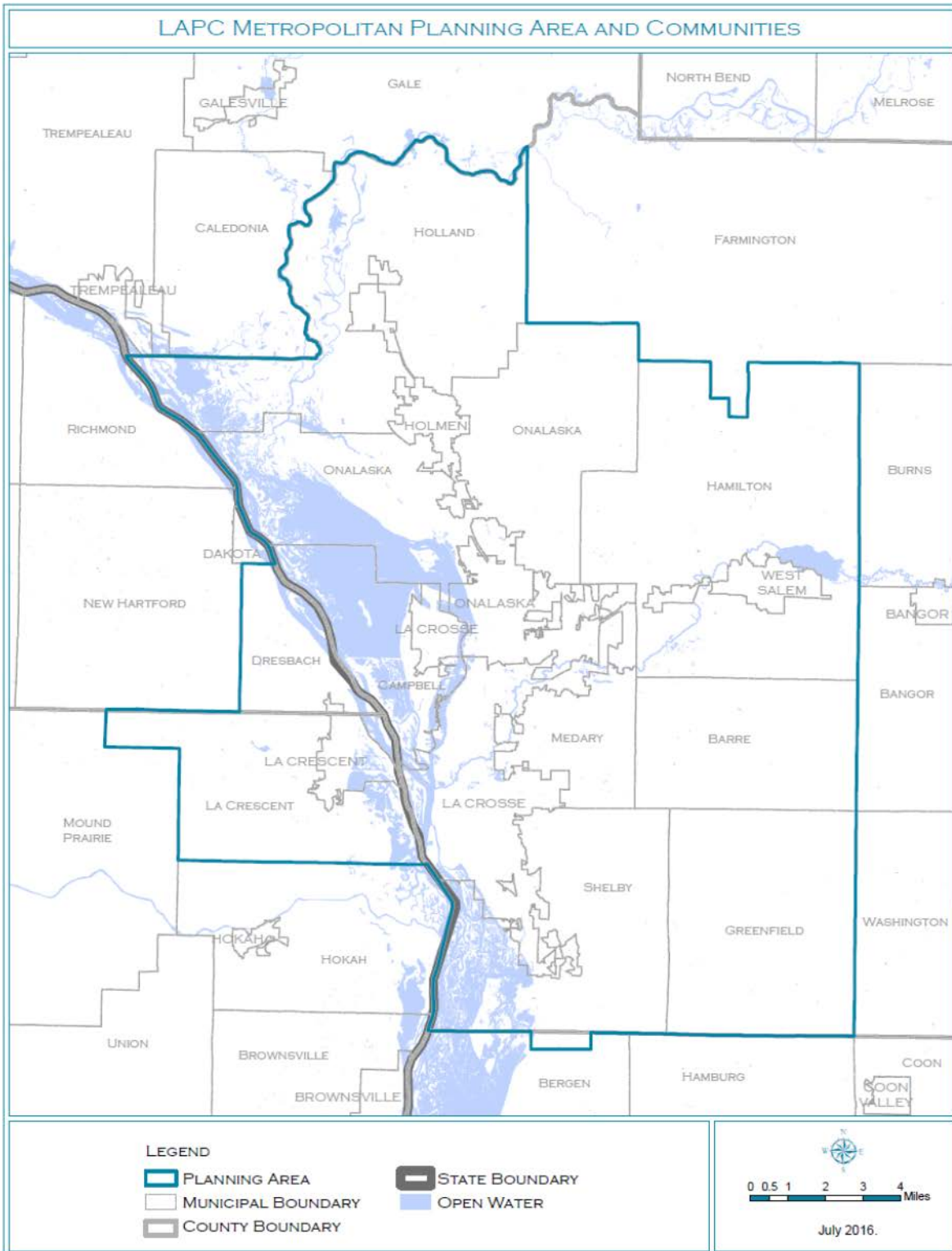


FIGURE 2: LAPC PLANNING AREA

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## Planning Process for LAPC Plans and Programs

### Metropolitan Transportation Plan (MTP)

#### UPDATES AND AMENDMENTS

The LAPC is required by Federal law to prepare a long-range transportation plan, with a minimum 20-year planning horizon, every five years. The MTP must include both long- and short-range strategies and actions that provide for the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. At a minimum, the MTP must include:

- The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan.
- Existing and proposed transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the transportation plan.
- A description of the performance measures and performance targets used in assessing the performance of the transportation system.
- A system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets.
- Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods.
- Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure, provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters.
- Transportation and transit enhancement activities.
- Design concept and design scope descriptions of all existing and proposed transportation facilities in sufficient detail to develop cost estimates.
- A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities.
- A financial plan that demonstrates how the adopted transportation plan can be implemented.
- Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g).

As the MTP is being prepared, LAPC staff make use of several outreach methods to provide reasonable opportunities for the public to be involved in the planning process. Each activity and its results are summarized and incorporated into the MTP as appropriate. Public participation is encouraged throughout the update process at LAPC committee and public information meetings and through other outreach activities.



September 21, 2022

An update of the MTP is completed every five years. It includes the components listed above as well as the results of independent modal plans and studies. These plans serve as stand-alone plans as well as components of the MTP. Once approved by the Policy Board, stand-alone plans and studies are incorporated into the MTP either by reference and/or by content. Amendments to the MTP may occur when significant changes have been made in Federal transportation law. "Significant" changes include:

- Changing the scope of the planning process (i.e., adding a new planning factor).
- Adding new requirements for the development of the plan.
- Adding new requirements for consultation.

### PUBLIC NOTICE AND COMMENT

The public notice process for the new and amended MTP and related modal plans includes:

- Publishing the draft plan along with a public notice on the LAPC website at <https://www.lacrossecounty.org/mpo> to begin a 30-day public comment period on the plan document.
- Emailing the public notice to all LAPC committee members and interested parties as maintained in a public notice distribution list.
- Email the Policy Board agenda to the public notice distribution list when the Policy Board acts on a plan.

Public comment periods end the day before the LAPC TAC meeting, which occurs one week prior to the Policy Board meeting. The TAC considers comments received during the comment period and any comments offered at the TAC meeting before acting on a recommendation to the Policy Board. The Policy Board at its meeting considers the TAC recommendation and any public comments received before making a final approval. Significant comments received by staff during the review period are documented and included in an appendix. An additional 30-day public comment period will be provided in cases where the final MTP differs significantly from the version that was made available for public comment and it raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.

### PUBLICATION

The MTP and other modal plans and studies will be made available in digital format at <https://www.lacrossecounty.org/mpo>. Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities within resource constraints.

### Transportation Improvement Program (TIP)

As required by 23 CFR 450, the LAPC develops a four-year TIP that reflects the investment priorities established in the current MTP and includes:

- A description of the anticipated effect of the TIP toward achieving the performance targets identified in the MTP and linking investment priorities to those targets.

- Capital and non-capital surface transportation projects within the boundaries of the metropolitan planning area proposed for funding under 23 U.S.C. and 49 U.S.C. Chapter 53. (Small-scale projects may be grouped by function, work type, and/or geographic area.)
- Regionally significant projects requiring an action by FHWA or FTA regardless of funding source.
- Sufficient descriptive material, estimated total project cost, the amount of federal funds to be obligated each program year, and identification of the agencies responsible for carrying out each project or phase.
- A financial plan that demonstrates how the approved TIP can be implemented.

The TIP will also include the criteria and process for prioritizing Surface Transportation Program-Urban (STP-U) projects included in the TIP and any changes in priorities from previous TIPs.

The LAPC has elected to include a list of “illustrative projects” that are desired but do not yet have identified funding.

### UPDATES AND AMENDMENTS

LAPC policy is to update the TIP annually to reflect changes in Minnesota and Wisconsin federal- and state-funded projects. The TIP includes the States’ allocations of STP-U and Transportation Alternatives (TA) funds. Public input is encouraged during the update process at LAPC and technical committee meetings, through comments received at the LAPC office, and at outreach events.

The general update schedule is illustrated in Table 1.

**TABLE 1: GENERAL SCHEDULE FOR TIP REVIEW AND APPROVAL**

<b>Activity</b>	<b>Schedule</b>
Coordinate with MnDOT and La Crosse MTU on MN TIP project list	February - June
Wisconsin project solicitation	May-June
Public notice for 15-day public comment period for draft MN TIP	June - July
TAC and LAPC review/approve MN TIP project list	July
Coordinate with WisDOT and transit agencies on WI TIP project lists	June - August
Prepare draft TIP document	August - October
Publish notice for 15-day public comment period for draft TIP	October - November
TAC and LAPC review and adopt TIP	November
LAPC submits final TIP	November

Revisions to the TIP may occur between its annually scheduled updates. Revisions include administrative modifications and amendments.

**Administrative modifications** are revisions to the TIP that are not significant enough to require public or committee notification, review, and comment or re-demonstration of fiscal constraint. Examples include:

- Changing the implementation schedule for a project within the TIP’s four-year program window.

September 21, 2022

- Changing the character of work or project limits while remaining reasonably consistent with an approved project.
- Changing source (federal, state, local), category, or amount of funding for a project without changing the scope of work or schedule of any other project within the TIP's four-year program window.
- Changing the total cost of a project by less than 10 percent.
- Adding, deleting, or modifying a project in the Grouped Project List.

**Amendments** are project changes significant enough to require public review and comment and re-demonstration of fiscal constraint. Amendments are processed through the LAPC committee structure and by WisDOT and/or MnDOT and require a 15-day public comment period. Amendments include:

- Transit projects that include the addition or deletion of a programmed project, changes to a programmed project's program year or funding source, or a major change in project scope or cost.
- Adding or deleting a project.
- Advancing a project for implementation from the illustrative list.
- Moving a project forward out of the four-year project window.
- Changing the character of work or the project limits of a project such that the current description is no longer reasonably accurate.
- Changing project funding that impacts funding for other projects, forcing any project out of the four-year window.
- Changing the total cost of a project by 10 percent or more or \$1,000,000.

## PUBLIC NOTICE AND COMMENT

The annual TIP update and TIP amendments initiate a public input process whereby LAPC staff:

- Publish the annual TIP update document, TIP amendment, and/or TIP project list and a public notice on the LAPC website to begin a 15-day public comment period.
- Illustrate new projects amended into the TIP in the LAPC TIP projects [web map](#).
- Email a public notice of TIP amendment to all committee members and interested parties as maintained in a public notice distribution list.
- Email the Policy Board agenda to the public notice distribution list when the Policy Board acts on the annual TIP, the annual Minnesota TIP project list, and an amendment to the TIP project list.

Public comment periods end the day before the LAPC TAC meeting, which occurs one week prior to the Policy Board meeting. The TAC considers comments received during the comment period and any comments offered at the TAC meeting before acting on a recommendation to the Policy Board. The Policy

September 21, 2022

Board at its meeting considers the TAC recommendation and any public comments received before making a final approval. Significant comments received by staff during the review period are documented and included in an appendix. An additional 15-day public comment period will be provided in cases where the final TIP differs significantly from the version that was made available for public comment and it raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.

#### Public Transit Operating Assistance (Section 5307)

The LAPC provides public notice and an opportunity for public comment for the Urbanized Area Formula Program (Section 5307) that is available for transit operating assistance.

The public notice and time established for public review and comment on the TIP is the same as established above and satisfies the program of projects requirements of Section 5307 for the La Crosse Municipal Transit Utility and the Onalaska Shared Ride (Onalaska/Holmen/West Salem Public Transit).

The public notice process for the Section 5307 program includes publishing a public notice for the La Crosse Municipal Transit Utility (MTU) on the LAPC website at <https://www.lacrossecounty.org/mpo>. Comments are forwarded to the La Crosse MTU.

#### PUBLICATION

A copy of the public notice and all significant comments received will be incorporated into an appendix in the final TIP document. The TIP will be made available in digital format at <https://www.lacrossecounty.org/mpo>. Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities within resource constraints.

### Public Participation Plan (PPP)

#### UPDATES AND AMENDMENTS

The public participation process outlined in the PPP will be evaluated and amended at least every five years. An amendment to the PPP may also occur if a federal or state regulation regarding public involvement has been adopted. In all cases, the public will be invited to provide comment. Public input is encouraged throughout the update process at LAPC and technical committee meetings. Additional public meetings may be held depending on the scope of the update or amendment.

#### PUBLIC NOTICE AND COMMENT

The public notice process for the PPP includes:

- Publishing the PPP document and a public notice on the LAPC website at <https://www.lacrossecounty.org/mpo> to begin a 45-day public comment period on the draft plan.
- Emailing a public notice to all committee members and interested parties as maintained in a public notice distribution list.
- Email the Policy Board agenda to the public notice distribution list when the Policy Board acts on the PPP.

September 21, 2022

Public comment periods end the day before the LAPC TAC meeting, which occurs one week prior to the Policy Board meeting. The TAC considers comments received during the comment period and any comments offered at the TAC meeting before acting on a recommendation to the Policy Board. The Policy Board at its meeting considers the TAC recommendation and any public comments received before making a final approval. Significant comments received by staff during the review period are documented and included in [Appendix C](#).

## PUBLICATION

The PPP will be made available in digital format at <https://www.lacrossecounty.org/mpo> and in hardcopy at the LAPC staff office. Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities within resource constraints.

## Other Plans and Programs

### MODAL PLANS AND STUDIES

Because modal plans tend to undergo a rigorous public input process throughout the planning process, they do not undergo a formal comment period (15-day, 30-day, 45-day) as do the TIP, MTP, and PPP. The public has the opportunity to comment on the plan throughout the process as well as when the draft plan is made available on the LAPC website. A notice is emailed to the public notice distribution list that the draft plan is available and that comments can be submitted through the [Send Us Your Comments](#) page on the [LAPC website](#), directly to staff, and/or at a TAC, CTAT, or Policy Board meeting.

Studies are completed to provide information on existing conditions such as safety or to determine the feasibility of a potential future investment. The information is most often used to establish need in a modal plan or the MTP. Studies do not undergo a formal comment period. Studies and their results are presented to the TAC, CTAT, and Policy Board for information and discussion only. The notice for the completed study is provided in the meeting agenda.

