

2012 – 2013

# Planning Work Program



for the

**La Crosse Area Planning Committee**

For Approval November 16, 2011



**2012 - 2013 Planning Work Program for the  
La Crosse Area Planning Committee,**

**the Metropolitan Planning Organization for the La Crosse, Wisconsin  
and La Crescent, Minnesota Metropolitan Planning Area**



## **CONTACTS**

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

Tom Faella

Executive Director

Phone: 608.785.5977 Fax: 608.793.6525

E-mail: [Faella.Tom@co.la-crosse.wi.us](mailto:Faella.Tom@co.la-crosse.wi.us)

Jackie Eastwood

Transportation Planner

Phone: 608.785.6141

E-mail: [Eastwood.Jackie@co.la-crosse.wi.us](mailto:Eastwood.Jackie@co.la-crosse.wi.us)

La Crosse Area Planning Committee  
La Crosse County Administrative Center  
400 4<sup>th</sup> St N, Room 2300  
La Crosse, WI 54601

This Planning Work Plan and other LAPC documents may be viewed and downloaded from our Web site at: [www.lapc.org](http://www.lapc.org)

## **La Crosse Area Planning Committee**

### **Policy Board**

**Nancy Proctor, Chair**  
President, Village of Holmen

**Mike Giese, Vice Chair**  
Mayor, City of Onalaska

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

**Mathias Harter**  
Mayor, City of La Crosse

**Dennis Manthei**  
President, Village of West Salem

**Tara Johnson**  
Chair, La Crosse County Board

**Roland Bogert**  
Chair, Town of Onalaska

**Scott Johnson**  
Chair, Town of Campbell

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

**Linda Seidel**  
Chair, Town of Medary

# TABLE OF CONTENTS

TABLE OF CONTENTS	Page
<b>CHAPTER 1: INTRODUCTION / PURPOSE &amp; SCOPE</b>	
<b>Introduction</b>	<b>1-1</b>
<b>Purpose &amp; Scope</b>	<b>1-1</b>
Purpose of Work Program Document	1-1
Scope of Work Program Planning Process	1-2
<b>Metropolitan Planning Factors</b>	<b>1-2</b>
<b>Resolution &amp; Self Certification &amp; Agreements</b>	<b>1-4</b>
<b>Document Organization</b>	<b>1-5</b>
<b>CHAPTER 2: CORE FUNCTIONS AND 2012 ACTIVITIES</b>	
<b>Introduction</b>	<b>2-1</b>
<b>Core Functions</b>	<b>2-1</b>
Coordination of Regional Transportation Planning	2-1
Maintain Required Planning Documents	2-1
Maintain Regional Modal Plans	2-1
Maintain Transportation Planning Data	2-2
2012 Activities	2-2
<b>CHAPTER 3: PROGRAM SUPPORT AND ADMINISTRATION</b>	
<b>100 Program Support and Administration</b>	<b>3-1</b>
Introduction	3-1
Program Support	3-1
Planning Work Program	3-2
Training and Travel	3-2
Program Expenses	3-3
Website	3-3
<b>CHAPTER 4: LONG-RANGE TRANSPORTATION PLANNING</b>	
<b>200 Long-Range Transportation Planning</b>	<b>4-1</b>
Introduction	4-1
Metropolitan Transportation Plan Development	4-1
Metropolitan Transportation Plan Implementation	4-2

## TABLE OF CONTENTS

---

Transportation Planning Database	4-3
Traffic Forecasting Model	4-4
Public Participation Process	4-5
Environmental Justice	4-5
<b>CHAPTER 5: SHORT-RANGE TRANSPORTATION PLANNING</b>	
<b>300 Short-Range Transportation Planning</b>	<b>5-1</b>
Introduction	5-1
Transportation Studies and Projects	5-1
Modal Planning	5-2
Technical Assistance	5-2
<b>CHAPTER 6: TRANSPORTATION IMPROVEMENT PROGRAM</b>	
<b>400 Transportation Improvement Program</b>	<b>6-1</b>
Introduction	6-1
Transportation Improvement Program	6-1
Area Transportation Partnership - Minnesota	6-2
<b>CHAPTER 7: LOCAL STUDIES / BUDGETED RESERVES</b>	
<b>500 Local Studies / Budgeted Reserves</b>	<b>7-1</b>
Introduction	7-1
Local Studies Program	7-1
<b>MAPS</b>	
<b>Figure 1: Metropolitan Planning Area</b>	<b>1-6</b>
<b>APPENDICES</b>	
<b>Appendix A: Accomplishments of the 2011 PWP</b>	<b>A-1</b>
<b>Appendix B: 2012 PWP Budget and Elements Detail</b>	<b>B-1</b>
<b>Appendix C: 2013 PWP Budget and Elements Detail</b>	<b>C-1</b>
<b>Appendix D: LAPC Meeting Locations and Times</b>	<b>D-1</b>
<b>Appendix E: Indirect Cost Allocation Plan</b>	<b>E-1</b>
<b>Appendix F: LAPC Resolution Adopting Work Program</b>	<b>F-1</b>

## TABLE OF CONTENTS

---

<b>Appendix G: Intermunicipal Agreement for MPO</b>	<b>G-1</b>
<b>Appendix H: WisDOT / MPO / MTU Cooperative Agreement</b>	<b>H-1</b>
<b>Appendix I: LAPC Bylaws</b>	<b>I-1</b>
<b>Appendix J: Contact Information</b>	<b>J-1</b>

## TABLE OF CONTENTS

---

This page intentionally left blank.

## CHAPTER 1: INTRODUCTION / PURPOSE & SCOPE

---

### Introduction

---

The *2012-2013 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. This work program documents the ongoing responsibilities of the LAPC as well as detailed budget and work activity information for 2012 and 2013.

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) and Minnesota and Wisconsin Departments of Transportation (MnDOT and WisDOT).

Staff responsible for the implementation of the work program are Tom Faella, Executive Director, and Jackie Eastwood, Transportation Planner.

### Purpose & Scope

---

#### PURPOSE OF WORK PROGRAM DOCUMENT

---

The purpose of this work program is to:

- 1) Provide a detailed description of all transportation-related planning activities anticipated by the LAPC within the metropolitan planning area during 2012 and 2013.
- 2) Document activities that implement the goals, policies, and objectives of the Metropolitan Transportation Plan.
- 3) Document the ongoing transportation planning support activities necessary for informed transportation decisions, such as a transportation planning database, traffic forecasting model, and demographic projections.
- 4) Provide detailed work activities and budget information, including local, state and federal funding shares, to allow the states to document the

## CHAPTER 1: INTRODUCTION / PURPOSE AND SCOPE

---

requirements for planning grants distributed through the Federal Transit Administration (FTA).

### SCOPE OF WORK PROGRAM PLANNING PROCESS

---

The work program includes activities designed to implement the *2035 La Crosse and La Crescent Metropolitan Area Transportation Plan* (MTP), adopted by the LAPC in September 2010. The MTP was developed in accordance with the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU), the federal transportation authorization signed on August 10, 2005.

### Metropolitan Planning Factors

---

SAFETEA-LU specifies the scope of the planning process to be followed by the LAPC in eight planning factors. According to SAFETEA-LU, the planning process shall provide for consideration and implementation of projects and strategies and services 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; and

## CHAPTER 1: INTRODUCTION / PURPOSE & SCOPE

8. Emphasize the preservation of the existing transportation system.

The following matrix illustrates the metropolitan planning factors addressed by each of the work program elements:

Work Program Element	Planning Factor							
	1	2	3	4	5	6	7	8
100 Program Support and Administration								
Program Support	X	X	X	X	X	X	X	X
Planning Work Program	X	X	X	X	X	X	X	X
Training and Travel	X	X	X	X	X	X	X	X
Website	X	X	X	X	X	X	X	X
Program Expenses	X	X	X	X	X	X	X	X
200 Long Range Planning								
Metropolitan Transportation Plan Development	X	X	X	X	X	X	X	X
Public Participation Process	X			X	X	X		
Transportation Planning Database	X				X	X	X	X
Environmental Justice	X		X	X	X			
Travel Forecasting Model		X	X			X	X	X
MTP Implementation	X	X	X	X	X	X	X	X
300 Short Range Planning								
Transportation Studies and Projects	X	X	X	X	X	X	X	X
Modal Planning	X	X	X	X	X	X		
Technical Assistance	X			X	X	X	X	
400 Transportation Improvement Program								
Transportation Improvement Program	X	X	X	X	X	X	X	X
Minnesota ATP	X	X	X	X	X	X	X	X
500 Local Studies / Budgeted Reserves								
Local Studies / Budgeted Reserves	X	X	X	X	X	X	X	X

### Resolution & Self Certification & Agreements

---

The signed resolution adopting the annual work program is included as Appendix F.

