

WEST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
2016 RURAL TRANSPORTATION PLANNING WORK PROGRAM

I. Development of Programs for Public Participation in the Planning Process

Senior Transportation Planner Time = 5%
Assistant Transportation Planner Time = 5%

The WCWRPC will continue its public informational activities and encourage citizen participation in the on-going transportation planning process. News articles will be prepared and reports and other transportation-related information will be distributed to the media and public in conjunction with planning projects.

The West Central Wisconsin Regional Comprehensive Plan was adopted in late 2010. Efforts to implement the transportation element of the regional comprehensive plan through community outreach efforts technical assistance to communities and regional transportation advocacy groups are included in the 2016 work program. A new service area, that was initiated in 2013, to assist communities in plan implementation is place-making workshops. Staff provides assistance to communities by providing workshops where citizens and local officials view and consider their community's downtown, or other designated area, as a place where people will want to gather and spend time and determine what would be needed to make that happen. Transportation often plays a strong role in strategy development, including traffic calming, bicycle and pedestrian safety and access, and parking modifications. WCWRPC staff facilitated place-making workshops in three rural communities in 2012, one additional was held in 2013, and two were completed in 2014, with one completed, and two more started in 2015. The process has been applied to entire small communities, such as the cities of Rice Lake, Barron, Owen, and the Village of Colfax, and is about to be utilized in a County Park planning process (Eau Claire County), and potentially a trailhead (St. Croix County). The Placemaking process continues to prove its versatility and value to the region's communities.

In 2014, WCWRPC adopted a Title VI Plan to increase engagement of particular sectors of the population that are traditionally under-represented in planning efforts. The Title VI Plan can be found on the WCWRPC website at: www.wcwrpc.org/TitleVIPlan_Sig_WCWRPC2014.pdf In 2016, as in 2015, efforts were be made to implement the plan, and to document efforts and interactions with minority populations, as well as those with limited English language proficiency.

A number of other communication techniques will be utilized in order to assure public awareness. Transportation articles will be prepared for inclusion in such publications as the WCWRPC's quarterly newsletter and annual report. The staff will be available to appear before public officials, civic groups, and local citizens to provide information on the WCWRPC's activities that relate to specific transportation concerns and issues in the region. A staff member sits on the Board of Directors of Clear Vision-Eau Claire, a civic engagement group, founded in 2007, to engage citizens in active and meaningful involvement in planning the future of the greater Eau Claire community. In 2016, Clear Vision will be engaging and training interested members of the public in the "Clear Vision process" to address issues relating to poverty in the community and collaborate to develop projects to solve identified problems. As transportation is key in addressing many poverty-

related issues, it is anticipated that staff will offer technical assistance to work groups, as needed. Staff participated previous Clear Vision efforts, beyond Board responsibilities, such as working with a group to develop a regional bicycle map for the Chippewa Valley area. In 2015, this project resulted in a folded map showing routes by comfort level, with details such as grade separations and hills. Future effort will likely involve electronic versions of the map and general updates.

II. State Significant Priorities

Senior Transportation Planner Time = 25%
Senior Planner = 50%
Associate Planner Time = 40%
Assistant Transportation Planner = 27%

The WCWRPC dedicates a percentage of its work time to address statewide significant planning issues. One such statewide interest is providing assistance to local communities related to the Transportation Alternatives Program (TAP), formerly the Safe Routes to School (SRTS) and Transportation Enhancements (TE) programs. SRTS-type plans are beneficial locally, and on a statewide basis, as a foundation for determining investment priorities. In 2014, the WCWRPC staff responded to new minimum grant requirements (\$50,000 for planning) with a successful regional SRTS grant application. Efforts were largely expended in 2015, including full SRTS plans for two rural communities (Abbotsford and Cameron), as well as one largely urban plan (Chippewa Falls Area United School District). In addition, a full SRTS plan will commence with New Auburn in late 2015, with completion likely early in 2016. Also included are “efficiency plans” for seven communities (Baldwin-Woodville, Clayton, Clear Lake, Frederic, Luck, New Richmond, and Unity), commencing in late 2015 and early 2016. These plans will address “low-hanging fruit” improvements and begin a culture of Safe Routes in communities that are unable to accommodate a full plan. While the SRTS plans will be completed under a separate grant, additional assistance to communities on applications or implementation of projects, may be covered under this rural transportation program. A new TAP grant application cycle will begin in the fall of 2015, with second round applications due in early 2016.