### OPERATIONAL AND POLICY PROGRAMS

Operational programs include the Title VI Program and the LAPC Planning Work Program (PWP).

#### Title VI Program

The [Title VI Program](#) ensures that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, and income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the LAPC, regardless of whether those programs and activities are federally funded or not. The Program also ensures meaningful access to services for persons with limited-English proficiency.

The Program establishes the policies and procedures necessary to ensure a non-discriminatory planning process for minority and limited-English proficient persons to participate in LAPC plans and programs. It also includes the process for filing a complaint if a member of the public feels the LAPC has engaged in discrimination. Because the Program is more subject to partner agency review and comment to ensure the Program is compliant with federal regulations, it does not undergo a formal public comment period as

do the TIP, MTP, and PPP, but is made available for public viewing and comment through the LAPC website and committee structure.

#### Planning Work Program (PWP)

The PWP is an annual program of LAPC staff activities. It is developed with the input of our member municipalities, partner agencies, transit providers, and other interested stakeholders. Discussion of work activities is conducted through our committee structure and annual agency work program meetings. Agency meetings include representatives from our Wisconsin and Minnesota Departments of Transportation, Federal Highway Administration, and Federal Transit Administration. The PWP does not undergo a formal comment period as do the TIP, MTP, and PPP. A draft PWP is made available on the LAPC website. Comments can be submitted through the [Send Us Your Comments](#) page on the [LAPC website](#), directly to staff, and/or at a TAC, CTAT, or Policy Board meeting.

## Outreach Activities and Evaluation

### Activities

The LAPC uses a variety of methods to inform and engage the public during the planning, update, and amendment of plans and programs. The type of medium used and the degree to which the public are encouraged to be involved depends on the planning activity that is taking place. The LAPC commonly uses the following methods and techniques:

- **Committee Structure.** Public participation most often occurs at one or more of the LAPC committees.
- **Hybrid Meetings.** All committee meetings are held both in person and virtually to provide better opportunities for agency members and transportation disadvantaged persons to participate.
- **News Media.** LAPC staff distributes committee meeting agendas, public notices, and public announcements via a media email and fax list maintained by La Crosse County.
- **Interested Public Email Distribution Lists.** LAPC staff maintain interested public distribution lists for each of the committees. The Public Notice Distribution List is a combined list of committee members and each committee's list of interested parties.
- **Website.** The website located at <https://www.lacrossecounty.org/mpo> serves as the information resource for LAPC operations; committee meetings; plans, programs, and studies; local planning events; performance monitoring; partner agency activities and contacts; and links to web maps illustrating transportation projects, services, and performance. The website serves as a medium for announcing public notices for comment periods and for obtaining public comment.
- **Public Information Meetings (PIMs), Workshops, & Open Houses.** LAPC staff may hold one or more public information event during plan updates and planning studies. The results and significant comments obtained at these meetings are incorporated into their respective planning documents. All public events are held at locations and times accessible to persons with disabilities and persons dependent on public transit.

- **Public Relations.** LAPC staff will upon request present before or participate in any school, civic, special interest, neighborhood, or other group event to educate the public on LAPC planning functions, plans, programs, and studies. Staff typically participate in the monthly meetings of our member communities, transit providers, and regional partners. Staff also serve on the boards and committees of standing commissions and ad hoc planning committees.
- **Focus Groups.** LAPC staff and/or consultant staff may conduct focus groups as needed during the planning process for any plan or plan update. The results and comments are incorporated into the final document.
- **Surveys.** LAPC staff or consultant staff may conduct online or paper surveys as needed for plans and studies. The process and results are incorporated into their respective planning documents.
- **Information Booths/Kiosks.** LAPC staff may participate in local events by staffing a display table of LAPC planning activities.
- **Visualization Techniques.** LAPC staff incorporates maps, charts, and pictures into its planning documents and utilizes presentation software and display boards with graphics to describe MTPs, TIPs, and studies at public meetings. Staff has added online web mapping (ArcGIS Online, UrbanSDK) to the LAPC website for more user-friendly visualization of LAPC transportation projects, services, and performance.
- **Technical Assistance.** This is a more passive technique, but it allows the LAPC to get its name and logo out for public recognition. Technical assistance most often includes making maps and other display materials and doing data analysis for government entities within our planning area.

La Crosse County provides IT administrative support to the MPO. The IT department limits the use of social media platforms (Facebook, Twitter, etc.) due to security concerns. LAPC staff work with the County Marketing Analyst to post promotional and public meeting information on the County’s Facebook page when applicable. LAPC staff also developed a social media plan in 2021, but the plan’s applicability is limited due to IT department policies.

## Evaluation

Table 2 is an evaluation matrix of the outreach activities, their frequency of use, and their relative success rank for and challenges to engaging the public in LAPC plans and programs.

**TABLE 2: EVALUATION MATRIX OF OUTREACH ACTIVITIES**

Outreach Activity	Frequency of Use	Success Rank	Pros/Cons	How to improve
Committee structure	Monthly or bi-monthly	Good	Participation has improved with virtual options available	Survey of committee members
Hybrid meetings	Monthly or bi-monthly	Very Good	Participation has improved with virtual options available	Seek out community-based organizations



September 21, 2022

**TABLE 2: EVALUATION MATRIX OF OUTREACH ACTIVITIES (CONTINUED)**

<b>Outreach Activity</b>	<b>Frequency of Use</b>	<b>Success Rank</b>	<b>Pros/Cons</b>	<b>How to improve</b>
News media	Monthly or bi-monthly	Fair	Attend only when a controversial issue is on the agenda	Develop press releases as well as public notices
Distribution lists	Monthly	Fair to Good	Limited contacts among under-represented groups; good contacts for agencies, fair for “interested parties”	Seek out community-based organizations
Website	Ongoing	Good	Updated in 2021 to be ADA accessible; added web mapping	Continue to work on accessibility and visualization
Public meetings	During plan development and updates	Fair	Poor to fair attendance	Better targeted marketing; offer virtual participation options
Public relations	When requested	Good	Improved with staff participation in member committee meetings	Direct solicitation of civic, neighborhood, and other groups
Focus groups	During plan development and updates	Very good	Challenge with obtaining the appropriate contacts	Expand network; improve public relations
Surveys	During plan updates/studies	Very good	Distribution to desired universe	Establish contacts for external distribution
Information booths	At special events	Fair	Attendees reluctant to stop and chat	Provide more eye-catching displays
Visualization	Ongoing	Very good	Can be too technical and static; improving with web mapping	Simplify; make easier to interpret and more user-friendly
Technical assistance	When requested	Fair	Passive	Ensure LAPC is sourced

Table 3 identifies the pages in this Public Participation Plan where the requirements of 23 CFR 450 are addressed.

**TABLE 3: ASSESSMENT OF PARTICIPATION PROVISIONS**

<b>Provision</b>	<b>Pages where addressed</b>
Provides adequate public notice	6, 7, 10-15
Provides timely notice and reasonable access to information	2, 6, 7, 10-15
Employs visualization techniques to describe plans and programs	16
Uses social media and other web-based tools to further encourage public participation and to solicit public feedback during the transportation planning process.	15-16
Makes public information available in electronically accessible formats	2-3, 21-23
Holds public meetings at convenient and accessible locations and times	6, 7, 15
Demonstrates explicit consideration and response to public input	10, 12-14, 27-28
Seeks out and considering the needs of those traditionally underserved by existing transportation systems	2-4, 14, 16-19, 24
Provides an additional opportunity for public comment if the final MTP or TIP differs significantly from the version made available for public comment	10, 13
Coordinates with statewide processes	4, 6, 7, 11, 15
Reviews the effectiveness of the participation plan	16-19

Evaluation of the current Public Participation Plan reveals a need to be more aggressive with some of our outreach techniques to increase participation, especially by those traditionally underserved. We also need to continue to work on accessibility policies and best practices to make LAPC plans, programs, and processes as equally accessible to persons with disabilities as those without. The 2019 Public Participation Improvement Plan identified three goals for public involvement to be met by this update:

- Improving attendance at LAPC committee meetings.
- Improving participation by those traditionally underserved.
- Complying with Title II of the Americans with Disabilities Act.

### Attendance at LAPC Committee Meetings

During 2020 and 2021, the COVID 19 pandemic had a profound impact on not only daily personal activities but also the standard operations of businesses and governments. In-person meetings were suspended, which meant rethinking and retooling how collaboration and public input took place. Virtual platforms replaced in-person meetings. The LAPC, with support from the La Crosse County IT Department, held committee meetings with Microsoft Teams, which led to greater participation by committee members. The virtual component made attending meetings more convenient, especially for committee members who needed to travel significant distances. Microsoft Teams also replaced our use of the Polycom, which, in the past, was the go-to technology for remote participation. The Polycom was limited in that it allowed no more than three participants to call in at one time.

### Participation by Persons from Disadvantaged and Underserved Communities

The pandemic also impacted the opportunity for disadvantaged persons to participate, especially low-income persons. Because meetings were being conducted remotely and libraries were shut down, low-

September 21, 2022

income persons whose only access to virtual meetings was through the computers available at libraries were presented with little opportunity to participate. LAPC staff did, however, continue to notify stakeholders from organizations that represent these communities.

Participation by stakeholders from underserved communities at committee meetings continues to lag. As public activities open up again, LAPC staff will use more targeted outreach (posting agendas at the La Crosse Main Library and Grand River Station Transit Center, for example).

### Complying with Title II of the Americans with Disabilities Act

Because the LAPC is a small organization with only two staff and no physical assets like buildings and roads, the LAPC only needs to ensure that its planning process, plans, and programs and communications are accessible to persons with disabilities. To meet this requirement, the LAPC underwent a significant overhaul of its [website](#). The La Crosse County Sitefinity platform provides the home for the LAPC website, which is subject to County policies. The ease and user-friendliness of the platform allows LAPC staff to quickly update and post content, including public notices. We have also embedded a link to Google Translate.

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## Appendix A: Non-Discrimination Statements and Protections Compliance with the Americans with Disabilities Act

### Notice Under the Americans with Disabilities Act



## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the La Crosse Area Planning Committee will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The La Crosse Area Planning Committee does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** The La Crosse Area Planning Committee will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in La Crosse Area Planning Committee's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The La Crosse Area Planning Committee will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in La Crosse Area Planning Committee offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the La Crosse Area Planning Committee, should contact the office of Peter Fletcher at 608.785.5977 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the La Crosse Area Planning Committee to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the La Crosse Area Planning Committee is not accessible to persons with disabilities should be directed to Peter Fletcher at 608.785.5977.

The La Crosse Area Planning Committee will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

September 21, 2022

## Grievance Procedure Under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **La Crosse Area Planning Committee**. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Peter Fletcher**  
Executive Director, LAPC  
212 6<sup>th</sup> St N, Room 2300  
La Crosse County Administrative Center  
La Crosse, WI 54601

Within 15 calendar days after receipt of the complaint, **Peter Fletcher** or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, **Peter Fletcher** or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **La Crosse Area Planning Committee** and offer options for substantive resolution of the complaint.

If the response by **Peter Fletcher** or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the **Wisconsin Department of Transportation (WisDOT) ADA Coordinator** or her designee.

Within 15 calendar days after receipt of the appeal, the **WisDOT ADA Coordinator** or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **WisDOT ADA Coordinator** or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by **Peter Fletcher** or his designee, appeals to the **WisDOT ADA Coordinator** or her designee, and responses from these two offices will be retained by the **La Crosse Area Planning Committee** for at least three years

September 21, 2022

### Written Communications Policy

The LAPC has adopted a written communications policy and a public meeting accessibility policy to ensure that persons with disabilities have an opportunity to request auxiliary aids and services to participate in LAPC programs, services, and activities.

The LAPC will include in each document it distributes to the general public the following statement indicating that the information is available in alternate formats to individuals with disabilities upon request and within reason:

“To request this document in an alternate format, please contact Jackie Eastwood at 608.785.6141 or at [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org).”

### Public Meeting Accessibility Policy

The LAPC will include in its written correspondence for meetings and events open to the public the following statement ensuring accessible meeting locations and interpretive assistance:

“If you have a disability and need assistance participating in this meeting, please contact Jackie Eastwood at 608.785.6141 or at [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org) at least one week in advance of the meeting.”

### Compliance with Title VI of the Civil Rights Act of 1964

Please see the LAPC’s [Title VI Non-Discrimination Program and Limited-English Proficiency Plan](#) for all Title VI policies and procedures.

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## Appendix B: Identifying Disadvantaged Populations and Underserved Communities

To identify areas of potential disproportional impact from a planned or programmed transportation project on disadvantaged populations and underserved communities, a community impact assessment is conducted. The assessment identifies tracts with a high percentage of low-income, minority, limited-English proficient (LEP), and disabled populations relative to the planning area. Tracts are used instead of smaller levels of geography to improve the reliability of the data shown.

Tracts whose lower bound percentage of the variable in question is greater than the upper bound percentage for the planning area are identified as areas that could experience disproportionately high and adverse effects of a transportation project. This ensures that the margins of error are considered in all comparisons. This methodology also applies to identifying areas of need for new or expanded services (i.e., transit service).

The following definitions are consistent with *FTA Circular 4702.1B Title VI Requirements*.

- *Low-income* refers to a person whose median household income is below 150%<sup>1</sup> the U.S. Department of Health and Human Services (HHS) poverty guidelines. The data source is C17002 Ratio of Income to Poverty Level for the most recent 5-year estimates available from the ACS.
- *Minority* refers to a person who identifies with being American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, or some other race that is not White. The data source is B03002 Hispanic or Latino Origin by Race for the most recent 5-year estimates available from the American Community Survey (ACS).
- *Limited-English proficient* refers to a person for whom English is not their primary language and who speaks English less than very well. The data source is S1601 Language Spoken at Home for the most recent 5-year estimates available from the ACS.
- *Disabled* refers to a person who reported having any one of the following difficulties: hearing, vision, cognitive, ambulatory, self-care, or independent living. The data source is B18101 Sex by Age by Disability Status for the most recent 5-year estimates available from the ACS.