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 following policies and practices ensure our compliance with SAFETEA-LU and the Clean Air Act:

- The LAPC is currently self-certified and has an approved Transportation Improvement Program, Metropolitan Transportation Plan, Planning Work Program, and Public Participation Plan. Also approved are interagency agreements, metropolitan area boundaries, and an annual listing of obligated projects.
- The LAPC has a Title VI Non-Discrimination Agreement with WisDOT prohibiting exclusion from participation, denial of benefits, or discrimination on the grounds of race, color, sex or national origin in federally-assisted programs. Compliance is maintained by the Personnel Department of La Crosse County.
- The La Crosse County personnel policies prohibit discrimination on the basis of race, color, creed, national origin, sex, age, gender, and disabilities in employment and business opportunity.
- The LAPC seeks to involve disadvantaged business enterprises and other equal opportunity employment businesses by including such businesses in contract considerations. (The LAPC is working with MnDOT to prepare MPO Disadvantaged Business Enterprise (DBE) Compliance Procedures to apply to all applicable contracting activities.)

Through the *Cooperative Agreement for Continuing Transportation Planning for the La Crosse, Wisconsin Metropolitan Area* (see Appendix H), the LAPC is responsible for “formulating and annually approving the urban transportation planning work program, which shall identify all transportation-related planning activities to be funded with state and federal financial aids and technical assistance in accordance with the provisions of this Agreement and the time schedule adopted by WisDOT.”

### Document Organization

---

The 2012 - 2013 *Planning Work Program for the La Crosse Area Planning Committee* is organized into seven chapters. This chapter discusses the organization and purpose and need for the work program.

Chapter 2 outlines the core functions maintained by the staff of the La Crosse Area Planning Committee.

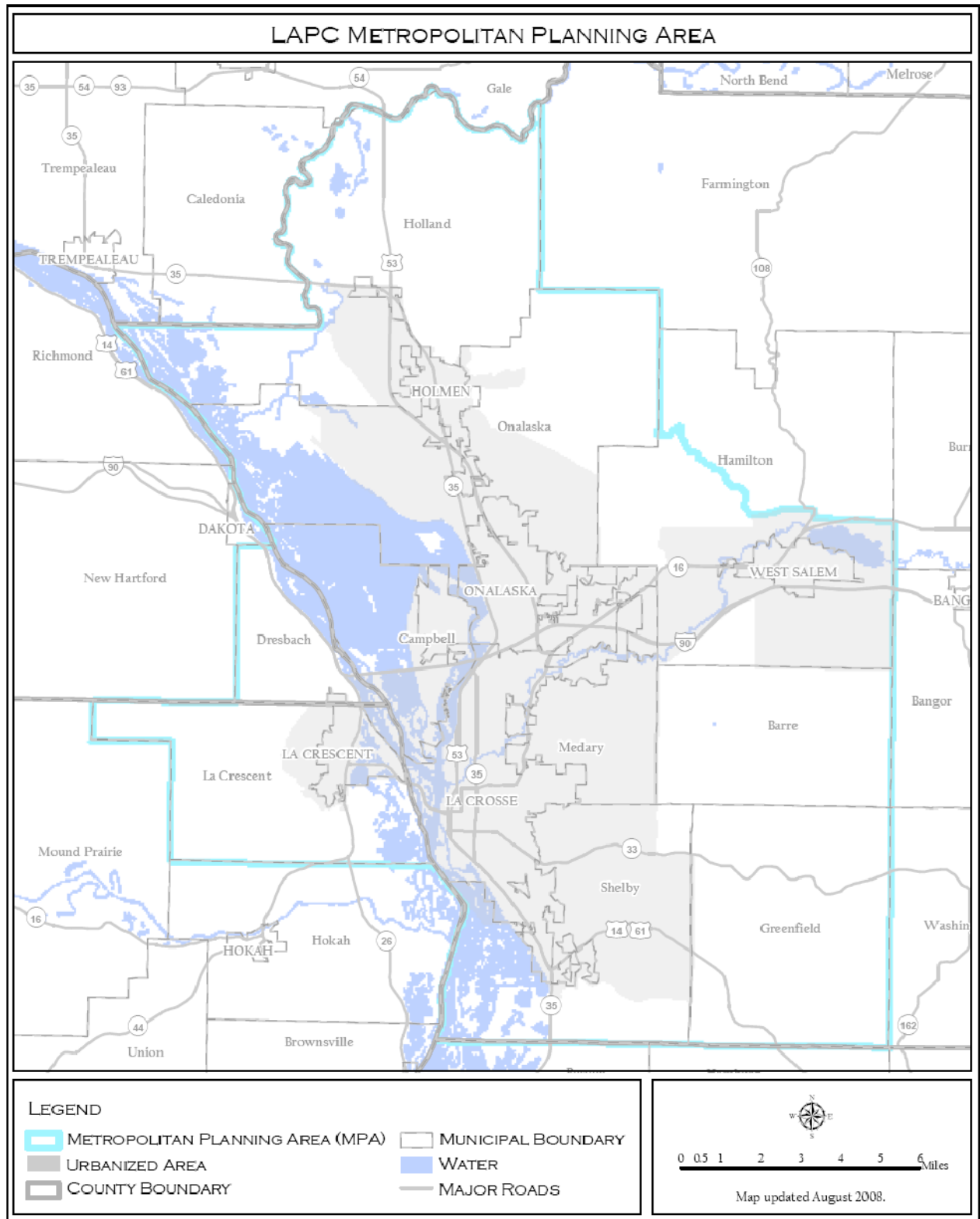
Chapters 3 – 7 outline the work activities that will be undertaken in 2012 and 2013 with program hours and budget information. These activities are:

- 100 Program Support and Administration
- 200 Long-Range Transportation Planning
- 300 Short-Range Transportation Planning
- 400 Transportation Improvement Program
- 500 Special Studies / Budgeted Reserves

Appendices provide supporting documentation of activities undertaken throughout the planning process, including activities completed, details of the budgets and work activities, agreements, meeting times, and contact information.

Figure 1 illustrates the LAPC Metropolitan Planning Area and Urbanized Area.

# CHAPTER 1: INTRODUCTION / PURPOSE AND SCOPE



**Figure 1:** Metropolitan Planning Area and Urbanized Area

## CHAPTER 2: CORE FUNCTIONS AND 2012 ACTIVITIES

---

### Introduction

---

In order to successfully implement the responsibilities of the Metropolitan Planning Organization, LAPC staff maintain the core functions outlined below. The specific actions required to implement these functions are included in the activities outlined in Chapters 3 - 6. Following the core functions are the additional main work activities for 2012.

### Core Functions

---

#### COORDINATION OF REGIONAL TRANSPORTATION PLANNING

---

Administrative and coordinative functions are required to maintain the cooperative nature of long- and short-range transportation planning, including:

- Maintaining a regular meeting schedule for the LAPC Policy Board and technical committees, including preparing agendas, minutes, meeting materials and maintaining the LAPC website;
- Assisting with coordination of state and local transportation projects by acting as liaison between agencies, municipalities and interest groups; and,
- Conducting and/or funding local studies and assisting with local grants, including prioritizing applications.

#### MAINTAIN REQUIRED PLANNING DOCUMENTS

---

The LAPC is required to maintain the following documents:

- Metropolitan Transportation Plan, updated every five years;
- Transportation Improvement Program, updated annually; and,
- Planning Work Program, updated annually.

#### MAINTAIN REGIONAL MODAL PLANS

---

The LAPC plans to maintain the following regional modal plans:

## **CHAPTER 2: CORE FUNCTIONS AND 2012 ACTIVITIES**

---

- Transit Development Plan (TDP) for the La Crosse Municipal Transit Utility (completed in 2007);
- Regional Bicycle Plan (completed in 2010);
- Regional Pedestrian Safety Plan (will be considered after 2012); and,
- Regional Freight Plan (will be considered after 2012).

### **MAINTAIN TRANSPORTATION PLANNING DATA**

---

The LAPC maintains the following to support transportation planning and decision making:

- Traffic demand forecasting model;
- Regional demographic and employment current conditions and projections;
- Regional land use inventory;
- Regional transportation planning performance indicators; and,
- Transportation planning database of spatial data (Geographic Information System) and tabular data in an organized format for data sharing and decision making support.

### **2012 ACTIVITIES**

---

The main additional work activities for 2012 are listed below and included in the work element chapters:

- Complete Land Use Inventory
- Transportation/Land Use Visioning
- Develop MTP Schedule
- Update Travel Forecasting Model
- Update Public Participation Plan
- Investigate Social Media

## CHAPTER 3: PROGRAM SUPPORT AND ADMINISTRATION

---

### 100 Program Support and Administration

---

2012 Staff Hours: 1,040

2012 Budget: \$68,008

#### Introduction

---

Program Support and Administrative activities include the coordination of technical committee and policy board meetings, staff training and travel, preparing the work program and quarterly accounting. Also included are program expenses (office supplies, printing and mailing, indirect costs, vacation and holiday time, etc.) and the maintenance of the LAPC website.

#### Program Support

---

##### ACTIVITIES

Program Support activities are necessary to keep the policy board and technical committees informed and meeting on a regular basis. Actions include maintaining committee membership lists and bylaws, writing agendas and minutes, attending DOT and local agency meetings, and training opportunities.

##### OUTCOME

Well- informed staff, committees, and policy board that meet regularly and discuss and act on policy and transportation activities ensure the successful implementation of the Metropolitan Transportation Plan.

## **CHAPTER 3: PROGRAM SUPPORT AND ADMINISTRATION**

---

### **Planning Work Program**

---

#### **ACTIVITIES**

The Planning Work Program is updated annually in consultation with the DOTs, FHWA, transit providers, technical committees and policy board. Quarterly reports and reimbursement forms are prepared and the office accounting is maintained. The annual dues are calculated and billed, and the budget is coordinated with La Crosse County.