Staff is also working with St. Croix County on a bicycle and pedestrian plan, as a partner on a consultant team with Toole Design Group. The contract is funded by a TAP grant and work commenced in second half of 2015. The plan will address connections to the loop trail that is a part of the St. Croix River Crossing project, as well as trail and on-street bicycle and pedestrian facility and policy recommendations throughout the County. The project is scheduled for adoption in the fall of 2016. Discussions are in process with other counties for the development of TAP grant applications for bicycle and pedestrian planning efforts, including a potential joint proposal with Chippewa, Dunn, and Eau Claire counties. Facilities within and between communities serve both transportation and recreational purposes, improve the general physical health of the region’s population, and attract bicyclists from beyond the region who spend time and money in west central Wisconsin. Planning for such facilities readies communities and counties for funding and acquisition opportunities in identified corridors.

Staff will provide assistance in the development and subsequent implementation of the transportation and land use elements for regional countywide, or community-based comprehensive plans pursuant to State Statute 66.1001. There are a number of

communities in the region that are at or near the 10-year update deadline for their comprehensive plans. WCWRPC has been in contact with many communities, resulting in some plan update projects. Without a state funding program for these required updates, many communities struggle to fund the efforts. Some communities in the region are eligible for other funding sources, such as for economically distressed areas, etc. WCWRPC worked with the Village of Curtiss (Clark County) on a successful CBDG-Planning application, and staff is currently facilitating the plan update, including the transportation element.

WCWRPC staff will work with WisDOT staff on statewide plans, including the statewide freight plan and highway plan update, as well as regional major corridor planning and environmental feasibility studies. Participation in other WisDOT-led studies and plans will occur upon request.

III. Rail System Analysis

Senior Transportation Planner Time = 10%
Assistant Transportation Planner Time = 15%

The WCWRPC will coordinate with WisDOT offices with regard to local rail line planning issues. This activity may involve local assistance for a rail line spur extension to an industrial park or an analysis of rail/truck intermodal service to a particular community. The WCWRPC is available to assist local communities address rail line abandonment concerns and with planning efforts for rail-to-trail conversions, including pedestrian and bicycle transportation facilities. Staff will also support regional interests pursuing implementation of the Midwest Passenger Rail Initiative through participation on the West Central Wisconsin Rail Coalition and efforts to study passenger rail corridors between Madison and the Twin Cities, as well as potential “commuter” rail issues and studies in the Eau Claire/Twin Cities corridor.

WCWRPC staff will work with WisDOT in the analysis of freight, in terms of commodity flow, in key corridors identified in Connections 2030. It is anticipated that information concerning available freight data, including freight rail, will be addressed by WisDOT and those RPCs with identified key corridors. Several such corridors pass through west central Wisconsin.

The West Central Wisconsin Rail Coalition continues to pursue passenger rail options for the region. A public-private partnership business plan has been developed and is underway with several “Level 1 Partners”, private sector representatives joining together as an organizing board, stepping up to advance the effort’s implementation. Outreach and public education work will continue in 2016. Staff will continue to participate, as requested, providing input and assistance in the ongoing passenger rail planning efforts.

IV. Specialized Transit Activities

Senior Transportation Planner Time = 8%
Associate Planner Time = 5%
Assistant Transportation Planner Time = 5%

Staff will work with local interests in the support and/or development of regional transit coordination efforts and Regional Transit Authority development in the region. In 2013, WCWRPC worked with the counties to update the human services transportation coordination plans within the region, as well as the update of a regional coordination plan.

In 2016, staff will continue to be available to assist counties in their implementation efforts, especially in the efforts to rebuild effective Transportation Coordinating Committees at the county level. Staff will also continue to work in coordination with the Center for Independent Living of Western Wisconsin (CILWW) in their efforts to improve rural transportation programs throughout and beyond the region, including their efforts focused on transportation services for veterans.

WCWRPC staff will conduct reviews of regional FTA Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) funding applications, as well as Section 5311 (Rural Formula Grants).

WCWRPC has been asked to assist St. Croix County in a feasibility study for the development of a transit system in their service area. The plan will include examination of both organizational options and service alternatives for the County. This work will be conducted under a separate contract, however, project development and ongoing support toward implementation will likely fall under WCWRPC's rural transportation program.

V. Local Technical Assistance

Senior Transportation Planner Time = 25%
Senior Planner Time = 50%
Associate Planner Time = 55%
Assistant Transportation Planner Time = 35%
Administrative Assistant Time = 100%

The WCWRPC will provide transportation planning and programming technical assistance to local units of government upon request.