Disabled populations may also be mapped by location of facilities that provide housing and services to elderly and disabled persons (i.e., assisted-living facilities, senior centers).

Elderly communities may be mapped thematically using the same methodology as used for minority, LEP, low-income, and disabled communities. The data source would be the same as for disability. Because disabled and elderly (defined as a person 60 and older, which is consistent with the eligibility requirements for County senior transportation services) populations are highly correlated, the general practice is to map disabled populations thematically and show point locations for housing and social services that support disabled and elderly

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<sup>1</sup>This threshold is consistent with the definition of “low-income” found in 49 U.S.C. 5302 as amended by MAP-21.

September 21, 2022

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## Appendix C: Public Process for PPP

### Public Process

- 1) Public comment period initiated on Friday, July 29, 2022 by posting a [public notice](#) on the LAPC [website](#) and by noticing LAPC-interested parties and committee members by e-mail.

#### Public Notice on Website:

The LAPC Public Participation Plan has been updated and is now available for a minimum 45-day public comment period, ending at 4:00 p.m. on September 13, 2022. The Plan will be reviewed and recommended for approval by the LAPC Technical Advisory Committee at its September 14, 2022 meeting. The Policy Board will consider the TAC's recommendation at its September 21, 2022 meeting.

Comments may be submitted through our [Send Us Your Comments](#) page (please note that you are commenting on the Public Participation Plan) or submitted directly to [staff](#). Staff contacts can be found at the bottom of the [Organizational Structure](#) page.

If you need special accommodation or translation into another language to view LAPC plans or programs, please contact Jackie Eastwood at 608-785-6141.

Yog tias koj xav tau kev pab tshwj xeeb lossis txhais ua lwm hom lus kom pom LAPC cov phiaj xwm lossis phiaj xwm, thov hu rau Jackie Eastwood ntawm 608-785-6141.

Si necesita adaptaciones especiales o traducción a otro idioma para ver los planes o programas de LAPC, comuníquese con Jackie Eastwood al 608-785-6141.

#### Email:

Good morning, LAPC committee members and interested parties!

This email initiates a minimum 45-day public comment period ending at 4:00 p.m. on September 13, 2022 for the update of the LAPC Public Participation Plan. The Plan will be reviewed and recommended for approval by the LAPC Technical Advisory Committee at its September 14, 2022 meeting. The Policy Board will consider the TAC's recommendation at its September 21, 2022 meeting.

You can find a link to the draft Public Participation Plan on the [Public Notices](#) page of our [website](#). Comments may be submitted through our [Send Us Your Comments](#) page (please note that you are commenting on the Public Participation Plan) or submitted directly to me through one of the contact options provided in my signature.

If you need special accommodation or translation into another language to view LAPC plans or programs, please contact Jackie Eastwood at 608-785-6141.

Yog tias koj xav tau kev pab tshwj xeeb lossis txhais ua lwm hom lus kom pom LAPC cov phiaj xwm lossis phiaj xwm, thov hu rau Jackie Eastwood ntawm 608-785-6141.

Si necesita adaptaciones especiales o traducción a otro idioma para ver los planes o programas de LAPC, comuníquese con Jackie Eastwood al 608-785-6141.

September 21, 2022

- 2) Public comment period ends on September 13, 2022.
- 3) The draft Public Participation Plan is introduced to the Technical Advisory Committee (TAC) on September 14, 2022 for their recommendation to the Policy Board. Substantive comments received are presented ahead of motion.
- 4) Substantive comments as discussed at the TAC meeting are incorporated into the draft Public Participation Plan (PPP).
- 5) LAPC Policy Board takes final action on the draft Public Participation Plan on September 21, 2022.

## Comments

### During Public Comment Period

The comments below were received during the 45-day public comment period. Please note that they may be paraphrased/summarized for intent.

Bobbi Retzlaff, FHWA Minnesota.

- Substitute references to the FAST Act with IIJA/BIL and address new IIJA provision regarding use of technology (social media and other web-based tools).
  - Substituted/modified text on page 1; added provision.
  - Substituted “FAST Act” with IIJA/BIL and referenced the United States Code on page 2.
  - Added technology provision to Table 3, page 18.

### By Subcommittee Members Prior to Public Comment Period

Other comments/suggestions from subcommittee members received prior to the public comment period that are within the purview of the LAPC include:

Cathy Van Maren, Committee on Transit and Active Transportation

- Having at least one online focus group geared to persons with disabilities and low-income communities.
  - This activity will be considered when we hold focus groups.
- Adding contacts for minority groups to our public notice list.
  - The public notice list has been updated with the suggested contacts. The Notice list is updated regularly with new contacts as received.
- Send notices to those with access to social media and ask to share.
  - Policy Board notices are already shared with La Crosse County for posting on the La Crosse County Facebook page. We can expand this to include other notices.

Rick Diermeier, Committee on Transit and Active Transportation

- Create a Frequently Asked Questions page about the LAPC.
  - This will be done and posted to our About Us page.



# La Crosse Area Planning Committee

*Metropolitan Planning Organization*

*Serving the La Crosse/La Crescent Urbanized Area*

Peter Fletcher, Director     Jackie Eastwood, Transportation Planner  
La Crosse County Administrative Center  
212 6<sup>th</sup> Street North ☎ Room 2300 ☎ La Crosse, WI 54601-1200  
PH: 608.785.6141     Website: [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo)

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September 12, 2022

To:        LAPC Members

From:     Peter Fletcher, Director

Subject:   Memorandum of Understanding between MnDOT, LAPC, and MTU

Attached is an updated “Memorandum of Understanding (MOU)” between the Minnesota Department of Transportation, the La Crosse Area Planning Committee and the La Crosse Municipal Transit Utility regarding continued cooperative transportation planning, technical assistance, and program processing. This document combines and replaces two existing MOUs adopted in 2012 and 2017. The agreement has been reviewed by all parties as well as La Crosse County Corporation Counsel. The MOU can be terminated by any party upon providing written notice.

**MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
THE MINNESOTA DEPARTMENT OF TRANSPORTATION (MNDOT), THE LA CROSSE AREA PLANNING  
COMMITTEE (MPO) AND THE LA CROSSE MUNICIPAL TRANSIT UTILITY (PUBLIC TRANSPORTATION  
OPERATOR)**

**1. PURPOSE AND SCOPE.** The purpose of this MOU is to establish and maintain a continuing, cooperative and comprehensive (3-C) transportation planning and programming process as defined and required by the United States Department of Transportation (USDOT) regulations, 23 CFR 450, 23 USC 134 and 135, 49 USC 5303 and 5304, and 49 CFR 613.

**2. RESPONSIBILITIES.**

**2.1. Statewide Transportation Plans**

**2.1.1. *MnDOT will:***

- 2.1.1.1.** Solicit input from the MPO and Public Transportation Operator early in the development of Statewide Transportation Plans.
- 2.1.1.2.** Provide an opportunity for the MPO and Public Transportation Operator to review and comment on the draft and final Statewide Transportation Plans.
- 2.1.1.3.** Periodically update the Statewide Transportation Plan and modal plans after soliciting input from the MPO and Public Transportation Operators and providing an opportunity for the MPO and Public Transportation Operators to review and comment on such updates.
- 2.1.1.4.** Conduct periodic regional meetings on the Statewide Transportation Plans seeking assistance from the MPO and Public Transportation Operator in accordance with MnDOT's Public Participation Procedures and the MPO Public Participation Policy.
- 2.1.1.5.** Coordinate public meetings with MnDOT Public Participation Procedures and the MPO Public Participation Plan.
- 2.1.1.6.** Coordinate the Statewide Transportation Plans with the MPO's Metropolitan Transportation Plan (MTP).

**2.1.2. *MPO and Public Transportation Operator will:***

- 2.1.2.1.** Provide input into the development of the Statewide Transportation Plans and any subsequent updates, including the sharing of data such as financial plans, maps, demographic data, and survey results.
- 2.1.2.2.** Review and comment on the draft and final Statewide Transportation Plans and subsequent updates.
- 2.1.2.3.** Assist and participate in periodic regional meetings.
- 2.1.2.4.** Coordinate with MnDOT in public meetings in accordance with MnDOT's Public Participation Procedures and the MPO's Public Participation Plan.

**2.1.2.5.** Coordinate the Statewide Transportation Plans with the Metropolitan Transportation Plan (MTP).

**2.2. MnDOT District-Level Transportation Plans**

**2.2.1. *MnDOT will:***

**2.2.1.1.** Coordinate with the MPO and Public Transportation Operator in the cooperative development of the District-Level Transportation Plans.

**2.2.1.2.** Provide an opportunity for the MPO and Public Transportation Operator to review and comment on the District-Level Transportation Plans that impact the metropolitan planning area.

**2.2.1.3.** Periodically update the District-Level Transportation Plans after soliciting input from the MPO and Public Transportation Operator and providing an opportunity for the MPO and Public Transportation Operator to review and comment on the updated District-Level Transportation Plans.

**2.2.1.4.** Coordinate public meetings with MnDOT's Public Participation Procedures and the MPO's Public Participation Plan.

**2.2.1.5.** Coordinate the District-Level Transportation Plans with the MPO's Metropolitan Transportation Plan (MTP).

**2.2.2. *MPO and Public Transportation Operator will:***

**2.2.2.1.** Provide input into the development of the District-Level Transportation Plans and any subsequent updates to the District-Level Transportation Plans, including the sharing of data such as financial plans, maps, demographic data, and survey results.

**2.2.2.2.** Review and comment on the draft and final District-Level Transportation Plans and any subsequent updates to those plans.

**2.2.2.3.** Assist and participate in public meetings regarding the District-Level Transportation Plans.

**2.2.2.4.** Coordinate the District-Level Transportation Plans with the Metropolitan Transportation Plan (MTP).

**2.3. Metropolitan Transportation Plan**

**2.3.1. *MnDOT will:***

**2.3.1.1.** Provide input into the development of the MPO's Metropolitan Transportation Plan (MTP).

**2.3.1.2.** Review and comment on the MPO's draft MTP.

**2.3.1.3.** Provide assistance and necessary data for MPO's system performance and monitoring report; review findings and comment.

**2.3.1.4.** Provide input into the periodic update of the MPO's MTP and modal plans.

**2.3.1.5.** Assist and participate in obtaining public input in the development of the MPO's MTP in accordance with the MPO's Public Participation Plan.

**2.3.2. MPO will:**

- 2.3.2.1.** Develop and adopt a Metropolitan Transportation Plan (MTP) in accordance with federal and state regulations in cooperation with MnDOT and the Public Transportation Operator.
- 2.3.2.2.** Develop and adopt modal plans to support and further define the MTP.
- 2.3.2.3.** Provide MnDOT and the Public Transportation Operator the opportunity to review and comment on the draft MTP and modal plans.
- 2.3.2.4.** Monitor and report on transportation system trends in the annual Transportation Improvement Program and the quinquennial Metropolitan Transportation Plan.
- 2.3.2.5.** Provide opportunity for MnDOT and the Public Transportation Operator to review the draft findings report.
- 2.3.2.6.** Update the MTP at least every five years in cooperation with MnDOT and the Public Transportation Operator.
- 2.3.2.7.** Provide an opportunity for MnDOT and the Public Transportation Operator to review and comment on the updated draft MTP.
- 2.3.2.8.** Solicit, with the help of MnDOT and the Public Transportation Operator, public input in accordance with the MPO's Public Participation Plan.

**2.3.3. Public Transportation Operator will:**

- 2.3.3.1.** Provide input into the development of the MPO's MTP and modal plans- particularly in development or preparation of the transit portion, including the sharing of data such as financial plans, maps, demographic data, and survey results.
- 2.3.3.2.** Review and comment on the MPO's draft MTP.
- 2.3.3.3.** Cooperatively develop estimates of reasonable funding for the MTP planning period.
- 2.3.3.4.** Provide assistance and data for the MPO's system performance and monitoring report; review findings and provide comment.
- 2.3.3.5.** Assist and participate in obtaining public input in the development of the MPO's MTP in accordance with the MPO's Public Participation Plan.

**2.4. Unified Planning Work Program (UPWP) and Grant Application**

**2.4.1. MnDOT will:**

- 2.4.1.1.** Provide input into MPO's Unified Planning Work Program (UPWP).
- 2.4.1.2.** Cooperatively develop estimates of reasonable funding for the UPWP.
- 2.4.1.3.** Review and comment on MPO's draft UPWP.
- 2.4.1.4.** Approve MPO's final UPWP and submit it to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) requesting authorization and obligation of funds.



- 2.4.1.5. Request transfer of FTA Section 5303 funds to FHWA.
- 2.4.1.6. Prepare FHWA project authorization for MPO's FHWA PL funds.
- 2.4.1.7. Prepare and execute agreement with MPO for distribution of FHWA and FTA metropolitan planning funds.
- 2.4.1.8. Review MPO's quarterly progress reports.
- 2.4.1.9. Review and comment on Public Transportation Operator's Urbanized Area Formula Program and/or Capital Program Grants Application.

**2.4.2. MPO will:**

- 2.4.2.1. Prepare an annual Unified Planning Work Program (UPWP) that aligns with 23 § 450.308 in cooperation with MnDOT and the Public Transportation Operator.
- 2.4.2.2. Provide an opportunity to MnDOT and Public Transportation Operator for review and comment on the draft UPWP.
- 2.4.2.3. Submit final UPWP to MnDOT for approval no later than November 1 of each calendar year for the subsequent calendar year UPWP and submittal to Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).
- 2.4.2.4. Review and sign agreement with MnDOT for distribution FHWA and FTA metropolitan planning funds.
- 2.4.2.5. Prepare quarterly Progress Reports and submit to MnDOT.
- 2.4.2.6. Review and comment on Public Transportation Operator's Urbanized Area Formula Program and/or Capital Program Grant Application.

**2.4.3. Public Transportation Operator will:**

- 2.4.3.1. Provide input into the MPO's annual Unified Planning Work Program (UPWP).
- 2.4.3.2. Review and comment on the MPO's draft UPWP.
- 2.4.3.3. Prepare and send an Urbanized Formula Program or Capital Program Grant Application or both to the Federal Transit Administration for approval; notify MnDOT and MPO when the Capital Program Grant has been approved.