#### **OUTCOME**

The Planning Work Program is developed and distributed, the budget is up to date and accounts are kept that meet the requirements of local, state and federal funding sources.

### **Training and Travel**

---

#### **ACTIVITIES**

Training and travel are necessary to keep staff informed of the latest transportation planning developments. Minnesota requires that \$3,000 of planning funds are used for training. Educational activities include MPO conferences, National Highway Institute classes, meetings of MPO Directors, etc. Expenses for travel by LAPC Policy Board members for training, attendance at conferences, meetings or other purpose directly related to work program activities will be funded using local funds.

Each year one MPO Director in Wisconsin and one in Minnesota host an annual transportation planning conference and help coordinate quarterly MPO director meetings. The LAPC assumed this coordination role in 2011 and will again within a regular rotation.

#### **OUTCOME**

A well-informed staff increases efficiency and production.

## **CHAPTER 3: PROGRAM SUPPORT AND ADMINISTRATION**

---

### **Program Expenses**

---

#### **ACTIVITIES**

Program expenses are the indirect costs necessary to maintain the LAPC office, including supplies, printing and mailing, telephone, etc. Also included are the costs of staff vacation, sick and holiday time.

#### **OUTCOME**

With program expenses paid, the office runs efficiently and the staff gets a well-deserved break now and then.

### **Website**

---

#### **ACTIVITIES**

The LAPC website is updated monthly with agendas and minutes of LAPC committee meetings. Contact information, plan documents, supporting maps, the TIP project list and other supporting materials are also posted to the website for distribution.

In 2012 and 2013, we will investigate social media resources such as Facebook and LinkedIn to improve public participation.

#### **OUTCOME**

The up-to-date website is the quickest and most cost-effective way to distribute LAPC plans, documents, background information and other materials.

## CHAPTER 3: PROGRAM SUPPORT AND ADMINISTRATION

---

This page intentionally left blank.

## CHAPTER 4: LONG-RANGE TRANSPORTATION PLANNING

---

### 200 Long-Range Transportation Planning

---

2012 Staff Hours: 2,392

2012 Budget: \$93,461

#### Introduction

---

The Long-Range Transportation Planning element includes activities that develop, implement and provide necessary support data for the Metropolitan Transportation Plan (MTP). This element also includes public outreach and environmental justice activities.

#### Metropolitan Transportation Plan Development

---

##### ACTIVITIES

The MTP is updated on a five-year cycle or as required by the federal transportation bill. The latest update was adopted in September 2010.

In 2012 and 2013, activities will continue for a major update in 2015, including development of a schedule for MTP development process.

In 2012 a Transportation/Land Use Visioning Process involving the Technical Advisory Committee (TAC), Policy Board, the public, and other interested agencies will provide new direction on demographic and traffic projections based on desired changes in land use and mode share patterns.

We will also complete the regional land use inventory, including using commercially available business data to identify the business use of each applicable parcel.

##### OUTCOME

Plans and visioning and data preparation for the 2015 MTP document will be the outcome of this activity. The document will be prepared for agency and

## CHAPTER 4: LONG-RANGE TRANSPORTATION PLANNING

---

public review and comment in early 2015 with LAPC adoption by resolution in August.

### Metropolitan Transportation Plan Implementation

---

#### ACTIVITIES

This work element includes activities that implement the MTP, including promoting the MTP.

#### Performance Indicators

Performance indicators are quantitative measures of the characteristics or performance of the transportation system. Indicators were selected for MTP objectives in the 2010 plan. These performance indicators will be maintained and updated and new data sources (including the American Community Survey) will be researched.

Base year performance indicators (2010) have been identified and incorporated into the Transportation Planning Database. These indicators were developed in consultation with the DOTs and FHWA.

#### State Long-Range Transportation Plans

We will work with WisDOT on the implementation of *Connections 2030*, the state's long-range transportation plan, and the development of the *Wisconsin Rail Plan 2030*, the state's comprehensive long-range rail transportation plan. We will work with MnDOT on the implementation of the *Minnesota Statewide Transportation Policy Plan*, *Minnesota Statewide Rail Plan* and *District 6 Long-Range Transportation Plan*. We will participate on the Project Management Team for MnDOT's *Statewide Multimodal Plan*.

#### Policy-based Actions

Policy-based actions are designed to manage or reduce traffic without expanding roadway capacity. Working on implementing policy-based actions has been identified as an important goal of the Technical Advisory Committee. This activity will include research, education and promotion of these actions to the TAC and member municipalities.

## **CHAPTER 4: LONG-RANGE TRANSPORTATION PLANNING**

---

Some examples of policy-based actions we will continue to work on include:

- Implementing Complete Streets in area projects;
- Regional transit routes;
- Safer accommodations for bicyclists and pedestrians;
- Better communication between transportation interests;
- Employee-based trip reduction; and,
- Coordination of transportation projects with modal advocates.

### **OUTCOME**

The outcome of this activity will be implementation of the MTP, by its very nature, improving access to transportation choices, meeting traffic demand, reducing greenhouse gases and other things generally.

### **Transportation Planning Database**

---

#### **ACTIVITIES**

The Transportation Planning Database was designed, and existing data were organized and added in 2007 and 2008. In 2012 and 2013 we will maintain and update existing data and decide what additional data are desired. The new data will be collected, formatted, and/or developed and added to the database.

A planning area base map was created in 2007 for the standard display of information. Plans are to use enhanced visualization to greatly increase the distribution of information and understanding to the technical committees, policy board, municipalities, agencies and the public.

The LAPC will acquire, organize and distribute 2010 US Census data as requested.

## **CHAPTER 4: LONG-RANGE TRANSPORTATION PLANNING**

---

American Community Survey (ACS) and other data sources will continue to be researched to determine the best way to apply new data to LAPC performance indicators and programs such as environmental justice and transit propensity.

### **OUTCOME**

A Transportation Planning Database of information necessary to support informed policy decisions is the outcome of this activity. Enhanced visualization of transportation conditions, studies, bicycle routes, committed projects, etc. will result.

### **Traffic Forecasting Model**

---

#### **ACTIVITIES**

Forecasts from the traffic forecasting model will be used during the Coulee Connections Transportation Study in its analysis of purpose and need and development of alternatives. Forecasts for other projects, such as the STH 16 from West Salem to Onalaska expansion, will be developed as requested.

The LAPC traffic forecasting model was last updated in 2009 and used for deficiency analysis in the preparation of the 2010 MTP.

In 2012 and 2013, we will review the existing TAZ structure and re-number, aggregate, change and create new TAZs, as necessary. We will review and modify network attributes to reflect current conditions. We will update the base model demographics and employment information based on the 2010 Census and existing land use. We will create the 2040 projections based on the scenario(s) developed in the visioning process.

We will work with the WisDOT forecasting model consultant to complete and validate the model in preparation to scenario development for the 2015 MTP. We will consider modifications to the model to allow better investigation of mode share, development patterns and other changes in transportation behavior.

## **CHAPTER 4: LONG-RANGE TRANSPORTATION PLANNING**

---

### **OUTCOME**

The outcome of this activity will be data and analysis required for the land use and transportation component of the 2015 MTP.

### **Public Participation Process**

---

#### **ACTIVITIES**

LAPC staff will continue to involve the public in the transportation planning process to the greatest extent possible. The Coulee Connections Transportation Study will require early and continuing public input. Activities will include selection of an advisory study committee, mailings, and public meetings.

The LAPC Public Participation Plan was updated in 2006 for the SAFETEA-LU MTP amendment and will be updated in 2012.

#### **OUTCOME**

Significant and continuous public outreach and involvement will result in more successful implementation of the Metropolitan Transportation Plan.

### **Environmental Justice**

---

#### **ACTIVITIES**

Environmental Justice activities include GIS and other analyses to determine the populations affected and/or served by planned transportation projects. Environmental justice activities are included in analyzing, describing and mapping projects included in the MTP, TIP, and transportation studies.

A discussion of the LAPC environmental justice methodology is included in the TDP and MTP, and will be reviewed when those documents are updated.

#### **OUTCOME**

## CHAPTER 4: LONG-RANGE TRANSPORTATION PLANNING

---

Environmental Justice considerations in LAPC planning ensures that adverse human health or environmental effects of transportation projects do not fall disproportionately on minority or low-income populations.

## CHAPTER 5: SHORT-RANGE TRANSPORTATION PLANNING

---

### 300 Short-Range Transportation Planning

---

2012 Staff Hours: 437      2012 Budget: \$18,584

#### Introduction

---

Short-Range 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. All short-range planning activities implement, and are consistent with the goals, policies and objectives of the Metropolitan Transportation Plan.

#### Transportation Studies and Projects

---

##### ACTIVITIES

This activity includes working with lead agencies on ongoing transportation studies and projects including the STH 35 Reconstruction in Onalaska, Dresbach Crossing Study, STH 16 projects from West Salem to La Crosse, Coulee Connections Study, etc.

Transportation demand management activities referenced in Chapter 4 will be continued. In 2012 we will continue to work with La Crosse County to expand transit service to the regional residential and employment centers, including locations in Monroe, Vernon and Trempealeau Counties.