In the 2009-2010 State budget, Eau Claire County was given the authority to establish the Chippewa Valley Regional Transit Authority (RTA), with Chippewa County participating, if they so desire, but that authority was repealed in the budget repair bill passed by the state legislature in 2011. As per adopted regional and state recommendations, staff will continue to work within the region to encourage intergovernmental cooperation in the development and provision of effective and coordinated transportation services.

An on-going technical assistance work element for the WCWRPC utilizes transportation planning in an economic development capacity. Transportation planning is an integral component of such economic activities as industrial park developments, community development strategies, and capital improvement programming. In addition, the combined funding capabilities of EDA's Public Facilities and WisDOT's TEA grant financial assistance programs can be utilized to maximize project development potential. WCWRPC will continue to pursue an integrated technical assistance approach when evaluating regional transportation and economic development activities.

VI. Local, State and Federal Coordination

Senior Transportation Planner Time = 18%
Assistant Transportation Planner Time = 10%

Staff will assist and coordinate with WisDOT in providing review of regional data for the maintenance and implementation of Connections 2030, the State's long range multimodal transportation plan, as well as the update of the State's highway plan and freight plan. Such efforts might include the examination of the economic, social, environmental, and land

use impacts of any proposed community bypass facilities, as well as any statewide and regional major corridor planning and environmental feasibility studies. WCWRPC staff will work with WisDOT on commodity flow analysis by all freight modes on those corridors located within the west central Wisconsin region as a part of the Department's multi-modal freight network analysis. Attendance at WisDOT planning meetings is also included in this element.

Information collected by the WCWRPC will be made available to WisDOT to inform them of local transportation concerns. The WCWRPC will provide this information to WisDOT for use in project programming. The WCWRPC's Comprehensive Economic Development Strategy (CEDS) is an example of this activity. The WCWRPC informs WisDOT of local officials' transportation concerns and planned transportation improvement projects related to economic development. The results of annual CEDS meetings will be passed on to WisDOT for their evaluation with regard to the State's focus on highway corridor improvements.

WCWRPC staff will assist in the development of guidance documents and procedures to implement planning requirements included in MAP-21, as the legislation addresses rural transportation planning and programs. Staff will work with WisDOT and FHWA in the discussion and coordination of MAP-21 performance measures and the establishment of State performance targets.

VII. Staff Support to the Commission and Program Supervision

Senior Transportation Planner Time = 9%
Assistant Transportation Planner Time = 3%

This element will provide staff support to the WCWRPC and transportation planning assistance to other agencies in the region. The primary area of emphasis will be staff support to the WCWRPC. However, it also includes agency representation at meetings, hearings, seminars, and professional development training sessions.

Staff will also review information bulletins and legislative proposals that might affect the region's transportation system.

This activity also includes the supervisory time required as part of the program. It provides for the overall administration of the WCWRPC's transportation program and budget, including work program preparation and monitoring, budget preparation and review, progress reporting, supervision of support staff involved in the program, and participation in quarterly FHWA/RPC/WisDOT meetings to discuss transportation planning, policy, financial, and technical issues and concerns.

**2016 Rural Transportation Work Program
Activities Schedule**

Work Tasks	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
I. Public Participation	----	----	----	----	----	----	----	----	----	----	----	----
II. State Significant Priorities												
A. Statewide Modal Plans Update and Implementation	----	----	----	----	----	----	----	----	----	----	----	----
B. Corridor Planning & Environmental Feasibility Study Assistance to WisDOT	----	----	----	----	----	----	----	----	----	----	----	----
C. TAP Application and Planning Assistance	xxxx	xxxx	----	----	----	----	----	----	----	xxxx	xxxx	----
III. Rail System Analysis												
A. Regional Rail Preservation/Conversion Assistance	----	----	----	----	----	----	----	----	----	----	----	----
B. West Central Wisconsin Rail Coalition Support	----	----	----	----	----	----	----	----	----	----	----	----
C. Rail System Analysis Assistance	----	----	----	----	----	----	----	----	----	----	----	----
IV. Specialized Transit												
A. FTA Section 5310/5311 Review	----	----	----	----	----	----	----	----	----	----	----	----
B. Regional Specialized Transit Coordination	----	----	----	----	----	----	----	----	----	----	----	----
V. Local Technical Assistance												
A. Local Comp. Plan Development	----	----	----	----	----	----	----	----	----	----	----	----
B. Economic Development/TEA Grant Assistance	----	----	----	----	----	----	----	----	----	----	----	----
C. Rural and Small Urban Transit Assistance	----	----	----	----	----	----	----	----	----	----	----	----
D. Other Assistance to Local Communities	----	----	----	----	----	----	----	----	----	----	----	----
VI. Local, State and Federal Coordination	----	----	----	----	----	----	----	----	----	----	----	----
VII. Staff Support/Program Supervision												
A. Staff Support Activities	----	----	----	----	----	----	----	----	----	----	----	----
B. Attendance at RPC Quarterly Meetings, Training, Hearings, etc.	---x	----	----	---x	----	----	---x	----	----	---x	----	----
C. Quarterly/Annual Reports	---+	----	----	---+	----	----	---+	----	----	---+	----	----
D. Work Program Development	----	----	----	----	----	----	----	----	---+	----	----	+