**2.5. Technical Studies**

This section applies to all technical activities, such as corridor studies and sub-area planning studies that occur within the metropolitan planning area.

**2.5.1. MnDOT will:**

- 2.5.1.1. Prepare and provide scope of work for review and comment by the MPO and Public Transportation Operator for MnDOT initiated studies.
- 2.5.1.2. Review, comment and approve the scope of work prepared by MPO and Public Transportation Operator.
- 2.5.1.3. Review and comment on draft study reports prepared by MPO and Public Transportation Operator.

**2.5.1.4.** Participate in MPO and Public Transportation Operator study committees and sub-committees as appropriate and requested.

**2.5.2.** *MPO will:*

**2.5.2.1.** Prepare and provide scope of work for review and comment by MnDOT and Public Transportation Operator for MPO initiated studies.

**2.5.2.2.** Review, comment and approve scope of work prepared by MnDOT and Public Transportation Operator.

**2.5.2.3.** Review and comment on draft study reports prepared by MnDOT and Public Transportation Operator.

**2.5.2.4.** Participate in MnDOT and Public Transportation Operator study committees and sub-committees as appropriate and requested.

**2.5.3.** *Public Transportation Operator will:*

**2.5.3.1.** Prepare and provide scope of work for review and comment by MnDOT and MPO for Public Transportation Operator initiated studies.

**2.5.3.2.** Review and comment on scope of work prepared by MnDOT and MPO.

**2.5.3.3.** Review and comment on draft study reports prepared by MnDOT and MPO.

**2.5.3.4.** Participate in MnDOT and MPO study committees and sub-committees as appropriate and requested.

**2.6. Transportation Improvement Program (TIP)**

**2.6.1.** *MnDOT will:*

**2.6.1.1.** Provide State Transportation Improvement Program (STIP) Development Guidelines to MPO and Public Transportation Operator through Area Transportation Partnership (ATP).

**2.6.1.2.** Develop draft STIP from ATP's prioritized project lists in accordance with the STIP Development Guidance.

**2.6.1.3.** Provide an opportunity through the ATP for the MPO and Public Transportation Operator to review and comment on the STIP Development Guidelines and draft STIP.

**2.6.1.4.** Obtain early public participation on the STIP development with the assistance of the MPO and the Public Transportation Operator.

**2.6.1.5.** Cooperatively develop annual estimates of available funding for each TIP/STIP cycle.

**2.6.1.6.** Cooperate and participate in the annual solicitation of projects conducted by the MPO.

**2.6.1.7.** Submit to MPO a list of all projects (funded with state or federal or both types of funds) which are consistent with the MPO's Metropolitan Transportation Plan (MTP) for development of the draft TIP; list of projects is cooperatively developed.

- 2.6.1.8.** Review and comment on the MPO list of prioritized projects.
- 2.6.1.9.** Review and comment on draft MPO TIP.
- 2.6.1.10.** Coordinate all public meetings on the STIP in the metropolitan planning area with the MPO's Public Participation Plan.
- 2.6.1.11.** Approve final MPO TIP; Incorporate MPO TIP into STIP and submit to Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for approval.

**2.6.2.** *MPO will:*

- 2.6.2.1.** Solicit projects from all implementing agencies projects that are consistent with the MPO's Metropolitan Transportation Plan (MTP).
- 2.6.2.2.** Recommend submittal of projects on the list to the ATP.
- 2.6.2.3.** Participate in the development of the ATP's area TIP, including early public participation.
- 2.6.2.4.** Review and comment on the Development Guidance and draft State Transportation Improvement Program (STIP).
- 2.6.2.5.** Coordinate with MnDOT all public meetings on the STIP in the metropolitan area in accordance with MPO's Public Participation Plan.
- 2.6.2.6.** Develop TIP utilizing input from the ATP, MnDOT and the Public Transportation Operator.
- 2.6.2.7.** Obtain public input on the TIP in accordance with the MPO's Public Participation Plan.
- 2.6.2.8.** Complete TIP checklist.
- 2.6.2.9.** Submit TIP and completed TIP checklist to MnDOT for approval.

**2.6.3.** *Public Transportation Operator will:*

- 2.6.3.1.** Submit to the MPO candidate projects that are consistent with the MPO's Metropolitan Transportation Plan.
- 2.6.3.2.** Review and comment on MPO list of prioritized projects.
- 2.6.3.3.** Participate in the development of the ATP's Area TIP, including early public participation.
- 2.6.3.4.** Develop and share financial plans, annual listing of obligated projects and other related data.
- 2.6.3.5.** Review and comment on Development Guidance and draft State Transportation Improvement Program (STIP).
- 2.6.3.6.** Review and comment on draft and final MPO TIP.

**2.7. Committees**

**2.7.1.** *MnDOT will:*

- 2.7.1.1.** Attend and participate in MPO Technical Advisory Committee meetings as a voting member.
- 2.7.1.2.** Serve as an ex-officio member of the MPO Policy Board, as requested.
- 2.7.1.3.** Establish study committees/sub-committees as needed and include MPO and Public Transportation Operator representatives as appropriate.
- 2.7.1.4.** Participate in MPO and Public Transportation Operator study committees and sub-committees as appropriate.

**2.7.2.** *MPO will:*

- 2.7.2.1.** Maintain a Technical Advisory Committee that includes MnDOT and Public Transportation Operator as a voting member.
- 2.7.2.2.** Establish study committees/sub-committees as needed and include MnDOT and Public Transportation Operator as appropriate.
- 2.7.2.3.** Participate in MnDOT and Public Transportation Operator study committees/sub-committees as appropriate.
- 2.7.2.4.** Participate in the MnDOT District Area Transportation Partnership.

**2.7.3.** *Public Transportation Operator will:*

- 2.7.3.1.** Attend and participate in MPO Technical Advisory Committee meetings as a voting member.
- 2.7.3.2.** Establish study committees/sub-committees as needed and include MnDOT and MPO representatives as appropriate.
- 2.7.3.3.** Participate in MnDOT and MPO study committees and sub-committees as appropriate.

**2.8. Certification**

**2.8.1.** *MnDOT will:*

- 2.8.1.1.** Monitor federal and state legislation and inform the MPO and Public Transportation Operator of new or changed requirements.
- 2.8.1.2.** Prepare and adopt MnDOT's Public Participation Procedures for public involvement throughout the statewide transportation planning and programming process.
- 2.8.1.3.** Prepare and include in the State Transportation Improvement Program (STIP) an annual MnDOT self-certification and supporting documentation of compliance with required regulations.
- 2.8.1.4.** Conduct mid-year program review with MPO and Public Transportation Operator.
- 2.8.1.5.** Review, make a concurrence determination and submit MPO's self-certification documentation to Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) as part of the Transportation Improvement Program (TIP) submittal.

**2.8.2. MPO will:**

- 2.8.2.1.** Prepare and adopt MPO's Public Participation Plan.
- 2.8.2.2.** Prepare and include in annual Transportation Improvement Program (TIP) an adopted self-certification statement with supporting documentation of compliance with required federal regulations.
- 2.8.2.3.** Review MnDOT's self-certification documentation.
- 2.8.2.4.** Participate in mid-year program review with MnDOT and Public Transportation Operator.

**2.8.3. Public Transportation Operator will:**

- 2.8.3.1.** Review MPO's and MnDOT's self-certification documentation.
- 2.8.3.2.** Participate in mid-year program review with MnDOT and MPO.

**3. PERFORMANCE BASED PLANNING**

To the extent practicable, the parties to this agreement will work cooperatively to develop, identify and implement a performance-based planning approach to address federal performance measures. This coordination effort is outlined below.

**3.1. Performance Based Planning**

**3.1.1. MnDOT will:**

- 3.1.1.1.** Develop and share information related to transportation performance data.
- 3.1.1.2.** Coordinate with the Public Transportation Operator and MPO to select and establish performance targets in accordance with 23 § 450.206(c).
- 3.1.1.3.** Promptly report performance targets whenever a target is adopted or change.
- 3.1.1.4.** Follow the specific procedures identified in the most current version of the Performance Planning Target Setting Procedures document. The document will be maintained by the MPO Coordinator within the MnDOT Office of Transportation System Management.
- 3.1.1.5.** Meet with the MPO and Public Transportation Operator annually, or more frequently, to discuss status of targets and plans. Plans include but are not limited to, Transit Development Plan, Transit Asset Management Plan, and Public Transportation Agency Safety Plan.

**3.1.2. MPO will:**

- 3.1.2.1.** Develop and share information related to transportation performance data.
- 3.1.2.2.** Coordinate with the Public Transportation Operator and MnDOT to select and establish performance targets in accordance with 23 § 450.306(d).
- 3.1.2.3.** MPO will coordinate with the Public Transportation Operator on a schedule for target adoption, so that it fits into the MPO's schedule for Transportation Improvement Program (TIP) adoption.
- 3.1.2.4.** Promptly report performance targets whenever a target is adopted or change.

**3.1.2.5.** Follow the specific procedures identified in the most current version of the Performance Planning Target Setting Procedures document.

**3.1.2.6.** Meet with Public Transportation Operator and MnDOT annually, or more frequently, to discuss status of targets and plans. Plans include but are not limited to, Transit Development Plan, Transit Asset Management Plan, and Public Transportation Agency Safety Plan.

**3.1.3.** *Public Transportation Operator will:*

**3.1.3.1.** Develop and share information related to transportation performance data.

**3.1.3.2.** Select and establish performance targets in coordination with MPO and MnDOT according to 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).

**3.1.3.3.** Public Transportation Operator will coordinate with the MPO on a schedule for target adoption, so that it fits into the MPO's schedule for Transportation Improvement Program (TIP) adoption.

**3.1.3.4.** Promptly report performance targets whenever a target is adopted or change.

**3.1.3.5.** Follow the specific procedures identified in the most current version of the Performance Planning Target Setting Procedures document.

**3.1.3.6.** Organize a meeting annually, or more frequently, with MnDOT and the MPO to discuss status of targets and plans. Plans include but are not limited to, Transit Development Plan, Transit Asset Management Plan, and Public Transportation Agency Safety Plan.

**4. CONTRACTUAL OBLIGATIONS.**

This MOU is not a legally binding agreement and creates no legally binding obligations for any party. Because of this mutual desire to proceed, each party fully intends to make a good faith effort to achieve the goals described above, including working together to comply with federal and state laws and to find mutually beneficial solutions when problems arise.

**5. GOVERNMENT DATA.**

The parties acknowledge that this MOU as well as any data created, collected, stored, or received under the terms of this MOU are "Government Data" within the meaning of the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) and that they must comply with the provisions of the Act as it relates to such data.

**6. EFFECTIVE DATE.**

This MOU shall be effective when all appropriate signatures have been obtained by MnDOT, the MPO, and the Public Transportation Operator. It is further understood that this MOU replaces the existing Planning and Performance MOUs signed December 4, 2012, and December 18, 2017, respectively.

**7. MODIFICATION.**

Any amendments to this MOU must be mutually agreed to in writing. It is mutually agreed that this MOU will be reviewed (and amended as determined necessary) following the reauthorization of the current surface transportation authorization act.

**8. TERMINATION.**

The terms of this MOU may be terminated by any one of the parties by giving written notice to each of the other parties. This MOU will remain in effect until terminated as provided in this clause, or until replaced by a new MOU.

**I concur with this Memorandum of Understanding**

Minnesota Department of Transportation:

La Crosse Area Planning Committee

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

MnDOT Contract Management  
(as to form)

La Crosse Municipal Transit Utility

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



2023

# DRAFT LAPC Planning Work Program



Approved November 16, 2022

La Crosse Area Planning Committee,  
Metropolitan Planning Organization for the La  
Crosse, WI–La Crescent, MN Urbanized Area



# 2023 Planning Work Program (PWP)

for the

La Crosse Area Planning Committee (LAPC), the Metropolitan Planning Organization for the La Crosse, WI – La Crescent, MN Urbanized Area

## CONTACTS:

All questions, comments, or requests for documents and services may be directed to:

Peter Fletcher, Executive Director

Phone: 608.785.5977

Email: [pfletcher@lacrossecounty.org](mailto:pfletcher@lacrossecounty.org)

or

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Phone: 608.785.6141

E-mail: [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org)

At:

La Crosse Area Planning Committee  
La Crosse County Administrative Center  
212 6<sup>th</sup> St N, Room 2300  
La Crosse, WI 54601

This Transportation Improvement Program and other LAPC documents, meeting minutes and agendas, and other information may also be obtained on our website at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo).

To request this document in an alternate format, please contact Jackie Eastwood at 608.785.6141 or at [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org).

This Planning Work Program is funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation; Wisconsin Department of Transportation; and Minnesota Department of Transportation. The views and opinions of the authors expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation or other funding agencies.