The LAPC purchased traffic counting devices in 2010. The traffic counters will be maintained and made available to local municipalities for local counting activities. Data from the traffic counters will be maintained in the LAPC transportation planning database.

##### OUTCOME

The outcome will be improved transportation corridors, increased opportunities for transit ridership and car pooling, and better decision making as a result of transportation studies.

### Modal Planning

---

#### ACTIVITIES

The LAPC is in the process of updating the area's modal plans. A *2008 – 2015 Transit Development Plan* was completed in May 2007. In 2010, the *2035 Coulee Region Bicycle Plan* was completed. Implementation activities identified in the regional bicycle plan will continue in 2012. Implementation activities will work on signage for the regional bike routes, promotion of Complete Streets, and incorporation of bicycle accommodations in area roadway projects.

Other modal planning activities include soliciting and ranking enhancement projects, working with the City of La Crescent to implement the Wagon Wheel Trail, and considering modal elements of the 2012 visioning process for future updates of the Transit Development Plan.

In 2012 and 2013 we will continue to serve on the Minnesota Passenger Rail Forum, Minnesota High Speed Rail Commission and Empire Builder Coalition to plan and advocate for improved rail service within Minnesota and Wisconsin, with high speed rail service through La Crosse. We will participate in the Amtrak feasibility study for a second train on the Empire Builder Route.

#### OUTCOME

Recommendations, planning and implementation of modal improvements and funding of new enhancement projects will be the outcome of these activities.

### Technical Assistance

---

#### ACTIVITIES

This activity includes technical assistance provided to local municipalities, county departments and other partners. Some examples include GIS

## **CHAPTER 5: SHORT-RANGE TRANSPORTATION PLANNING**

---

assistance and sharing of files, custom map making, providing traffic generation and count information, assistance with locating and writing grants, trails planning, etc.

We will increase research and assistance to gain additional state and federal transportation grants to area municipalities. We will work with La Crosse County to craft an inter-municipal agreement for use of Community Sensitive Design funding for the construction and maintenance of a multi-use trail between West Salem and Onalaska. If the current application is successful, we will participate in a regional HUD Sustainability Grant.

### **OUTCOME**

Providing and receiving data and assistance from other agencies and municipalities increases the efficiency and quality of transportation planning for all concerned.

## CHAPTER 5: SHORT-RANGE TRANSPORTATION PLANNING

---

This page intentionally left blank.

## CHAPTER 6: TRANSPORTATION IMPROVEMENT PROGRAM

---

### 400 Transportation Improvement Program

---

2012 Staff Hours: 291

2012 Budget: \$12,389

#### Introduction

---

This element ensures that the Transportation Improvement Program (TIP) is completed 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).

#### Transportation Improvement Program

---

##### ACTIVITIES

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, adoption of the project list by the public, advisory committees, agencies and the policy board and preparation of a final TIP document. The Minnesota project list is prepared in the summer of each year to correspond with the District 6 Area TIP (ATIP). The Wisconsin TIP document is adopted by resolution in September or November.

In addition to a project list, the TIP includes a financial plan documenting the availability of funds for planned projects.

In 2012 we will continue a concerted effort to enhance and illustrate the project descriptions included in the TIP, and to present this information on the LAPC website. We will continue to work with FHWA and WisDOT to develop a FIIPS/TIP interface (financial reporting) to facilitate the process for TIP development, management, and reporting.

## **CHAPTER 6: TRANSPORTATION IMPROVEMENT PROGRAM**

---

Federal program grants that are prioritized by the LAPC (Surface Transportation Program – Urban and Transportation Enhancements) are solicited, reviewed and prioritized in alternate years.

### **OUTCOME**

A TIP document is adopted by resolution and forwarded to the DOTs for inclusion in the respective State TIPs.

### **Area Transportation Partnership - Minnesota**

---

#### **ACTIVITIES**

The LAPC 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, including surface transportation and enhancements funding. This activity includes participation by the Directors at monthly meetings, review of supporting materials, review of enhancement projects, and membership on sub-committees as required.

#### **OUTCOME**

Participation in the ATP assures that the La Crosse area is represented in state and federal programs within District 6.

## CHAPTER 7: LOCAL STUDIES / BUDGETED RESERVES

---

### 500 Local Studies / Budgeted Reserves

---

2012 Staff Hours: 0 2012 Budget: \$161,624

#### Introduction

---

This element accounts for the LAPC local studies program that allocates local share (dues) funds to locally-developed transportation studies. Budgeted reserves are maintained for special programs such as aerial photography, area-wide visioning, or regional studies. These reserves are also maintained in case of an unanticipated shortfall or interruption in state and/or federal funding.

#### Local Studies Program

---

##### ACTIVITIES

Local studies are requested by the local municipalities and funded on the recommendation of the TAC. Types of studies funded have included a traffic signal study, county financial needs projection, a major corridor study and demographic forecasts for the traffic model. The local study program will fund the visioning process and municipal local studies in 2012, with consideration of additional municipal studies in 2013.

##### OUTCOME

Studies are completed and presented to all TAC members, who become a source for distributing information beyond the originating municipality.

## CHAPTER 7: LOCAL STUDIES / BUDGETED RESERVES

---

This page intentionally left blank.

## APPENDIX A: ACCOMPLISHMENTS OF THE 2011 PWP

---

### 2011 Accomplishments

---

- Collaborated with MNDOT, WisDOT, and local communities on the I-90 Dresbach Bridge Replacement Study, Coulee Connections Study, and STH 16 4-lane expansion to West Salem.
- Participated in Minnesota Passenger Rail Forum and State Rail Plan Policy Advisory Committee.
- Prepared the 4-year Transportation Improvement Program and the 2011 Planning Work Program update.
- Completed the TAZup Transportation Analysis Zone review and update.
- Developed methodology for adding business information to the land use inventory and began the update.
- Continued to organize existing data in the Transportation Planning Database.
- Developed a Complete Streets Policy for the LAPC.
- Completed the regional bicycle route map.
- Prepared recommendations for bicycle and pedestrian accommodations on the I-90 / USH 14/61 intersection replacement (Dresbach Bridge) project.
- Completed an update of the regional Sewer Service Area Plan.
- Maintained and updated the MPO website.
- Worked with La Crosse County to consider model land development ordinance language to include accommodations for bicycles and pedestrians.

### 2011 Title VI Accomplishments

---

- Updated environmental justice maps and text included in the *2012 – 2015 Transportation Improvement Program*.
- Conducted all LAPC Policy Board and advisory committee meetings at locations accessible by public transportation.

## **APPENDIX A: ACCOMPLISHMENTS OF THE 2011 PWP**

---

- Provided meeting notices and agendas for LAPC Policy Board and advisory committees in electronic format to visually impaired citizens.
- Attended Municipal Transit Utility (MTU) / Americans with Disabilities Act (ADA) Advisory Committee meetings.