On-going planning

(x) Special planning study/meeting

(+) Report

West Central Wisconsin Regional Planning Commission
2016 Rural Transportation Planning Program Budget

I. Direct Salaries	% of Time On Program	Chargeable Salary
Senior Transportation Planner	20%	12,835
Assistant Transportation Planner	14%	5,571
Senior Planner	11%	7,043
Associate Planner	10%	4,555
Office Manager	2%	<u>708</u>
Subtotal Direct Chargeable Salaries		\$30,712
II. Release Time/Fringe Benefits (67.2947308%)*		<u>20,666</u>
Subtotal Direct Chargeable Salaries and Release Time/Fringe Benefits		\$51,378
III. Indirect Expenses (32.9171967%)*		<u>16,914</u>
Subtotal Direct Chargeable Salaries, Release Time/Fringe Benefits and Indirect Costs		\$68,292
IV. Direct Expenses		
Travel		<u>1,314</u>
Subtotal Direct Chargeable Salaries, Release Time/Fringe Benefits, Indirect Costs and Direct Costs		<u>\$69,606</u>
Total Program Cost:		\$69,606
FHWA Share (80.0%):		55,685
WisDOT Share (10.0%):		6,960
Local Share (10.0%):		6,961

*Estimated CY 2016 Release Time/Fringe Benefit and Indirect Cost Rates (see attached sheets).

West Central Wisconsin Regional Planning Commission
*Estimate of 2016 Indirect Costs for Entire Agency Operations***

Total WCWRPC Indirect Personnel Costs*	\$198,639
Indirect Chargeable Salaries	\$118,736
X Release Time/Fringe Benefit Rate (67.2947308%)	62,674
Travel	\$10,000
Supplies, Equipment, and Maintenance	30,000
Postage	3,500
Telephone	3,000
Dues and Subscriptions	2,000
Printing	2,000
Insurance	3,000
Audit	7,415
Office Rent	27,500
Depreciation ⁺	<u>10,000</u>
Total WCWRPC Indirect Costs:	\$297,054

Indirect Cost Rate Computation

Direct Chargeable Salaries	\$539,424			
X Release Time/Fringe Benefit Rate (67.2947308%)	<u>363,004</u>			
Total Direct Personnel Costs:	\$902,428			
\$297,054	÷	\$902,428	=	32.917167%
(Total Indirect Costs)		(Total Direct Personnel Costs)		(Indirect Cost Rate)

*Indirect Personnel Costs include portions of Executive Director (100%), Finance Manager (70%), Office Manager (80%) salaries.

**Indirect costs are based on actual audited costs of the previous year, and are applied as a fixed rate throughout the current year. The cognizant agency reviewing the indirect cost plan is the Economic Development Administration.

+Depreciation = Straight line allocation of office equipment, office furniture, etc.; usage based on mileage for automobiles.

West Central Wisconsin Regional Planning Commission
Estimate of 2016 Release Time/Fringe Benefits
For Entire Agency Operations

Release Time

Vacation Pay	\$48,328	
Holiday Pay	25,401	
Sick Pay	<u>21,771</u>	
Total Release Time:		\$95,500

Fringe Benefits

Social Security	\$58,939	
Retirement	51,222	
Health Insurance	229,832	
Life Insurance	1,326	
Workers Compensation	5,756	
Sick Leave Retirement Payout	<u>7,200</u>	
Total Fringe Benefits:		<u>\$347,407</u>

Total WCWRPC Release Time/Fringe Benefits: \$442,907

Release Time/Fringe Benefit Rate Computation

$$\begin{array}{r}
 \$442,907 \\
 \text{(Total Fringe Benefit} \\
 \text{\& Release Time)}
 \end{array}
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 \begin{array}{r}
 \$658,160 \\
 \text{(Total Chargeable} \\
 \text{Salaries)}
 \end{array}
 =
 67.2947308\%$$

**Rural Transportation Program
Local Share Distribution - 2016**

Unit of Government	Proportional Local Share
Barron County	\$815
Chippewa County	\$1,039
Clark County	\$405
Dunn County	\$578
Eau Claire County	\$1,544
Polk County	\$913
St. Croix County	\$1,667
Total	\$6,961