## Table of Contents

---

Introduction .....	1
Introduction .....	1
MPO Resolution .....	1
Self-Certification.....	1
Operational Procedures and Bylaws.....	2
MPO Committees and Membership.....	3
La Crosse Area Planning Committee Policy Board.....	3
MPO Staff and Contractors .....	3
MPO Planning Area .....	4
Planning Priorities and Planning Factors .....	5
Summary of 2022 Accomplishments.....	7
2022 Title VI, EJ, and ADA Accomplishments .....	8
Status of Current Work Program Activities .....	8
Program Elements.....	9
Introduction .....	9
Staff Time Allocation .....	9
100 Program Support and Administration .....	9
Objective .....	9
Previous Work.....	9
2023 Work Goals.....	9
Process .....	10
200 Long-Range Transportation Planning .....	10
Objective .....	10
Previous Work.....	10
2023 Work Goals.....	10
Process .....	11
300 Short-Range and Multimodal Transportation Planning .....	11
Objective .....	11
Previous Work.....	11
2023 Work Goals.....	12
Process .....	12
400 Transportation Improvement Program .....	13

Objective ..... 13

Previous Work ..... 13

2023 Work Goals ..... 13

Process ..... 13

500 Consultant Studies Funding ..... 14

    Objective ..... 14

    Previous Work ..... 14

    2023 Work Goals ..... 14

    Process ..... 14

Appendix A: Resolution Approving the Work Program ..... 15

    Resolution Approving the 2023 Work Program ..... 15

Appendix B: LAPC Meeting Times and Locations ..... 17

    LAPC Committee Meeting Times and Locations ..... 17

Appendix C: 2023 PWP Budget and Elements Detail ..... 19

    2023 Planning Work Program Budget ..... 19

    2023 Local Share Dues ..... 20

    2023 Program Elements Detail ..... 20

Appendix D: Indirect Cost Allocation Plan ..... 23

    Office Indirect Costs ..... 23

    Leave and Fringe Benefit Rates ..... 24

    Certificate of Cost Allocation Plan ..... 24

Appendix E: Contact Information ..... 27

    Federal, State, and Local Contacts ..... 27

        LAPC Contact Information ..... 27

        Department of Transportation Local Contacts ..... 27

        Department of Transportation State Contacts ..... 28

        Department of Transportation Federal Contacts ..... 29

Appendix F: Work Program Checklist ..... 31

    Minnesota DOT Work Program Checklist ..... 31

# Introduction

## Introduction

The *2023 Planning Work Program for the La Crosse Area Planning Committee* (PWP, work program) presents work activities that the La Crosse Area Planning Committee (LAPC) will undertake as the designated Metropolitan Planning Organization (MPO) for the La Crosse, Wisconsin and La Crescent, Minnesota Metropolitan Planning Area (MPA).

The PWP is developed with the input and cooperation of the local municipalities, agencies, transit providers, and the public through the LAPC Policy Board, technical committees, and public participation process. Input is also sought from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Minnesota and Wisconsin Departments of Transportation (MnDOT and WisDOT). The PWP is developed to be consistent with the guidance provided in the [Wisconsin Department of Transportation Unified Planning Work Program Handbook](#).

The work program implements *Beyond Coulee Vision 2040*, the metropolitan transportation plan (MTP) for the La Crosse and La Crescent area, adopted by the LAPC in September 2020 in accordance with Fixing America's Surface Transportation (FAST) Act, which was signed on December 4, 2015.

## MPO Resolution

**Resolution 11-2021** approving the 2023 Planning Work Program is included in [Appendix A](#).

## Self-Certification

Self-certification of the metropolitan planning process in accordance with 23 CFR 450.334(a) is included in the resolution adopting the Planning Work Program. The LAPC certifies that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

- **23 U.S.C. 134 and 49 U.S.C. 5303.** The current documentation and approvals include:

Transportation Plan	<a href="#">Beyond Coulee Vision 2040: A performance-based approach to moving people and goods</a> ; adopted September 16, 2020
Transportation Improvement Program (TIP)	<a href="#">2022-2025 LAPC Transportation Improvement Program</a> , approved on November 10, 2021
Planning Work Program (PWP)	<a href="#">2022 LAPC Planning Work Program</a> , approved on November 17, 2021
Public Participation Plan	<a href="#">Public Participation Plan for the La Crosse Area Planning Committee</a> approved on September 21, 2022
MPO Cooperative Agreements	<a href="#">WisDOT/MTU</a> , May 8, 2017; <a href="#">MnDOT/MTU</a> , November 14, 2012; <a href="#">MnDOT/MTU</a> , November 15, 2017; <a href="#">Intermunicipal Agreement for Metropolitan Planning Organization</a> , approved August 21, 2019
<a href="#">Metropolitan Planning Area Boundary</a>	Approved by the LAPC and MnDOT on March 20, 2013; approved by WisDOT on July 30, 2013

- **Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21.** The LAPC complies with this requirement through the policies identified in the [Title VI Non-Discrimination Program and Limited-English Proficiency Plan](#) as approved on November 18, 2020.
- **49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.** The LAPC complies with this requirement through the policies identified in the [Title VI Non-Discrimination Program and Limited-English Proficiency Plan](#) as approved on November 18, 2020 and in the [Public Participation Plan for the La Crosse Area Planning Committee](#) approved on September 21, 2022.
- **Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT-funded projects.** The LAPC will follow the WisDOT's federally approved DBE program when soliciting contractors to complete projects using federal planning funds.
- **23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts.** This requirement does not directly apply to the LAPC because we are not involved in federal or federal-aid highway construction contracts. The LAPC does operate under La Crosse County's *Equal Opportunity in Employment and Service Delivery*.
- **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.** The LAPC complies with this requirement through the policies identified in the [Public Participation Plan for the La Crosse Area Planning Committee](#) approved on September 21, 2022. The policies and procedures are posted on our website at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo) and in our office at 212 6<sup>th</sup> St N, Room 2300, La Crosse County Administrative Center, La Crosse, WI 54601.
- **The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.** The LAPC complies with this requirement through the policies identified in the [Public Participation Plan for the La Crosse Area Planning Committee](#) approved on September 21, 2022 and through La Crosse County's policy of *Equal Opportunity in Employment and Service Delivery*.
- **Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender.** The LAPC complies with this requirement through the policies identified in the [Public Participation Plan for the La Crosse Area Planning Committee](#) approved on September 21, 2022 and through La Crosse County's policy of *Equal Opportunity in Employment and Service Delivery*.
- **Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.** The LAPC complies with this requirement through the policies identified in the [Public Participation Plan for the La Crosse Area Planning Committee](#) approved on September 21, 2022. The policies and procedures are posted on our website at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo) and in our office at 212 6<sup>th</sup> St N, Room 2300, La Crosse County Administrative Center, La Crosse, WI 54601.

## Operational Procedures and Bylaws

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The following agreements that govern the operation of the LAPC are available on the main page of our website at [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo):



- [Cooperative Agreement for Continuing Transportation Planning for the La Crosse, Wisconsin Metropolitan Area \(WisDOT / LAPC / MTU, 2017\)](#)
- [Intermunicipal Agreement for Metropolitan Planning Organization](#) (MN and WI municipalities, LAPC, 2019)
- [Memorandum of Understanding Between MnDOT, LAPC and MTU \(2012\) for cooperative planning](#)
- [Memorandum of Understanding Between MnDOT, LAPC, and MTU \(2017\) for performance planning](#)
- Bylaws of the La Crosse Area Planning Committee (Municipalities, 2021)
- Title VI Non-Discrimination Agreement (LAPC and WisDOT, 2020) is in Appendix B of the [Title VI Non-Discrimination Program and Limited-English Proficiency Plan](#), November 18, 2020.

## MPO Committees and Membership

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### La Crosse Area Planning Committee Policy Board

<b>Linda Seidel, Chair</b> Chair, Town of Medary	<b>Patrick Barlow, Vice Chair</b> President, Village of Holmen	<b>Stan Hauser</b> Chair, Town of Onalaska
<b>Mitch Reynolds</b> Mayor, City of La Crosse	<b>Timothy L. Candahl</b> Chair, Town of Shelby	<b>Bob Stupi</b> Chair, Town of Holland
<b>Kim Smith</b> Mayor, City of Onalaska	<b>Scott Schumacher</b> President, Village of West Salem	<b>Monica Kruse</b> Chair, La Crosse County Board
<b>Mike Poellinger</b> Mayor, City of La Crescent	<b>Joshua Johnson</b> Chair, Town of Campbell	

In addition to the Policy Board, the LAPC has two technical committees: The Technical Advisory Committee (TAC) and the Committee on Transit and Active Transportation (CTAT).

The TAC advises the LAPC on technical aspects of transportation planning. The TAC is the primary review group for most proposals brought before the LAPC and makes recommendations on roadway, freight, and Surface Transportation Program-Urban (STP-U) projects and programs. The CTAT advises the LAPC on a wide range of transit, bicycle, and pedestrian programs and issues, including the Transportation Alternatives Program (TAP).

Membership, representatives, structure, purpose, officers and voting procedures of the technical committees can be found on the “Bylaws and Agreements” page of the LAPC website.

Please see [Appendix B](#) for the schedule of meeting times for LAPC committees.

## MPO Staff and Contractors

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Staff responsible for the implementation of the work program are Peter Fletcher, Executive Director, and Jackie Eastwood, Transportation Planner. A new transportation planner will be hired to assist with major updates resulting from the 2020 Decennial Census, planning activities to develop the 2025 MTP, and other

functions deemed necessary. Staff will work 100% of their time on MPO work activities as detailed later in this document.

The LAPC does not anticipate contracting with outside agencies in 2023.

## MPO Planning Area

Figure 1 illustrates the LAPC metropolitan planning area (MPA) and the adjusted urbanized area.

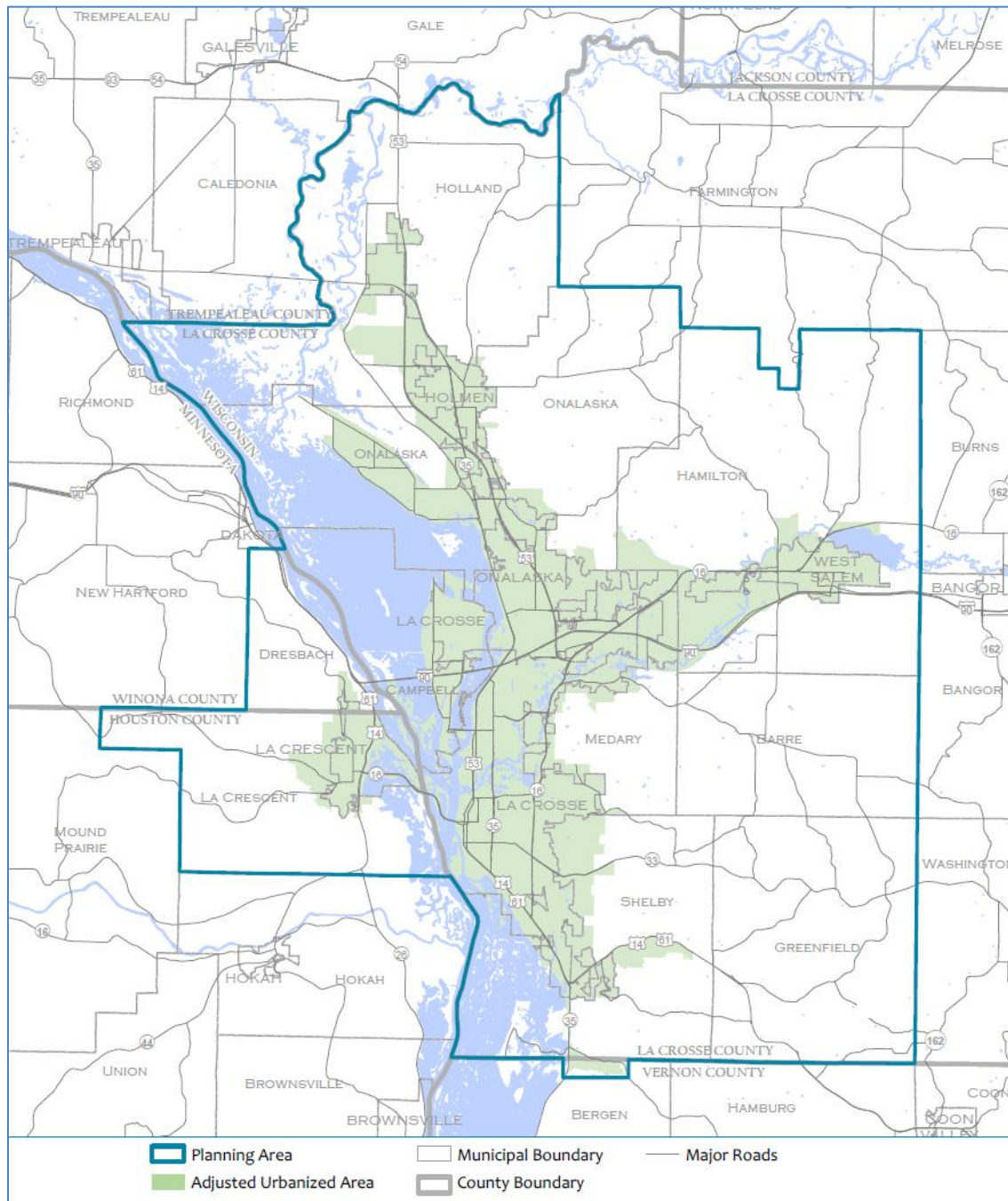


Figure 1: LAPC Metropolitan planning area and adjusted urbanized area.

## Planning Priorities and Planning Factors

In general, the scope of the planning process will consider projects and strategies that will:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

The planning factors are addressed in the LAPC work program elements as shown in Table 1:

Table 1: Work Program Elements Emphasis Areas

WORK PROGRAM ELEMENT	PLANNING FACTOR									
	1	2	3	4	5	6	7	8	9	10
<b>100 Program Support and Administration</b>										
Program Support										
Planning Work Program	X	X	X	X	X	X	X	X	X	X
Training and Travel	X	X	X	X	X	X	X	X	X	X
Program Expenses										
<b>200 Long Range Planning</b>										
Metropolitan Transportation Plan Implementation	X	X	X	X	X	X	X	X	X	X
Public Participation Process and Outreach		X		X	X	X				
Transportation Planning Database	X	X	X	X	X	X	X	X	X	X
Environmental Justice		X		X		X			X	X
Travel Forecasting Model				X			X		X	X
<b>300 Short Range Planning</b>										
Transportation Studies and Projects	X	X	X	X	X	X	X	X	X	X
Modal Planning	X	X	X	X	X	X	X	X	X	X
Technical Assistance		X	X	X		X	X		X	X
<b>400 Transportation Improvement Program</b>										
Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
Minnesota ATP	X	X	X	X	X	X	X	X	X	X
<b>500 Local Studies Federal Share</b>										
Local Studies Federal Share		X	X	X	X	X	X			X

The planning emphasis areas developed by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) in 2015 will continue to be planning priorities in 2023:

- **Transition to Performance-based Planning and Programming.** This emphasis area includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Because the LAPC has agreed to support the Minnesota and Wisconsin Departments of Transportation (DOTs) performance targets, work activities involve coordinating and collaborating with our DOTs, FHWA, FTA, and transit providers.