## APPENDIX B: 2012 PWP BUDGET AND ELEMENTS DETAIL

### 2012 Planning Work Program Budget

Account	Funding Source / Expense	Funds	Allocation of Funds					
			100 Program Support	200 Long Range Planning	300 Short Range Planning	400 TIP Development	500 Special Studies	
<b>1097 LACP Revenue</b>								
46312	Minnesota CPG Funds	\$28,588.00	\$10,102.85	\$13,883.96	\$2,760.71	\$1,840.48		
	% of Total Element Cost		14.9%	14.9%	14.9%	14.9%		
46311	Wisconsin Federal Funds (PL)	229,837.77	32,229.60	44,291.92	8,807.09	5,871.39	138,637.77	
	\$91,200 (PL) + \$80,000 (PL Visioning) + \$58,637.77 (2011 PL Local Studies)*		47.4%	47.4%	47.4%	47.4%		
46312	Minnesota State Funds	10,094.00	3,567.17	4,902.22	974.77	649.84		
			5.2%	5.2%	5.2%	5.2%		
	Local Match - Minnesota Funds	2,523.50	891.79	1,225.56	243.69	162.46		
			1.3%	1.3%	1.3%	1.3%		
46311	Wisconsin State Funds	10,044.45	3,549.66	4,878.16	969.98	646.65		
			5.2%	5.2%	5.2%	5.2%		
	Local Match - Wisconsin Funds (not including PL Discretionary)	12,755.55	4,507.74	6,194.82	1,231.79	821.19		
			6.6%	6.6%	6.6%	6.6%		
47100	Local Share Balance (\$60,842 Total) Plus \$14,659.44 Local Studies Match from Reserves	60,222.39	13,159.19	18,084.17	3,595.89	2,397.26	14,659.44	
			19.3%	19.3%	19.3%	19.3%		
<b>Total Revenue</b>		<b>\$354,065.66</b>	<b>\$68,008.00</b>	<b>\$93,460.80</b>	<b>\$18,583.92</b>	<b>\$12,389.28</b>	<b>\$153,297.21</b>	
% of Total Element Cost			100.0%	100.0%	100.0%	100.0%		
<b>1097 LACP</b>								
<b>Staff</b>								
66401	Director Salary, Fringe	\$95,880.00	\$23,970.00	\$47,940.00	\$14,382.00	\$9,588.00		
66501	Planner Salary, Fringe	70,032.00	17,508.00	45,520.80	4,201.92	2,801.28		
<b>TOTAL STAFF SALARY COSTS</b>		<b>\$165,912.00</b>	<b>\$41,478.00</b>	<b>\$93,460.80</b>	<b>\$18,583.92</b>	<b>\$12,389.28</b>		
<b>Program</b>								
60515	Office Supplies	\$850.00	\$850.00					
63010	Office Equip and	0.00	0.00					
65045	Indirect Costs (Internal)	12,000.00	12,000.00					
65080	Duplicating/Printing	2,000.00	2,000.00					
68025	Postage (Internal)	600.00	600.00					
68050	Telephone	480.00	480.00					
69043	Taxable Meals	100.00	100.00					
69045	Meals and Lodging	2,000.00	2,000.00					
69060	Mileage Reimbursement	5,000.00	5,000.00					
71075	Public Notice	500.00	500.00					
71085	Publications Costs	300.00	300.00					
77015	Conference (PIM)	1,200.00	1,200.00					
77040	Dues	500.00	500.00					
77080	Training	1,000.00	1,000.00					
86020	Computer Equipment	0.00	0.00					
63020	Minor Equipment	0.00	0.00					
<b>TOTAL PROGRAM EXPENSES</b>		<b>\$26,530.00</b>	<b>\$26,530.00</b>					
<b>TOTAL</b>		<b>\$192,442.00</b>	<b>\$68,008.00</b>	<b>\$93,460.80</b>	<b>\$18,583.92</b>	<b>\$12,389.28</b>	<b>\$0.00</b>	
% OF INTERNAL EXPENSES			35.34%	48.57%	9.66%	6.44%	0.00%	
<b>Other</b>								
64056	Visioning and Local Studies	\$153,297.21					\$153,297.21	
99913	Budgeted Reserve	8,326.45					8,326.45	
<b>TOTAL OTHER COSTS</b>		<b>\$161,623.66</b>					<b>\$161,623.66</b>	
<b>Total Expenses</b>		<b>\$354,065.66</b>	<b>\$68,008.00</b>	<b>\$93,460.80</b>	<b>\$18,583.92</b>	<b>\$12,389.28</b>	<b>\$161,623.66</b>	
% of Total Program			100.00%	19.21%	26.40%	5.25%	3.50%	45.65%

\* 2012 Local Studies include City of Onalaska Transit Study and City of Onalaska Theatre Road Study

## APPENDIX B: 2012 PWP BUDGET AND ELEMENTS DETAIL

### 2012 Local Share Dues

UNIT OF GOVERNMENT	Equalized Values for 2012 Dues		LOCAL SHARE
	Equalized Value, 2010 (\$ Millions)	Percent of Total Value	
City of La Crescent	\$348.76	5.07%	\$3,083.54
City of La Crosse	2,880.23	41.86%	25,465.52
City of Onalaska	1,604.59	23.32%	14,186.96
Village of Holmen	490.52	7.13%	4,336.91
Village of West Salem	299.89	4.36%	2,651.46
Town of Campbell	298.71	4.34%	2,641.01
Town of Medary	133.35	1.94%	1,178.99
Town of Shelby	387.37	5.63%	3,424.94
Town of Onalaska	438.01	6.37%	3,872.67
<b>TOTAL - LAPC</b>	<b>\$6,881.42</b>	<b>100.00%</b>	<b>\$60,842.00</b>

### 2012 Program Elements Detail

	100 Program Support and Administration	Budget	Director (Hours)	Planner (Hours)
		<b>\$68,008</b>	<b>520</b>	<b>520</b>
Program Support	<ol style="list-style-type: none"> <li>1. Prepare agendas and minutes for LAPC meetings</li> <li>2. Coordinate LAPC and subcommittee meetings</li> <li>3. Update committee membership and work activities</li> <li>4. Attend training, meetings and conferences</li> <li>5. Attend County and other agency meetings</li> </ol>	\$5,050	150	278
Planning Work Program	<ol style="list-style-type: none"> <li>1. Prepare quarterly reports and invoices</li> <li>2. Prepare 2013 PWP Update</li> <li>3. Review PWP with DOTs, FHWA</li> </ol>	\$4,226	80	16
Training and Travel	<ol style="list-style-type: none"> <li>1. Planning Workshops (APA, WLIA, FHWA, etc.)</li> <li>2. Cube Software Training</li> <li>3. NHI and other training</li> <li>4. Wisconsin MPO Conference</li> <li>5. Minnesota MPO conference</li> <li>6. MN, WI Travel Model Coordination</li> <li>7. Minnesota ATP Meetings</li> <li>8. Wisconsin, Minnesota High Speed Rail Meetings</li> <li>9. Minnesota, Wisconsin MPO Director Meetings</li> <li>10. SE MN Association of Regional Trails Meetings</li> </ol>		Expense only	
Website	<ol style="list-style-type: none"> <li>1. Update at least once a month</li> <li>2. Investigate and apply social media technology</li> <li>3. Use website for meeting notices, minutes, etc.</li> <li>4. Post special studies information</li> </ol>	\$4,226	80	16
Program Expenses	<ol style="list-style-type: none"> <li>1. Program expenses. (See budget for details)</li> <li>2. Vacation, Sick and Holiday Time</li> </ol>	\$26,530		
		\$16,751	210	210

## APPENDIX B: 2012 PWP BUDGET AND ELEMENTS DETAIL

	<b>200 Long-Range Planning</b>	<b>Budget</b>	<b>Director (Hours)</b>	<b>Planner (Hours)</b>
		<b>\$93,461</b>	<b>1,040</b>	<b>1,352</b>
Metropolitan Transportation Plan Development	1. Transportation/Land Use Vision (PL Discretionary Grant)	\$62,480	476	1,204
	2. Plan and schedule 2015 MTP update activities			
	3. Maintain transportation data base			
	4. Maintain performance indicators			
	5. HUD sustainability grant			
	6. Complete regional land use inventory			
	7. Participate in State Transportation Plans Implementation			
Public Participation Process	1. Public process for Coulee Connections Study	\$5,956	100	40
	2. Promote MPO to public and interest groups			
	3. Attend community meetings, municipal board meetings, etc			
	4. Maintain list of stakeholder groups			
	5. Involve community, cultural, environmental groups			
Transportation Planning Database	1. Review, update and maintain database	\$3,864	40	60
	2. Visualization (Mapping)			
	3. Promote and distribute data			
Environmental Justice	1. Continue EJ policies in LAPC activities	\$1,376	24	8
	2. Review and update EJ policies as necessary			
	3. Work with Mn/DOT on DBE Policies			
Travel Forecasting Model	1. Review and update TAZs	\$19,785	400	40
	2. Review and update network attributes			
	3. Run model for Coulee Connections Transportation Study			
	4. Run model as requested for other studies			
	5. Create 2010 base model and work with WisDOT consultant			
	6. Participate in technical model user groups			
	7. Work with WisDOT model consultant			
	<b>300 Short-Range Planning</b>	<b>Budget</b>	<b>Director (Hours)</b>	<b>Planner (Hours)</b>
		<b>\$18,584</b>	<b>312</b>	<b>125</b>
Transportation Studies and Projects	1. Various WisDOT & MnDOT Projects Participation: a. Dresbach Bridge, Coulee Connections, etc.	\$8,090	172	5
	2. Coordinate local studies program			
	3. Traffic counting with municipalities			
Modal Planning	1. Bicycle Plan Implementation	\$6,630	100	60
	2. Print bike route maps and work to implement signage			
	3. Complete Streets implementation activities			
	4. Continue regional transit expansion planning			
	5. Expand employer pass programs			
	6. Serve on Minnesota Passenger Rail Forum, etc.			
	7. Participate in Wagon Wheel Trail, Houston County Trails			
Technical Assistance	1. Provide assistance to communities, agencies, etc.	\$3,864	40	60
	2. Provide GIS information and files			
	3. Research and assistance with new funding sources			
	4. Provide traffic counts, forecasts, etc.			

## APPENDIX B: 2012 PWP BUDGET AND ELEMENTS DETAIL

	<b>400 Transportation Improvement Program</b>	<b>Budget</b>	<b>Director (Hours)</b>	<b>Planner (Hours)</b>	
		<b>\$12,389</b>	<b>208</b>	<b>83</b>	
Transportation Improvement Program	1. Publish notice of TIP Process	\$8,471	123	83	
	2. Solicit transportation projects for the next TIP				
	3. Review state and federal projects				
	4. Prepare and review draft TIP				
	7. Prepare and submit final TIP				
	8. Prepare Minnesota TIP				
	9. Prioritize Enhancement Applications (Even Year)				
	10. Prioritize STP applications (Odd Year)				
	11. Provide better project descriptions (visualization)				
	12. Update project selection criteria as necessary				
	Minnesota ATP	1. Attend monthly ATP meetings	\$3,918	85	0
		2. Participate in enhancement project ranking			
	<b>500 Local Studies / Budgeted Reserves</b>	<b>Budget</b>	<b>Director (Hours)</b>	<b>Planner (Hours)</b>	
		<b>\$161,624</b>	<b>0</b>	<b>0</b>	
Local Studies Reserves	1. Local studies ( Local funds + PL Discretionary)	\$153,297			
	2. Budgeted Reserve (100% Local Funds)	\$8,326			
<b>Total for 2012</b>		<b>\$354,066</b>	<b>2,080</b>	<b>2,080</b>	

## APPENDIX C: 2013 PWP BUDGET AND ELEMENTS DETAIL

### 2013 Work Program Budget

The 2013 Budget and Program Elements will be updated in 2012.