Documentation of Work Program Approval
Minutes of
West Central Wisconsin Regional Planning Commission
10:00 a.m., Thursday, September 10, 2015
Loyal City Hall, Loyal, WI

Commissioners Present: Ken Jost, Travis Turner, Lee McIlquham, Florian Skwierczynski, Mike Goettl; Chuck Rueth, Norman Wesenberg, Joe Waichulis, Richard Creaser, Steve Rasmussen, Robert Walter, Kathy Clark, Gordy Steinhauer, Warren Nelson, Agnes Ring, Larry Weisenbeck

Commissioners Absent: Jess Miller, John Frank, William Johnson, Craig Moriak, Travis Schachtner

Staff Present: Lynn Nelson, Lisa Ruth

Visitors Present: Dave Williams, Mayor-City of Loyal; Sheila Nyberg, Clark County EDC; John Ross, Clark County Emergency Management; Rick Dailey, Clark County Forest & Parks; Melissa Kono, UW Extension; Mark Renderman, Owen-Withee-Curtiss Fire District

1. **Call to Order:** Due to the absence of Chair Miller, Vice-Chair McIlquham called the meeting to order at 10:00 a.m.
2. **Welcome and Introductions:** Mayor Williams welcomed Commissioners to Loyal.
3. **Action Items:**
Minutes of July 22, 2015 Commission Meeting: Mr. Rueth moved to accept the minutes as distributed; seconded by Mr. Waichulis; motion carried.
4. **Review and Approve Disbursements:** A motion was made by Mr. Rasmussen to approve the disbursements, seconded by Mr. Walter; motion carried.
5. **City of Rice Lake Project Plan Amendment for TIF District #3 Agreement:** Ms. Nelson explained that the City of Rice Lake has requested assistance in preparing the TIF amendment. Mr. Rueth moved to approved the agreement, seconded by Ms. Clark; motion carried.
6. **Lake Altoona Placemaking Subcontract with Ayres & Associates, Inc.:** Ms. Nelson stated that this subcontract was for placemaking activities in coordination with a Master Park Plan. However, she noted some changes need to be made to the contract drafted by Ayres. After describing the changes, Mr. Walter moved to approve the subcontract with the proposed changes, seconded by Ms. Ring; motion carried.
7. **Resolution Authorizing WCWRPC to Join the State Health Insurance Program:** Ms. Nelson noted that our health insurance would increase again by 25% this year. After discussions with staff and other RPCs in Wisconsin, it was decided to look into joining the state health insurance program since their increases have been significantly less. After some discussion, it was also suggested to look at the Group Health Trust through WCA. Mr. Waichulis moved to approve signing the resolution, contingent that the state plan falls within parameters of the Director's request, seconded by Mr. Weisenbeck; motion carried.
8. **2016 Draft Budget Approval:** Ms. Nelson went over the budget numbers for 2016. After some questions, a motion was made by Ms. Clark to approve the 2016 budget, seconded by Mr. Rasmussen; motion carried.
9. **EDA Comprehensive Economic Development Strategy (CEDS Survey):** Ms. Nelson stated that the RPC is in the process of updating the CEDS. The staff is seeking input from the Commissioners and asked that they fill out the survey emailed to them prior to the meeting or the copy included in their meeting packets.
10. **Director's Report:** Ms. Nelson indicated that the EDA application for River Falls has received a letter indicating that the project will be moving on for funding consideration. She summarized other projects that staff is currently working on.

11. **Presentation – Project and Partnerships in Clark County:** Ms. Nelson introduced the presenters. They included Sheila Nyberg, Executive Director of the Clark County EDC; John Ross, Director of Clark County Emergency Management; Rick Dailey, Administrator Clark County Forest & Parks; Melissa Kono, UW Extension CNRD Agent; and Mark Renderman, Fire Chief & EMS Service Director of the Owen-Withee-Curtiss Fire District. Presenters gave a brief report on the services they provide for Clark County and the various projects they worked on with RPC staff. Ms. Nelson also referred Commissioners to a handout summarizing other projects currently underway in Clark County.
12. **Next Executive Committee Meeting Date:** The next meeting will be Thursday, October 8th at the RPC offices.
13. **Next Commission Meeting Date:** The next Commission meeting will be November 12th in Dunn County.
14. **Adjournment:** Mr. Waichulis made a motion to adjourn the meeting, seconded by Mr. Rueth; motion carried. The meeting adjourned at 11:58 a.m.

Prepared by: Lisa K. Ruth