The LAPC Transportation Improvement Program reports the Federal performance measures, the performance measure targets, and the anticipated effect of the TIP toward achieving those targets. The Metropolitan Transportation Plan (MTP) includes a system performance report that evaluates the condition and performance of the transportation system with respect to the performance targets and discusses the progress achieved by the LAPC in meeting the targets.

- **Regional Models of Cooperation.** The goal of this emphasis area is to ensure a regional approach to transportation planning by promoting cooperation and coordination between/among local, state, and federal agencies.
- **Ladders of Opportunity.** This last emphasis area concentrates on identifying transportation connectivity gaps in accessing essential services like employment, health care, education, and recreation.

Additional emphasis areas were developed in 2021 and are addressed under the work program elements:

- **Tackling the Climate Crisis – Transition to Clean Energy, Resilient Future.** The goal of this emphasis area is to ensure that transportation plans and infrastructure investments help achieve national greenhouse gas reduction goals.
- **Equity and Justice40 in Transportation Planning.** The goal of this emphasis area is to advance racial equity and support for underserved and disadvantaged communities.
- **Complete Streets.** The goals here are to review current policies, rules, and procedures to determine their impact on safety for all road users and to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment.
- **Public Involvement.** The desire of this emphasis area is to increase meaningful public involvement by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices.
- **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination.** The purpose of this emphasis area is to ensure coordination with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.
- **Federal Land Management Agency (FLMA) Coordination.** This emphasis area is like the one above only its concerns are related to access routes and other public roads and transportation services that connect to Federal lands.
- **Planning and Environment Linkages (PEL).** The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process.

- **Data in Transportation Planning.** This emphasis area involves incorporating data sharing and consideration into the transportation planning process. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision making.

## Summary of 2022 Accomplishments

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- Collaborated with State DOTs and transit agencies on performance measures, targets, and plans.
- Participated in the Area Transportation Partnership (ATP), the Great River Rail Commission, and DOT/MPO/RPC directors' meetings.
- Completed the [2023-2026 TIP](#) and [2023 PWP](#) documents. Created a TIP projects web map to complement the 2023-2026 TIP.
- Updated the [Public Participation Plan](#).
- Processed six TIP amendments and one administrative modification.
- Created a [2022-2025 TIP Projects web map](#) that was updated with draft projects as amendments were up for public comment and approved.
- Created modal and performance monitoring [web maps](#) for better visualization of transportation facilities and conditions.
- Served on the steering committees for the city of La Crosse Climate Action Plan (CAP) and the SE MN Local Human Service Transportation Coordination Plan.
- Continued to coordinate with traffic forecasting staff at WisDOT on data inputs for future update of travel model.
- Provided technical support to La Crosse County for SMRT planning and with the update of the County comprehensive plan.
- Continued working with WisDOT, MnDOT, and other partners on the TCMC.
- Continued coordinating with WisDOT, the Mississippi River Parkway Commission, and the City of La Crosse to align the Mississippi River Trail (MRT) along the Regional Route 1 through South La Crosse.
- Continued to update existing and gather new data for transportation planning purposes.
- Managed the LAPC Local Studies Program.
- Analyzed and updated underserved populations for [web maps](#) and the [2023-2026 Transportation Improvement Program](#).
- Conducted all LAPC Policy Board and advisory committee meetings at locations accessible to persons with disabilities and served by public transportation. Hybrid meetings (in-person and virtual) continued to be offered. To maintain accessibility, special accommodations were considered if requested.
- Provided notice of LAPC Policy Board and advisory committees in accessible formats at least one week prior to a meeting's convening to address requests for special accommodations.
- Began coordinating with La Crosse County GIS Coordinator to shift web maps from the County gallery to an LAPC gallery.
- Participated in Bluffland Coalition, Wisconsin Mississippi River Parkway, Mississippi River Regional Planning Commission, Highway Safety Commission, ATP, La Crosse Bicycle and Pedestrian Advisory Committee meetings.

- Continued updating the website, which included developing a web mapping page with links to TIP, transit, and performance web maps.
- Participated (advisory committee member) in the MnDOT District 6 freight study planning process.
- Provided technical assistance to La Crosse County with updating their comprehensive plan.
- Facilitated discussion with LAPC Policy Board regarding development of local performance targets.
- Utilized county social media platforms for short-range planning activities.

## 2022 Title VI, EJ, and ADA Accomplishments

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- Analyzed and updated underserved populations for [web maps](#) and the [2023-2026 Transportation Improvement Program](#).
- Updated the website with updated Title VI and ADA notices of non-discrimination and grievance procedures in Hmong and Spanish.
- Conducted all LAPC Policy Board and advisory committee meetings at locations accessible to persons with disabilities and served by public transportation. Provided the ability for the public to virtually join or monitor meeting.
- Provided notice of LAPC Policy Board and advisory committees in accessible formats at least one week prior to a meeting's convening to address requests for special accommodations.

## Status of Current Work Program Activities

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All but three activities are anticipated to be completed by year's end. The three activities that will not be completed include:

1. **The land use update.** The update was suspended because of the poor quality in employment data and continuing coordination with the WisDOT traffic forecasting section. The process and demographic inputs for updating the model are still under consideration and review.
2. **Participation in the AARP Thriving, Livable, La Crosse, steering committee.** Participation was suspended early in the year because the activities being worked on were not transportation related. The project was to be completed within two years (2021-2022) but has floundered.
3. **Researching a project scope evaluating infrastructure needs (charging stations/nodes, coordination with DOT "alternative fuel corridors," etc.) of electric vehicles in the planning area.** Staff have facilitated discussions with La Crosse County and the Mississippi River Regional Planning Commission on an "EV Readiness Plan" to address electric vehicle infrastructure in the MPO planning area and region. Initial background information on EV infrastructure/readiness has been collected. With the passing of BIL in late 2021, new programs addressing EV infrastructure/EV planning have begun to be released and it was prudent to evaluate the programs and/or future requirements as well as possible funding options prior to pursuing the development an EV Readiness Plan.

# Program Elements

## Introduction

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The following sections provide detail for the 2022 planning work program elements. Please see [Appendix C](#) for the 2023 PWP Budget and Elements Detail for the more detail on funding sources, staff costs, and hours and schedules, and [Appendix D](#) for the LAPC Indirect Cost Allocation Plan.

### Staff Time Allocation

At the discretion of the Policy Board and as approved by the annual work program, the time the Executive Director devotes to MPO activities may be reduced to perform activities not directly related to transportation planning. It is anticipated that 100% of the Director's time in 2023 will be devoted to MPO activities.

Director: 100% MPO (2,080 hours).

Transportation Planner 1: 100% MPO (2,080 hours).

Transportation Planner 2: 100% MPO (1,760 hours).

## 100 Program Support and Administration

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2023 Staff Hours: 1,572 2023 Budget: \$122,195

### Objective

Program Support and Administration activities include the coordination of technical committee and policy board meetings, staff training and travel, preparing the following year's work program and quarterly accounting. Also included are program expenses<sup>1</sup> (office supplies, printing and mailing, indirect costs, vacation, and holiday time, etc.) that support the operation of the office and compensation of staff.

### Previous Work

These activities have remained relatively constant since the LAPC started back in 1972.

### 2023 Work Goals

#### New for 2023

- Hire transportation planner to assist with new projects and train as replacement for existing transportation planner.
- Update Title VI Plan.

#### Ongoing

- Continue administrating and disseminating information about BIL programs.
- Coordinate TAC, CTAT, and Policy Board meetings.
- Prepare the PWP, quarterly accounting, billing for local dues, and budget (coordinated with La Crosse County).
- Prepare resolutions supporting State performance targets, adopting MPO plans and programs, and supporting local and regional transportation plans and projects.

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<sup>1</sup> Program expenses are in compliance with 23 CFR 420.113 and 2 CFR 200.



- Participate in meetings with FHWA, DOT, RPCs, and other agencies. This includes travel to MPO Directors' meetings (when applicable), training, ATP meetings, technical committee meetings and other activities. Minnesota DOT (MnDOT) requires that \$3,000 of planning funds be used for training.

## Process

LAPC staff continues to update and add content to the LAPC website, which was launched in the first quarter of 2021. Meetings will continue to utilize meeting formats that allow for in-person and virtual participation.

Ongoing activities include those that contribute to the operation of the LAPC as an organization.

## 200 Long-Range Transportation Planning

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2023 Staff Hours: 2,420

2023 Budget: \$111,505

### Objective

The Long-Range Transportation Planning element includes activities that develop, implement, and provide necessary support data for the Metropolitan Transportation Plan (MTP). It also promotes education and outreach to the general public through activities outlined in the Public Participation Plan.

### Previous Work

Recent plans completed include the [MTP](#) (2020) and the [Public Participation Plan](#) (2022).

### 2023 Work Goals

#### New for 2023

- Verify new employment data obtained from WisDOT Travel Forecasting Section.
- Review and adjust 2020 Census-designated urbanized area boundary as coordinated with WisDOT schedule.
- Update functional classification of roads based on adjustment of urbanized area boundary and as coordinated with WisDOT.
- Adjust planning area boundary if needed.
- Update National Highway System in planning area resulting from the removal of State Major project.
- Begin update process of 2025 MTP.
- Develop a comprehensive list of stakeholders, including representatives of affordable housing organizations, for participation in the MTP update process.

#### Continuing

- Work with DOTs and transit agencies to set targets for Federal performance measures.
- Work with WisDOT and consultant on travel model and its inputs for distribution of population and housing. Scenario development that includes population and housing components may begin in 2023.
- Enhance the display and interactivity for web-based annual performance reporting.
- Conduct meetings and/or outreach (brochures, email newsletters/updates, etc.) with LAPC community member boards, councils, planning committees to aid in incorporating MTP goals and policies in local planning documents.
- Engage in active outreach to LAPC member and non-member planning area communities.



- Explore ArcGIS Insights for analysis and visualizations.
- Develop web maps and data visualization tools for the LAPC website.
- Improve the LAPC website for public education and input.
- Serve as a member of the Highway Safety Commission.

### Ongoing

- Planning Emphasis Areas.
- Post annual performance measures to website.
- Support activities that implement LAPC planning and policy plans and studies.
- Work with DOTs on development and implementation of statewide transportation plans.
- Analyze MTU AVL data for performance and customer service measures.
- Update existing and gather new data for transportation planning purposes.
- Update sustainability indicators for La Crosse County.
- Coordinate regional TSMO activities with DOTs and municipalities.
- Support IT initiatives developed by MnDOT and WisDOT.
- Work with La Crosse County IT for staff maintenance of the LAPC website for public outreach and information.

### Process

In 2023, major activities anticipated include beginning the update process for several mapping products based on the 2020 Decennial Census delineation of the urbanized area boundary, beginning the update process for the 2025 MTP (major update), continuing to work with WisDOT and consultants on the travel model and its data inputs, and continuing to reach out to LAPC member community boards, councils, and planning committees to aid in incorporating MTP goals and policies in local planning documents. Web mapping for public information and outreach will continue to evolve.

## 300 Short-Range and Multimodal Transportation Planning

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2023 Staff Hours: 1,628

2023 Budget: \$77,650

### Objective

Short-Range and Multimodal Transportation Planning includes activities that improve the safety, efficiency, and service of the transportation system in the short term, typically within the next 10 years, including transit and other multimodal planning activities. All short-range planning activities implement and are consistent with the goals, policies, and objectives of the MTP. Technical assistance to our member communities and to our planning partners falls under this category.

### Previous Work

Recent work included providing oversight and technical support toward the development of a regional transit development plan (2021), participating on the steering committees for the La Crosse Climate Action Plan and SE Minnesota Local Human Services-Transit Coordination Plan, and providing technical assistance with grant applications.

## 2023 Work Goals

### New for 2023

- Assist local units of government in preparation of Transportation Alternative Program (TAP) and new BIL funding program applications.
- Allocate 2.5% of work program funds as required by the Bipartisan Infrastructure Law (BIL) to Complete Streets planning and activities.
- Initiate development of a Vision Zero comprehensive safety action plan for the planning area.

### Continuing

- Work with our Committee on Transit and Active Transportation (CTAT) and affected communities to plan for additional regional bicycle routes.
- Work with La Crosse County, MRRPC, and local units of government on an “EV Readiness Plan” to address electric vehicle infrastructure in the MPO planning area and region consistent with state/federal criteria.
- Assist transit providers with implementing strategies/recommendations identified in the regional transit development plan.
- Assist communities in integrating TDM best practices into local comprehensive plans and/or policies.
- Work with La Crosse County on the SMRT service, marketing plan implementation, and with the transition to electric buses.
- Serve on the Minnesota Great River Rail Commission.
- Serve on the Blufflands Coalition Committee.
- Assist with TCMC planning and serve on TCMC technical committees.

### Ongoing

- Planning emphasis areas.
- Assist LAPC agency partners and member communities with grant applications when needed.
- Participate on advisory committees for transportation projects when needed.
- Work with the La Crosse Municipal Transit Utility, La Crosse County, and the city of Onalaska to improve transit service in the area.
- Work with lead agencies on transportation studies and projects.
- Promote bicycle, pedestrian, and transit accommodations in area construction projects.
- Provide technical assistance to partner agencies and member communities when needed.

## Process

A regional transit development plan was completed in 2021 for public transit providers serving the LAPC planning area. Staff will assist transit providers in implementing plan recommendations. We will also continue to coordinate with our agency partners and provide technical assistance to our member communities and transit providers as needed. Staff will continue serving on the Minnesota Great River Rail Commission, the Blufflands Coalition Committee and additional transportation committee/commissions as requested.

## 400 Transportation Improvement Program

2023 Staff Hours: 300

2023 Budget: \$34,124

### Objective

This element ensures that the Transportation Improvement Program (TIP) is updated on an annual basis. The TIP is a four-year listing of transportation projects in the area that will be funded with federal and state dollars. This element also includes participation in the MnDOT District 6 Area Transportation Partnership (ATP).

### Previous Work

The 2023-2026 TIP document and projects list are developed annually. TIP amendments and administrative modifications are processed when necessary.