Account	Funding Source / Expense	Funds	Allocation of Funds				
			100	200	300	400	500
			Program Support	Long Range Planning	Short Range Planning	TIP Development	Special Studies
<b>1097 LAPC Revenue</b>							
46312	Minnesota CPG Funds	\$28,588.00	\$10,102.85	\$12,323.43	\$4,321.24	\$1,840.48	
	% of Total Element Cost		14.9%	14.9%	14.9%	14.9%	
46311	Wisconsin Federal Funds (PL)	91,200.00	32,229.60	39,313.60	13,785.41	5,871.39	
			47.4%	47.4%	47.4%	47.4%	
46312	Minnesota State Funds	10,094.00	3,567.17	4,351.22	1,525.77	649.84	
			5.2%	5.2%	5.2%	5.2%	
	Local Match - Minnesota Funds	2,523.50	891.79	1,087.81	381.44	162.46	
			1.3%	1.3%	1.3%	1.3%	
46311	Wisconsin State Funds	10,044.45	3,549.66	4,329.86	1,518.28	646.65	
			5.2%	5.2%	5.2%	5.2%	
	Local Match - Wisconsin Funds	12,755.55	4,507.74	5,498.54	1,928.08	821.19	
			6.6%	6.6%	6.6%	6.6%	
47100	Local Share Balance (\$60,842 Total)	45,562.95	13,159.19	16,051.54	5,628.51	2,397.26	
			19.3%	19.3%	19.3%	19.3%	
<b>Total Revenue</b>		<b>\$200,768.45</b>	<b>\$68,008.00</b>	<b>\$82,956.00</b>	<b>\$29,088.72</b>	<b>\$12,389.28</b>	<b>\$0.00</b>
% of Total Element Cost			100.0%	100.0%	100.0%	100.0%	
<b>1097 LAPC Expenses</b>							
<b>Staff</b>							
66401	Director Salary, Fringe	\$95,880.00	\$23,970.00	\$47,940.00	\$14,382.00	\$9,588.00	
66501	Planner Salary, Fringe	70,032.00	17,508.00	35,016.00	14,706.72	2,801.28	
<b>TOTAL STAFF SALARY COSTS</b>		<b>\$165,912.00</b>	<b>\$41,478.00</b>	<b>\$82,956.00</b>	<b>\$29,088.72</b>	<b>\$12,389.28</b>	
<b>Program</b>							
60515	Office Supplies	\$850.00	\$850.00				
63010	Office Equipment	0.00	0.00				
65045	Indirect Costs	12,000.00	12,000.00				
65080	Duplicating/Printing	2,000.00	2,000.00				
68025	Postage (Internal)	600.00	600.00				
68050	Telephone	480.00	480.00				
69043	Taxable Meals	100.00	100.00				
69045	Meals and Lodging	2,000.00	2,000.00				
69060	Mileage	5,000.00	5,000.00				
71075	Public Notice	500.00	500.00				
71085	Publications Costs	300.00	300.00				
77015	Conferences	1,200.00	1,200.00				
77040	Dues	500.00	500.00				
77080	Training	1,000.00	1,000.00				
86020	Computer Equip.	0.00	0.00				
63020	Minor Equipment	0.00	0.00				
<b>TOTAL PROGRAM EXPENSES</b>		<b>\$26,530.00</b>	<b>\$26,530.00</b>				
<b>TOTAL INTERNAL EXPENSES</b>		<b>\$192,442.00</b>	<b>\$68,008.00</b>	<b>\$82,956.00</b>	<b>\$29,088.72</b>	<b>\$12,389.28</b>	<b>\$0.00</b>
% OF INTERNAL EXPENSES			35.34%	43.11%	15.12%	6.44%	0.00%
<b>Other</b>							
64056	Local Studies	\$0.00					\$0.00
99913	Budgeted Reserve	8,326.45					8,326.45
<b>TOTAL OTHER COSTS</b>		<b>\$8,326.45</b>					<b>\$8,326.45</b>
<b>Total Expenses</b>		<b>\$200,768.45</b>	<b>\$68,008.00</b>	<b>\$82,956.00</b>	<b>\$29,088.72</b>	<b>\$12,389.28</b>	<b>\$8,326.45</b>
<b>% of Total Program</b>		<b>100.00%</b>	<b>33.87%</b>	<b>41.32%</b>	<b>14.49%</b>	<b>6.17%</b>	<b>4.15%</b>

## APPENDIX C: 2013 PWP BUDGET AND ELEMENTS DETAIL

### 2013 Local Share Dues

UNIT OF GOVERNMENT	Equalized Values for 2013 Dues		LOCAL SHARE
	Equalized Value, 2011 (\$ Millions)	Percent of Total Value	
City of La Crescent	\$348.76	5.07%	\$3,083.54
City of La Crosse	2,880.23	41.86%	25,465.52
City of Onalaska	1,604.59	23.32%	14,186.96
Village of Holmen	490.52	7.13%	4,336.91
Village of West Salem	299.89	4.36%	2,651.46
Town of Campbell	298.71	4.34%	2,641.01
Town of Medary	133.35	1.94%	1,178.99
Town of Shelby	387.37	5.63%	3,424.94
Town of Onalaska	438.01	6.37%	3,872.67
<b>TOTAL - LAPC</b>	<b>\$6,881.42</b>	<b>100.00%</b>	<b>\$60,842.00</b>

### 2013 Program Elements Detail

	100 Program Support and Administration	Budget	Director (Hours)	Planner (Hours)
		<b>\$68,008</b>	<b>520</b>	<b>520</b>
Program Support	<ol style="list-style-type: none"> <li>1. Prepare agendas and minutes for LAPC meetings</li> <li>2. Coordinate LAPC and subcommittee meetings</li> <li>3. Update committee membership and work activities</li> <li>4. Attend training, meetings and conferences</li> <li>5. Attend County and other agency meetings</li> </ol>	\$5,050	150	278
Planning Work Program	<ol style="list-style-type: none"> <li>1. Prepare quarterly reports and invoices</li> <li>2. Prepare 2014 - 2015 PWP Update</li> <li>3. Review PWP with DOTs, FHWA</li> </ol>	\$4,226	80	16
Training and Travel	<ol style="list-style-type: none"> <li>1. Planning Workshops (APA, WLIA, FHWA, etc.)</li> <li>2. Cube Software Training</li> <li>3. NHI and other training</li> <li>4. Wisconsin MPO Conference</li> <li>5. Minnesota MPO conference</li> <li>6. MN, WI Travel Model Coordination</li> <li>7. Minnesota ATP Meetings</li> <li>8. Wisconsin, Minnesota High Speed Rail Meetings</li> <li>9. Minnesota, Wisconsin MPO Director Meetings</li> <li>10. SE MN Association of Regional Trails Meetings</li> </ol>		Expense only	
Website	<ol style="list-style-type: none"> <li>1. Maintain and update website</li> <li>2. Investigate and apply social media technology</li> <li>3. Use website for meeting notices, minutes, etc.</li> <li>4. Post special studies information</li> </ol>	\$4,226	80	16
Program Expenses	<ol style="list-style-type: none"> <li>1. Program expenses. (See budget for details)</li> <li>2. Vacation, Sick and Holiday Time</li> </ol>	\$26,530		
		\$16,751	210	210

## APPENDIX C: 2013 PWP BUDGET AND ELEMENTS DETAIL

	<b>200 Long-Range Planning</b>	<b>Budget</b>	<b>Director (Hours)</b>	<b>Planner (Hours)</b>
		<b>\$82,956</b>	<b>1,040</b>	<b>1,040</b>
Metropolitan Transportation Plan	1. Complete Transportation/Land Use Vision	\$29,753	476	232
	2. Continue 2015 MTP update activities			
	3. Maintain transportation data base			
	4. Maintain performance indicators			
	5. HUD sustainability grant			
	6. Continue policy based actions			
	7. Participate in State Transportation Plans Implementation			
Public Participation Process	1. Public process for Coulee Connections Study	\$5,956	100	40
	2. Promote MPO to public and interest groups			
	3. Attend community meetings, municipal board meetings, etc			
	4. Maintain list of stakeholder groups			
	5. Involve community, cultural, environmental groups			
Transportation Planning Database	1. Review, update and maintain database	\$7,231	40	160
	2. Visualization (Mapping)			
	3. Promote and distribute data			
Environmental Justice	1. Continue EJ policies in LAPC activities	\$1,376	24	8
	2. Review and update EJ policies as necessary			
	3. Work with Mn/DOT on DBE Policies			
Travel Forecasting Model	1. Demographic and employment projection based on vision	\$38,640	400	600
	2. Review existing and comitted projects			
	3. Run model for Coulee Connections Transportation Study			
	4. Run model as requested for other studies			
	6. Participate in model user groups			
	<b>300 Short-Range Planning</b>	<b>Budget</b>	<b>Director (Hours)</b>	<b>Planner (Hours)</b>
		<b>\$29,089</b>	<b>312</b>	<b>437</b>
Transportation Studies and Projects	1. Various WisDOT & MnDOT Projects Participation: a. Dresbach Bridge, Coulee Connections, etc.	\$9,841	172	57
	2. Coordinate local studies progarm			
	3. Traffic counting with municipalities			
Modal Planning	1. Bicycle Plan Implementation	\$15,384	100	320
	2. Print bike route maps and work to implement signage			
	3. Complete Streets implementation activities			
	4. Continue regional transit expansion planning			
	5. Expand employer pass programs			
	6. Serve on Minnesota Passenger Rail Forum, etc.			
	7. Participate inWagon Wheel Trail, Houston County Trails			
Technical Assistance	1. Provide assistance to communities, agencies, etc.	\$3,864	40	60
	2. Provide GIS information and files			
	3. Research and assistance with new funding sources			
	4. Provide traffic counts, forecasts, etc.			

## APPENDIX C: 2013 PWP BUDGET AND ELEMENTS DETAIL

400 Transportation Improvement Program		Budget	Director (Hours)	Planner (Hours)	
		<b>\$12,389</b>	<b>208</b>	<b>83</b>	
Transportation Improvement Program	1. Publish notice of TIP Process	\$8,471	123	83	
	2. Solicit transportation projects for the next TIP				
	3. Review state and federal projects				
	4. Prepare and review draft TIP				
	7. Prepare and submit final TIP				
	8. Prepare Minnesota TIP				
	9. Prioritize Enhancement Applications (Even Year)				
	10. Prioritize STP applications (Odd Year)				
	11. Provide better project descriptions (visualization)				
	12. Update project selection criteria as necessary				
	Minnesota ATP	1. Attend monthly ATP meetings	\$3,918	85	0
		2. Participate in enhancement project ranking			
500 Local Studies / Budgeted Reserves		Budget	Director (Hours)	Planner (Hours)	
		<b>\$8,326</b>	<b>0</b>	<b>0</b>	
Local Studies Reserves	1. Local studies ( Local funds + PL Discretionary)	\$0			
	2. Budgeted Reserve (100% Local Funds)	\$8,326			
<b>Total for 2013</b>		<b>\$200,768</b>	<b>2,080</b>	<b>2,080</b>	

## APPENDIX D: LAPC MEETING LOCATIONS AND TIMES

---

### LAPC Meeting Locations and Times

---

The LAPC Policy Board meets every other month (January, March, May, July, September and November) on the third Wednesday at 4:30 PM as business dictates.

LAPC advisory committees include the Technical Advisory Committee (TAC), the Bicycle/Pedestrian Advisory Committee (BPAC) and the Transit Coordinating Council (TCC).

The TAC meets every other month on the third Wednesday as business dictates, at 2:30 PM, directly before the Policy Board. The BPAC meets the second Monday of each month as business dictates at 5:30 PM. The TCC meets on the second Friday of every other month, as business dictates at 10:00 AM.

The LAPC, TAC and TCC meet in Room 3220 in the La Crosse County Administrative Center at 400 4<sup>th</sup> St N, La Crosse. The BPAC meets in Room B190 in the Administrative Center.

The 2011 Planning Work Program mid-year review will occur at the Wisconsin Department of Transportation Southwest Region Office, 3550 Mormon Coulee Rd, La Crosse, on May 16, 2012.

The 2012 – 2013 Planning Work Program meeting will be announced in late September / early October, 2012.

Wisconsin MPO director meetings are scheduled for January 24, April 24, July 24, and October 23, 2012.

The Wisconsin and Minnesota MPO annual conferences will be announced.

Minnesota MPO director meetings will be announced.

## APPENDIX D: LAPC MEETING LOCATIONS AND TIMES

---

This page intentionally left blank.

## APPENDIX E: INDIRECT COST ALLOCATION PLAN

### Office Indirect Costs

Indirect costs rates are calculated using 2009 data. Office indirect costs are \$12,000 for 2012. These costs are billed by La Crosse County to partially cover indirect costs of central services departments.

As shown in the following table, office indirect costs for the MPO office are calculated at \$20,907. The LAPC incurs an actual indirect charge of \$12,000. La Crosse County considers \$8,907 as an in-kind contribution. The office indirect costs represent 3.17% of the total 2012 LAPC budget. Indirect insurance costs include Workers' Compensation and General Liability.

The indirect costs are based on the *MAXIMUS Central Services Cost Allocation Plan* prepared for La Crosse County by MAXIMUS, Inc. in 2010.

#### MPO Office Indirect Costs, 2012

Central Services Department	LAPC Office Indirect Cost (Total)	In-Kind Contribution (La Crosse County)	LAPC Office Indirect Cost (LAPC)
Building Use	\$421	\$253	\$168
Special Accounting	263	158	105
Building Maintenance	2,616	1,570	1,046
Central Duplicating	419	251	168
Finance	6,228	3,737	2,491
Insurance	789	473	316
Administrator	6,877	4,126	2,751
Personnel	1,346	808	538
Information Technology	1,642	985	657
County Treasurer	306	184	122
<b>Total:</b>	<b>\$20,907</b>	<b>\$8,907</b>	<b>\$12,000</b>

Indirect costs are charged to federal, Wisconsin state and local funding sources. 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 10% respectively. The remaining 10% will be local funding.

## **APPENDIX E: INDIRECT COST ALLOCATION PLAN**

---

### **Leave and Fringe Benefit Rates**

---

The 2012 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 9.9% of regular direct salaries.

The fringe benefit rate is 21.51% of total salary and benefits in 2012.

## APPENDIX F: LAPC RESOLUTION ADOPTING WORK PROGRAM

---

### RESOLUTION 10 - 2011

#### APPROVING THE

#### ***2012 – 2013 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 U. S. Department of Transportation regulations provide for self-certification that the urban transportation planning process is being carried out in conformance with all applicable requirements of federal law as described below:

In accordance with 23 CFR 450.334(a) the La Crosse Area Planning Committee (LAPC) hereby 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:

- 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart
- 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;
- Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
- 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, ex, or age in employment or business opportunity;
- Sections 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US DOT funded projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- 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 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;

## **APPENDIX F: LAPC RESOLUTION ADOPTING WORK PROGRAM**

---

- Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities..

**WHEREAS,** the 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;

**NOW, THEREFORE, BE IT RESOLVED:** that the LAPC adopts the *2012 – 2013 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 FHWA, MnDOT, and WisDOT.

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

LA CROSSE AREA PLANNING COMMITTEE

November 16, 2011  
Date approved

Signatures to be added after approval.

ATTEST:

## APPENDIX G: INTERMUNICIPAL AGREEMENT FOR MPO

---

### INTERMUNICIPAL AGREEMENT FOR METROPOLITAN PLANNING ORGANIZATION

The Cities of La Crosse and Onalaska, the Villages of Holmen and West Salem, and the Towns of Campbell, Medary, Onalaska, and Shelby, municipal corporations within the County of La Crosse and State of Wisconsin, and the City of La Crescent, a municipal corporation within the County of Houston and State of Minnesota (called communities), in consideration of this exchange of covenants and the mutual benefits to be derived from this joint undertaking, hereby agree with each other and each with the group to jointly cooperate, participate, and share the cost of metropolitan planning for the development and maintenance of a long-range transportation plan pursuant to Federal Regulations and rules found in 23 CFR 450 and 49 CFR pertaining to metropolitan planning.

The objective of this Committee shall be to develop and maintain a long-range transportation plan for the La Crosse/La Crescent Urbanized Area, and to conduct other area-wide planning as it deems necessary. The type of research to be undertaken, the type of plans to be prepared, the method of conducting the metropolitan planning and the cost of such planning shall be as determined from time to time by the MPO and subject to the approval of the MPO.

It is understood that the communities will share the local cost of such metropolitan planning on the basis of the relationship of each community's equalized valuation to the total equalized valuation of all participating communities at the time each specific Planning Work Program, as required by federal regulations, is developed and approved by the MPO.

The communities understand that participating in the MPO will entail meetings, analysis of reports, giving advice and counsel to the persons employed to carry out the MPO planning duties, appointment of special committees, the signing of necessary documents, the appropriation of funds, meeting time schedules, cooperation with State or Federal agencies and all the communities participating in MPO planning, public hearings and a real effort to place the resulting and suitable legislation from this planning into the laws of the communities, and said communities so agree.

In order to coordinate this planning among the participating communities, there is hereby created the La Crosse Area Planning Committee (LAPC) composed of one representative from each participating community which will act as and perform the duties of a Metropolitan Planning Organization for the La Crosse/La Crescent

## APPENDIX G: INTERMUNICIPAL AGREEMENT FOR MPO

---

Urbanized Area, hereafter referred to as the MPO, and charged with carrying out the transportation planning functions for the urbanized area and preparing cooperative transportation planning recommendations to the communities. Each participating community shall have one (1) vote on this Committee. The La Crosse County Board of Supervisors also shall have one (1) vote on this Committee. The La Crosse Area Planning Committee will have only Committee powers.