### 2023 Work Goals

#### Ongoing

- Planning emphasis areas.
- Performance monitoring and investment linkage.
- Publish TIP notices as needed for TIP amendments and for the annual TIP document.
- Maintain TIP project information on website
- Review existing and incorporate new projects.
- Complete a TIP environmental justice analysis.
- Prepare a 4-year TIP document including financial plan.
- Prepare the annual list of obligated projects.
- Serve on the MnDOT District 6 Area Transportation Partnership.
- Manage STP-U, CRP, and TAP processes in coordination with WisDOT.

### Process

The TIP document is updated annually. This update includes public notice of the process, solicitation, and reviews of changes to planned and ongoing projects, preparation of an updated project list, and preparation of a final TIP document. The TIP includes a fiscally constrained financial plan documenting the availability of funds for planned projects. The TIP is also required to include a discussion of the anticipated effect of the TIP toward achieving the performance-measure targets and link the area investment priorities to those targets. The TIP coordination and approval process provides the opportunity to ensure projects and strategies are consistent with the MTP as well as between transportation improvements and local housing, planned growth, and economic development patterns.

The LAPC Executive Director is a designated voting member of the MnDOT District 6 Area Transportation Partnership (ATP). The ATP is responsible for district-wide decisions on federal and state transportation funding and policies. This activity includes participation by the Director at monthly meetings, review of supporting materials, review of Transportation Alternatives Program (TAP) projects, and membership on sub-committees as required.

## 500 Consultant Studies Funding

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2023 Staff Hours: 0

2023 Budget: \$34,124

### Objective

This element accounts for the LAPC studies funded by federal planning funds and local dues. Funding is made available to local units of government in the planning area to assist in transportation/land use related studies.

### Previous Work

Past projects completed through Consultant Studies include *Coulee Vision 2050*, *Bicycle Impact Analysis for the City of La Crosse*, Regional Transit Development Plan (2021) and the Town of Holland Bike and Pedestrian Plan (2022).

### 2023 Work Goals

New for 2023

- To be determined.

### Process

Local studies are funded from a combination of federal planning funds and annual local dues, and the budgeted reserve fund.

# Appendix A: Resolution Approving the Work Program

## Resolution Approving the 2023 Work Program

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La Crosse Area Planning Committee

### RESOLUTION 11-2021

#### APPROVING THE

#### *2023 Planning Work Program for the La Crosse Area Planning Committee*

**WHEREAS**, the U. S. Department of Transportation regulations require the development and annual approval of a Planning Work Program (PWP) for the metropolitan planning area by the Metropolitan Planning Organization (MPO); and

**WHEREAS**, the La Crosse Area Planning Committee (LAPC) was created as the MPO for the La Crosse and La Crescent Metropolitan Planning Area through an Intermunicipal Agreement approved by all local units of government located within the La Crosse Planning Area as the metropolitan planning body responsible for performing transportation planning; and

**WHEREAS**, the LAPC is recognized by the Governors of Minnesota and Wisconsin as the transportation planning policy body for the La Crosse and La Crescent Planning Area; and

**WHEREAS**, the LAPC certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of § 450.336 of Title 23:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act 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 USC 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 in employment or business opportunity;
5. Section 1101(b) of the FAST Act (pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;

7. 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;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

**NOW, THEREFORE, BE IT RESOLVED:** that the LAPC approves the *2022 Planning Work Program for the La Crosse Area Planning Committee* as being consistent with metropolitan plans and policies; and

**BE IT RESOLVED:** that the LAPC policy board authorizes the staff of the LAPC to make minor changes in order to address the concerns of the FTA, FHWA, MnDOT, and WisDOT.

**BE IT FURTHER RESOLVED:** that the Chair and Director are authorized to execute all agreements, contracts, and amendments relating to the funding of the Planning Work Program.

**BE IT FURTHER RESOLVED:** that the LAPC commits to providing the local match required for planned projects and programs.

[Insert signature block]

# Appendix B: LAPC Meeting Times and Locations

## LAPC Committee Meeting Times and Locations

Table 3 summarizes the tentative schedules for important meetings that support the planning functions at the LAPC and ensure coordination between the MPO and State and local agencies.

Table 2: Anticipated Schedules and Locations for Important Coordination Meetings

Meeting	Date/Time	Location
Policy Board	4:30 p.m. on 3 <sup>rd</sup> Wednesday of odd* months or as business dictates	La Crosse County Administrative Center
Technical Advisory Committee	2:30 p.m. on 2 <sup>nd</sup> Wednesday of odd months or as business dictates	La Crosse County Administrative Center
Committee on Transit and Active Transportation	3:00 p.m. on 2 <sup>nd</sup> Thursday of odd months or as business dictates	La Crosse County Administrative Center
Mid-year Review	May/June 2023	TEAMS/conference call
Annual Work Program	September/October 2023	TEAMS/conference call
Quarterly WisDOT-MPO-RPC Directors' meetings	4 <sup>th</sup> Tuesday of January, April, July, October 2023	Hill Farms, Madison, WI; TEAMS/conference call
MnDOT MPO Directors' meetings	February, May, November 2023	Location TBD; TEAMS/conference call
Area Transportation Partnership	9:00 a.m. on 2 <sup>nd</sup> Friday of month or as business dictates	MnDOT, Rochester, MN; Remote/conference call

\*January, March, May, July, September, November.

The LAPC, TAC, and CTAT generally meet in Rooms 1700 or 1107 of the La Crosse County Administrative Center at 212 6<sup>th</sup> St N, La Crosse. This location is accessible by public transit and is ADA accessible. Meetings conducted provide a virtual option via TEAMS to encourage more accessibility and opportunities for the public to attend meetings.

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# Appendix C: 2023 PWP Budget and Elements Detail

## 2023 Planning Work Program Budget

Funding Source	Funds 2023	Allocation of Funds (2023)				
		100	200	300	400	500
		Program Support	Long Range Planning	Short Range Planning	TIP Development	Local Studies / Budgeted Reserves
<b>LAPC Revenue</b>						
Minnesota Federal Grant Funds	\$45,141.00	\$16,946.57	\$15,464.00	\$10,768.89	\$1,961.54	
Wisconsin Federal Grant Funds	240,581.00	80,069.03	73,064.19	50,880.74	9,267.85	27,299.20
Minnesota State Funds	11,000.00	4,129.56	3,768.28	2,624.17	477.99	
Local Match for Minnesota Funds	2,750.00	1,032.39	942.07	656.04	119.50	
Wisconsin State Funds	11,181.00	3,721.22	3,395.67	2,364.69	430.72	1,268.70
Local Match for Wisconsin Funds	48,965.00	16,296.32	14,870.64	10,355.67	1,886.27	5,556.10
Local Share Balance (\$51,715.00)	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00
	<b>\$359,618.00</b>	<b>\$122,195.09</b>	<b>\$111,504.84</b>	<b>\$77,650.21</b>	<b>\$14,143.86</b>	<b>\$34,124.00</b>
% of Total Funds		34.0%	31.0%	21.6%	3.9%	9.5%
<b>LAPC Expenses</b>	<b>2023</b>					
<b>Salaries and Fringe</b>						
Director Salary + Fringe	\$123,629.00	\$47,549.62	\$34,057.41	\$36,375.46	\$5,646.52	
Planner 1 Salary + Fringe	89,685.00	18,109.47	53,379.82	13,452.75	4,742.96	
Planner 2 Salary + Fringe*	69,555.00	13,911.00	24,067.61	27,822.00	3,754.39	
<b>Total:</b>	<b>\$282,869.00</b>	<b>\$79,570.09</b>	<b>\$111,504.84</b>	<b>\$77,650.21</b>	<b>\$14,143.86</b>	
<b>Program Expenses</b>						
Office Supplies	1,500.00	1,500.00				
Indirect Costs	16,000.00	16,000.00				
Unemployment & retirees indirect	0.00	0.00				
Duplicating/Printing	650.00	650.00				
Postage (Internal)	50.00	50.00				
Telephone	275.00	275.00				
Cell Phone	1,000.00	1,000.00				
Meals	200.00	200.00				
Lodging	400.00	400.00				
Mileage	1,200.00	1,200.00				
Parking	100.00	100.00				
Public Notice	350.00	350.00				
Publications Costs	0.00	0.00				
Conferences	1,000.00	1,000.00				
Dues	7,000.00	7,000.00				
Software Licenses	6,400.00	6,400.00				
Computers/monitors	5,000.00	5,000.00				
Training	1,500.00	1,500.00				
<b>Total:</b>	<b>\$42,625.00</b>	<b>\$42,625.00</b>				
	\$325,494.00	\$122,195.09	\$111,504.84	\$77,650.21	\$14,143.86	
<b>% OF INTERNAL EXPENSES</b>		37.5%	34.3%	23.9%	4.3%	
<b>Consultant Costs</b>						
64056 Local Studies	\$34,124.00					\$34,124.00
<b>To/From Reserves</b>						
99913 To Reserves	\$0.00					\$0.00
	\$34,124.00					\$34,124.00
	<b>\$359,618.00</b>	<b>\$122,195.09</b>	<b>\$111,504.84</b>	<b>\$77,650.21</b>	<b>\$14,143.86</b>	<b>\$34,124.00</b>
	<b>100.0%</b>	<b>34.0%</b>	<b>31.0%</b>	<b>21.6%</b>	<b>3.9%</b>	<b>9.5%</b>

## 2023 Local Share Dues

The Table illustrates local share dues required to provide matching funds for the MPO planning grant.

UNIT OF GOVERNMENT	Equalized Values for 2023 Dues		LOCAL SHARE
	Equalized Value, 2021	Percent of Total Value	
Town of Campbell	408,376,500	3.58%	\$1,851.02
Town of Medary	213,546,300	1.87%	967.93
Town of Holland	505,260,500	4.43%	2,290.16
Town of Shelby	530,126,700	4.65%	2,402.87
Town of Onalaska	741,235,200	6.50%	3,359.74
City of La Crescent	455,768,600	3.99%	2,065.83
City of La Crosse	4,672,574,900	40.95%	21,179.03
City of Onalaska	2,408,452,900	21.11%	10,916.61
Village of Holmen	959,151,200	8.41%	4,347.47
Village of West Salem	515,012,500	4.51%	2,334.36
<b>TOTAL - LAPC</b>	<b>\$11,409,505,300</b>	<b>100.00%</b>	<b>\$51,715.00</b>

## 2023 Program Elements Detail

	100 Program Support and Administration	Budget \$122,195	Director (Hours) 800	Timeframe Quarter(s)	Planner 1 (Hours) 420	Planner 2 (Hours) 352
Program support	Prepare resolutions of support of state performance targets	\$49,734	590	1,2	210	142
	Coordinate technical committee and Policy Board meetings			1,2,3,4		
	Prepare PWP and quarterly accounting			1,2,3,4		
	Calculate and bill for local dues			1,2		
	Prepare the 2024 budget			2,3		
	Staff training and travel for agency meetings			1,2,3,4		
	Update Title VI Plan			1,2,3,4		
	Continue administrating and disseminating BIL information			1,2,3,4		
	Maintain the LAPC website			1,2,3,4		
Program Expenses	Program expenses. (See budget for details)	\$42,625				
	Vacation, Sick and Holiday Time	\$29,836	210		210	210

200 LONG-RANGE TRANSPORTATION PLANNING						
	200 Long-Range Plan Implementation	Budget \$111,505	Director (Hours) 573	Timeframe Quarter(s)	Planner 1 (Hours) 1,238	Planner 2 (Hours) 609
Planning Emphasis Areas	Performance-based Planning and Programming	\$18,546	173	1,2,3,4	100	100
	Regional Models of Cooperation			1,2,3,4		
	Ladders of Opportunity			1,2,3,4		
	Tackling the Climate Crisis			1,2,3,4		
	Equity and Justice40			1,2,3,4		
	Complete Streets			1,2,3,4		
	Public Involvement			1,2,3,4		
	STRAHNET/FLMA Coordination			1,2,3,4		
	PEL			1,2,3,4		
Data			1,2,3,4			
MTP Implementa tion	Conduct meetings with LAPC community boards, councils, planning committees to incorporate MTP goals	\$92,958	400	1,2,3,4	1,138	509
	Continue web-based annual performance reporting			1,2,3		
	Review and adjust 2020 Census-designated urbanized area			2,3		
	Work with DOTs on development of statewide plans			1,2,3,4		
	Update functional classification of roads as based on 2020 Census IIA			4		
	Update MPA boundary if needed as based on 2020 Census IIA			1,2		
	Verify Woode's & Poole (WisDOT) employment data			1,2		
	Continue ArcGIS online mapping			1,2,3,4		
	Analyze MTU automatic vehicle location (AVL) data			1,2,3,4		
	Coordinate with DOTs on state transportation plans			1,2,3,4		
	Engage in active outreach to planning area communities			1,2,3,4		
	Continue website information and outreach improvements			1,2,3,4		
	Begin update of 2025 MTP			3,4		
	Support DOT IT initiatives			1,2,3,4		
	Coordinate with WisDOT on the update of the travel model			1,2,3,4		
	Update sustainability indicators for La Crosse County			1		
	Update data in the Transportation Planning Database			1,2,3,4		
Coordinate regional TSMO activities with DOTs and municipalities			1,2,3,4			
	<b>300 Short-Range and Multimodal Planning</b>	<b>Budget</b> <b>\$77,650</b>	<b>Director</b> <b>(Hours)</b> <b>612</b>	<b>Timeframe</b> <b>Quarter(s)</b>	<b>Planner 1</b> <b>(Hours)</b> <b>312</b>	<b>Planner 2</b> <b>(Hours)</b> <b>704</b>
Transportation Studies and Projects	Manage local studies program	\$18,165	250	1,4	40	40
	Initiate work on an "EV Readiness" plan consistent with state/federal requirements.			2,3,4		
	Participate on study and project advisory committees.			1,2,3,4		
	Work with lead agencies on studies and projects			1,2,3,4		
Modal Planning and Technical Assistance	Work with transit agencies to improve transit service	\$25,896	290	1,2,3,4	100	110
	Provide GIS assistance and custom map making			1,2,3,4		
	Continue participating on the MN Great River Rail Commission			1,2,3,4		
	Continue supporting TCMC activities/implementation			1,2,3,4		
	Assist MTU with transit planning			1,2,3,4		
	Assist La Crosse County with S.M.R.T service planning			1,2,3,4		
Assist agency partners with grant applications if needed			1,2,3,4			
Complete Streets activities (2.5% of \$\$)	Assist communities with Complete Streets activities	\$33,590	72	1,2,3,4	172	554
	Develop a Vision Zero comprehensive safety action plan			1,2,3,4		
	Promote bicycle and pedestrian accommodations			1,2,3,4		
	Continue to plan for additional regional bicycle routes			1,2,3,4		

400 Transportation Improvement Program		Budget	Director (Hours)	Timeframe Quarter(s)	Planner 1 (Hours)	Planner 2 (Hours)
		\$14,144	95		110	95
Transportation Improvement Program	Monitor performance of projects and link to investments	\$14,144	95	2	110	95
	Provide public notice of TIP update & amendments			1,2,3,4		
	Maintain TIP project information on website			1,2,3,4		
	Process TIP amendments and administrative modifications as needed			1,2,3,4		
	Complete TIP environmental justice analysis			3		
	Prepare 4 year TIP document including financial plan			2,3,4		
	Serve on MnDOT District 6 Area Transportation Partnership			1,2,3,4		
500 Consultant Studies Funding		Budget	Director (Hours)	Timeframe Quarter(s)	Planner 1 (Hours)	Planner 2 (Hours)
		\$34,124	0		0	0
Consultant Studies	TBD	\$34,124		1,2,3,4		
<b>Total for 2023</b>		<b>\$359,618</b>	<b>2,080</b>		<b>2,080</b>	<b>1,760</b>

2023 Unified Planning Work Program Budget (Mn UPWP Chart)					
UPWP Category	Project Title	Minnesota Federal Funding Amount	Wisconsin Federal Funding Amount	Local Funding Amount	Total Funding Amount
100	Program Support	\$16,946.57	\$80,069.03	\$25,179.48	\$122,195.09
200	Long Range Planning	15,464.00	73,064.19	22,976.66	\$111,504.84
300	Short Range Planning	10,768.89	50,880.74	16,000.58	\$77,650.21
400	TIP Development	1,961.54	9,267.85	2,914.48	\$14,143.86
500	Local Studies		27,299.20	6,824.80	\$34,124.00
<b>Funding Totals</b>		<b>\$45,141.00</b>	<b>\$240,581.00</b>	<b>\$73,896.00</b>	<b>\$359,618.00</b>
<b>Source of Local Funds:</b>	Local "dues" from MPO member communities, budgeted reserves, and Minnesota and Wisconsin state planning grants.				

# Appendix D: Indirect Cost Allocation Plan

## Office Indirect Costs

Budgeted indirect costs are \$16,000 for 2023. These costs are billed by La Crosse County to partially cover indirect costs of central services departments.

The indirect costs are based on the La Crosse County *Central Services Cost Allocation Plan* based on 2021 financials. The indirect cost allocation plan is prepared in accordance with 2 CFR 200 Subpart E—Cost Principles as guidance for determination of cost allocation and basis selection. The Cost Allocation Plan Certification is shown below under, *Certificate of Cost Allocation Plan*. The Cost Allocation Plan is submitted to the US Department of Health & Human Services as the cognizant federal agency for La Crosse County.

The indirect cost allocation plan distributes the allowable costs of central serviced departments (such as the La Crosse County Finance Department) based on allowable allocation or distribution methodology depending on the nature of cost and benefit provided to its recipients (such as the LAPC staff office). For example, the Finance Department provides accounting, payroll and other financial services to all county departments, including the LAPC.

The indirect cost allocation plan includes a narrative describing the services provided by each central services department and the activities or functions provided to grantee departments benefitting from its services. All costs for each central services department are analyzed to determine if they are allowable for charging to grantee department and to which activity or function they will be allocated from. A detailed distribution showing the actual cost allocation basis is also presented for each function. For example, the Building Use allocation is based on the amount of square feet occupied by the LAPC office.

As shown in Table 3, office indirect costs for the LAPC office are calculated at \$36,864. The LAPC incurs an annual indirect charge of \$16,000. La Crosse County considers additional indirect costs (\$20,864) as an in-kind contribution. Indirect insurance costs include Workers' Compensation and General Liability.

Indirect costs are charged to federal, Wisconsin state and local funding sources. The costs are charged proportional to the billing period. The distribution of costs will depend upon the available federal and state balances when the indirect costs are charged. The maximum federal and state shares will be 80% and 5% respectively. The remaining 15% will be local funding.

Table 3: Central Services Cost Allocation Plan

Central Services Dept	LAPC Office Total Indirect Cost	In-Kind Contribution (La Crosse County)	LAPC Office Indirect Cost
Building depreciation	\$8,929	\$5,054	\$3,875
Special accounting	107	61	46
Facilities	4,853	2,640	2,026
Printing and Postage	4	2	2
Finance	1,195	676	519
Insurance	1,694	959	735
County Administrator	12,429	7,035	5,394
Human Resources	1,889	1,069	820
Information technology	5,764	3,262	2,502
County treasurer	187	106	81
<b>Sub Total:</b>	<b>\$37,051</b>		
Adjustment to Rollforward*	(187)		
<b>Total:</b>	<b>\$36,864</b>	<b>\$20,864</b>	<b>\$16,000</b>

\*Adjustment to Rollforward due error in the treatment of internal chargebacks for Facilities made in the FY2019 cost allocation plan.

## Leave and Fringe Benefit Rates

The 2023 leave-additive indirect cost rate is based on an estimated vacation, sick and holiday leave of 210 hours per staff member, out of a total of 2,080. This represents about 10.10% of regular direct salaries.

The fringe benefit rate is 26.02% of total salary and benefits in 2023.

## Certificate of Cost Allocation Plan

La Crosse County certifies its cost allocation plan for the LAPC with a *Certificate of Cost Allocation Plan*:

### CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal (as dated below) to establish cost allocations or billings for the year ended December 31, 2021 are allowable in accordance with the requirements of 2 CFR 200 and the Federal Award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
2. All costs included in this proposal are properly allocable to Federal Awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

**Governmental Unit: La Crosse County, Wisconsin**

**Signature:** Lanae Nickelotti

**Name of Official:** Lanae Nickelotti

**Title:** Finance Director

**Date of Execution:** 8/22/2022

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# Appendix E: Contact Information

## Federal, State, and Local Contacts

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### LAPC Contact Information

La Crosse Area Planning Committee  
La Crosse County Administrative Center  
212 6<sup>th</sup> Street N, Room 2300  
La Crosse, Wisconsin 54601

### LAPC Website

[www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo)

### Executive Director

Peter Fletcher  
PH: (608) 785-5977  
E-mail: [pfletcher@lacrossecounty.org](mailto:pfletcher@lacrossecounty.org)

### Transportation Planner

Jackie Eastwood  
PH: (608) 785-6141  
E-mail: [jeastwood@lacrossecounty.org](mailto:jeastwood@lacrossecounty.org)

### LAPC Subcommittees

Technical Advisory Committee (TAC)  
Committee on Transit and Active Transportation (CTAT)

## Department of Transportation Local Contacts

### Wisconsin

Wisconsin Department of Transportation  
Southwest Region, La Crosse Office  
3550 Mormon Coulee Road  
La Crosse, WI 54601  
Phone: (608) 785-9022  
Fax: (608) 785-9969

- Angela Adams, Southwest Region Deputy Director  
PH: (608) 785-9068  
E-mail: [Angela.Adams@dot.wi.gov](mailto:Angela.Adams@dot.wi.gov)

- Steve Flottmeyer, Region Planning Chief  
PH: (608) 785-9075  
E-mail: [stephen.flottmeyer@dot.wi.gov](mailto:stephen.flottmeyer@dot.wi.gov)
- Francis Schelfhout, Urban and Regional Planner  
PH: (608) 785-9947  
E-mail: [francis.schelfhout@dot.wi.gov](mailto:francis.schelfhout@dot.wi.gov)

## Minnesota

Minnesota Department of Transportation, District 6  
2900 48th Street NW  
P.O. Box 6177  
Rochester, MN 55903-6177  
Phone: (507) 285-7350  
Fax: (507) 285-7355

- Mark Schoenfelder, District Engineer  
PH: (507) 286-7552  
E-mail: [mark.schoenfelder@state.mn.us](mailto:mark.schoenfelder@state.mn.us)
- Kurt Wayne, Principal Transportation Planner  
PH: (507) 286-7680  
E-mail: [kurt.wayne@state.mn.us](mailto:kurt.wayne@state.mn.us)
- Barbara Schreiber, District Transit Project Manager  
PH: (651) 234-7581  
E-mail: [barbara.schreiber@state.mn.us](mailto:barbara.schreiber@state.mn.us)

## Department of Transportation State Contacts

### Wisconsin

Wisconsin Department of Transportation  
Office of the Secretary  
4822 Madison Yards Way, P.O. Box 7910  
Madison, WI 53707-7910

Division of Transportation Investment Management  
4822 Madison Yards Way, P.O. Box 7913  
Madison, WI 53707-7913

- Joseph Nestler, Administrator  
PH: (608) 266-6885  
Email: [joseph.nestler@dot.wi.gov](mailto:joseph.nestler@dot.wi.gov)
- Alexander Gramovot, Section Chief, Planning  
PH: (608) 266-9495  
Email: [alexander.gramovot@dot.wi.gov](mailto:alexander.gramovot@dot.wi.gov)
- Jim Kuehn, Statewide MPO-RPC Coordinator  
PH: (608) 266-3662  
Email: [james.kuehn@dot.wi.us](mailto:james.kuehn@dot.wi.us)

- Christopher Squires, Bicycle & Pedestrian Coordinator  
PH: (608) 267-9860  
Email: [christopher.squires@dot.wi.gov](mailto:christopher.squires@dot.wi.gov)

## Minnesota

Minnesota Department of Transportation  
Transportation Building, Mail Stop 440  
395 John Ireland Blvd.  
St. Paul, Minnesota 55155

- Philip Schaffner, Transportation Program Director, MnDOT Office of Transportation System Management  
PH: (651) 366-3743  
Email: [philip.schaffner@state.mn.us](mailto:philip.schaffner@state.mn.us)
- Anna Pierce, Planning Program Coordinator, MnDOT Office of Transportation System Management  
PH: (651) 366-3793  
Email: [Anna.M.Pierce@state.mn.us](mailto:Anna.M.Pierce@state.mn.us)
- Noel Shughart, Program Unit Supervisor, MnDOT Office of Transit and Active Transportation  
PH: (651) 366-4181  
Email: [noel.shughart@state.mn.us](mailto:noel.shughart@state.mn.us)

## Department of Transportation Federal Contacts

### Federal Transit Administration (FTA)

U.S. Department of Transportation  
Federal Transit Administration, Region 5  
200 W. Adams Street, Suite 320  
Chicago, IL 60606

- Kelley Brookins, Regional Administrator  
PH: (312) 353-2789
- Evan Gross, Transportation Program Specialist  
PH: (312) 886-1619  
Email: [evan.gross@dot.gov](mailto:evan.gross@dot.gov)

### Federal Highway Administration (FHWA)

Wisconsin  
Federal Highway Administration  
City Center West  
525 Junction Rd, Ste 8000  
Madison, WI 53717

- Karl Buck, Community Transportation Planner  
PH: (608) 829-7521  
E-mail: [karl.e.buck@dot.gov](mailto:karl.e.buck@dot.gov)

## Minnesota

Federal Highway Administration

180 E 5<sup>th</sup> St.

Ste 930

St. Paul, Minnesota 55101

- Bobbi Retzlaff, Community Planner  
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E-mail: [roberta.retzlaff@dot.gov](mailto:roberta.retzlaff@dot.gov)

# Appendix F: Work Program Checklist

## Minnesota DOT Work Program Checklist

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<b>Program Document Component</b>	<b>Check/Page #</b>
COVER PAGE	
Name of MPO agency and area represented	X
FY of UPWP	X
Contact Information for MPO	X
TITLE PAGE	
Name of MPO Agency and area represented	X
Contact person and information	X
FY of UPWP	X
Agencies providing funds or support – including agencies Logos	X
INTRODUCTION/PREFACE	
Table of Contents	i-ii
MPO Approval Resolution-signed	15-16
Self-Certification-signed	15-16
Prospectus	2-3
Committee Lists-responsibilities, meetings	Web, 3, 17
Staff-names, positions and responsibilities with percentage of time they will spend on MPO work activities	3, 9
Map-Regional MPO Coverage Area	4
Planning Boundary	X
Urbanized Area Boundary	X
Air Quality Boundary*	N/A
Ten Planning Factors	5
UPWP	X
Definition of UPWP purpose	1
Summary of previous Year's Accomplishments	6-7
Status of current activities	7-8
WORK ELEMENTS (Description of major work products and tasks)	9
UPWP	9
Administration	9-10

<b>Program Document Component (continued)</b>	<b>Check/Page #</b>
TIP – Development/Maintenance	13
LRTP – Development/Maintenance	10-11
Congestion Management Process/ITS*	N/A
Transit Planning*	10, 12
Multimodal Planning	11-12
i). Bicycle/Pedestrian	12
ii). Intermodal Freight*	*
iii). Intermodal Passenger*	12
Air Quality Planning*	N/A
i). Modeling	N/A
ii). CMAQ Application Process*	N/A
Public Involvement plan	1
Surveillance (Data Collection)	10, 11
Project/Corridor Studies	12
Special Studies	13-14
TSM/TDM Planning	11-12
TE Planning	11
Performance Management	10-11
Summary of Budget Revenues	19
Budget Summary	19
Funding Sources	19
Direct Costs	19
Indirect Cost Allocation Plan	23
Indirect Costs	24
Indirect Cost Rate Proposal	24
Carry-over of unspent funds	N/A
Current Signed Title VI Nondiscrimination Agreement	Website
Link to current Title VI Program	2, 3
Annual Meeting Schedule	17

\*Items present on as “as-needed” basis.