To further coordinate the metropolitan planning, the County of La Crosse agrees to employ all necessary staff to carry out the duties of the MPO, provide administrative support to the MPO and provide physical facilities to house the MPO. The County of La Crosse shall be reimbursed by the MPO for all cost incurred in providing staff, administrative support and physical facilities to the MPO. Representatives of the MPO shall assist the county with hiring, evaluation, disciplinary action, and salary review of all employees performing MPO duties.

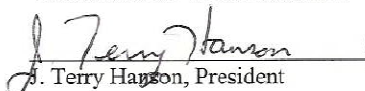
Each participating Community will be invoiced for its individual share of the Planning Work Program (PWP) during the first quarter of each program year.

This agreement will become effective on the date approved by all participating communities and shall be effective until January 1, 2007 and shall be automatically renewable for three (3) year periods thereafter unless one or more of the communities gives notice in writing that it objects to the continuation of this agreement at least one (1) year before the expiration date of this agreement.

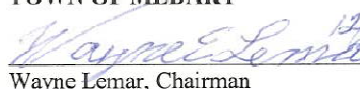
### TOWN OF CAMPBELL

 1/21/04  
Date  
Daniel Kapanke, Chairman

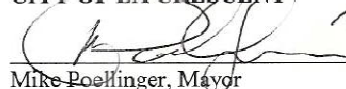
### VILLAGE OF WEST SALEM

 1/21/04  
Date  
J. Terry Hanson, President

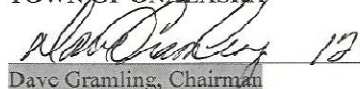
### TOWN OF MEDARY

 12/19/03  
Date  
Wayne Lemar, Chairman

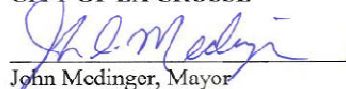
### CITY OF LA CRESCENT

 12/19/03  
Date  
Mike Poellinger, Mayor

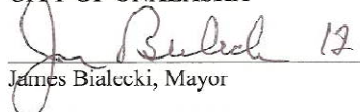
### TOWN OF ONALASKA

 12-17-03  
Date  
Dave Gramling, Chairman

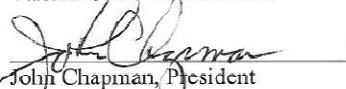
### CITY OF LA CROSSE

 12/19/03  
Date  
John Medinger, Mayor

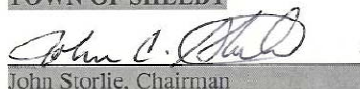
### CITY OF ONALASKA

 12-17-03  
Date  
James Bialecki, Mayor

### VILLAGE OF HOLMEN

 12/17/03  
Date  
John Chapman, President

### TOWN OF SHELBY

 12/17/03  
Date  
John Storlie, Chairman

### COUNTY OF LA CROSSE

 12-17-03  
Date  
Steve Doyle, Chairman

## **APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

---

COOPERATIVE AGREEMENT FOR CONTINUING TRANSPORTATION  
PLANNING FOR THE LA CROSSE, WISCONSIN METROPOLITAN AREA

**between**

**STATE OF WISCONSIN, DEPARTMENT OF TRANSPORTATION**

**and the**

**LA CROSSE METROPOLITAN PLANNING ORGANIZATION**

**and the**

**LA CROSSE MUNICIPAL TRANSIT UTILITY**

**(Transit Operator)**

This Cooperative Agreement is made and entered into between the State of Wisconsin Department of Transportation (hereinafter referred to as "WisDOT"), the La Crosse Area Planning Committee, acting as the La Crosse Metropolitan Planning Organization (hereinafter referred to as "MPO"), and the operator of publicly owned transit services (herein referred to as "Transit Operator").

### **RECITALS**

WHEREAS, various federal grants and aids are available to WisDOT and/or the MPO, and various state grants and aids are available to the MPO for carrying out urban transportation planning activities; and

WHEREAS, WisDOT is authorized by sec. 85.02, Wis. Stats. to direct, undertake and expend state and federal aid for planning, promotion and protection activities for all transportation modes; and

WHEREAS, the Governor of Wisconsin and local communities within the La Crosse Metropolitan Planning Area (hereinafter referred to as "Planning Area"), through their authorized representatives, have jointly designated the MPO to carry out urban transportation planning activities for the Planning Area; and

WHEREAS, the Transit Operator provides mass transportation services within the La Crosse Urbanized Area; and

## **APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

---

WHEREAS, the Transit Operator is the designated recipient in the Urbanized Area for federal transit operating aids under Section 5307 of the Federal Transit Act, as amended; and

WHEREAS, urban transportation planning activities come under the jurisdiction of the U.S. Department of Transportation (hereinafter referred to as "USDOT") and are subject to the metropolitan planning requirements of 23 U.S.C. 134 and section 5303 of the Federal Transit Act, as amended; and

WHEREAS, metropolitan area boundaries for purposes of the federal planning provisions shall be determined by agreement between the MPO and the Governor;

NOW THEREFORE, in consideration of these premises, and of their mutual and dependent needs, the parties hereto contract and agree as follows:

### **Article I: Statement of Purpose**

WisDOT and the MPO, in cooperation with the Transit Operator (La Crosse Municipal Transit Utility), shall cooperatively undertake a continuing, comprehensive, and cooperative transportation planning and programming process for the metropolitan planning area in accordance with state and local goals for urban planning, the provisions of 23 USC. 134, 49 USC. 5303, and 23 CFR 450, as amended, and in accordance with the provisions of this Agreement.

### **Article II: Overall Responsibilities**

A. MPO shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities pursuant to 23 CFR 450:

1. Formulating, approving and periodically updating/amending a multimodal long-range transportation plan for the Planning Area, which shall conform to all applicable federal requirements and work program content and schedules;
2. Preparing and updating a mid-range (5-10 year) Transit Development Plan (TDP), which plan shall include, but not be limited to, transit system policies and service demands, transit service modifications and extensions, transit

## **APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

---

fares, transit system capital facilities needs, and data collection studies utilizing different survey instruments for planning purposes;

3. Formulating and approving the short-range Transportation Improvement Program (TIP) for the Planning Area which shall cover a period of not less than 4 years and may include projects outside the Planning Area for information only;

4. Formulating and annually approving the urban transportation planning work program, which shall identify all transportation-related planning activities to be funded with state and federal financial aids and technical assistance in accordance with the provisions of this Agreement and the time schedule adopted by WisDOT;

5. Providing a forum for cooperative transportation planning and decision-making, and establishing a public involvement process that ensures opportunities for early and continuing involvement of local governmental units, transit operator, and the general public in the review and evaluation of all transportation plans and programs;

6. Considering and implementing WisDOT planning guidance to the fullest extent consistent with local and regional goals;

7. Making data, assumptions, criteria, methodology and analyses available to WisDOT and other participants in a timely manner;

8. Providing WisDOT with copies of all transportation plans and programs and all resolutions concerning their adoption, endorsement or amendment;

9. Providing WisDOT with an annual self-certification that the MPOs' transportation planning process conforms to all applicable federal requirements pursuant to 23 CFR 450; and

10. Complying with ADA plan certification procedures as required in 49 CFR 37.139.

## **APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

---

B. WisDOT shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities:

1. Informing the MPO relative to the availability, or anticipated availability, of state and federal financial aids and technical assistance for urban transportation planning activities;
2. Providing information relative to the availability, or anticipated availability, of state and federal financial aids for urban transportation improvements and services that fall under local programming jurisdiction;
3. Providing information relative to the proposed programming of state and federal financial aids for urban transportation improvements and services, which fall under state jurisdiction;
4. Informing the MPO relative to federal or state statutes, policies, regulations and guidelines, which bear upon urban transportation planning and programming activities and contractual arrangements;
5. Developing strategies and guidance for plan and work program scoping to reflect federal and state planning requirements and goals;
6. Coordinating the development of the schedule and procedures for annual submittal and interagency review and approval of the urban transportation planning work program;
7. Developing and issuing statewide guidance for the preparation of metropolitan transportation system plans and transportation improvement programs;
8. Providing technical support and data and information collected or maintained by WisDOT that is pertinent to the transportation planning work to be performed by the MPO under this Agreement;
9. Endorsing the MPO transportation plan, in a timely manner, for use as a guide in statewide planning and programming activities;

## **APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

---

10. Approving the MPO TIP on behalf of the governor;
11. Developing the statewide transportation plan and the Statewide Transportation Improvement Program (STIP), pursuant to the provisions of 23 USC 135;
12. Coordinating and reconciling MPO transportation plans and programs with statewide plans and programs as necessary to ensure connectivity within transportation systems, in consultation with the MPO; and
13. Monitoring MPO's transportation planning process to ensure compatibility with state and USDOT programs and objectives and to certify compliance with applicable federal requirements.

C. The Transit Operator shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities:

1. Coordination of mid-range (5-10 year) and long-range transit planning and programming (e.g., Transit Development Plan) with other transportation planning and programming, with cooperation and technical assistance from the MPO;
2. Providing information relative to the proposed programming of federal, state and local funds for urban transit system improvements and services that fall under the Transit Operator jurisdiction that involves the quarterly reporting and submittal of transit system service and operating performance data;
3. Preparing and submitting applications for state and federal mass transportation capital and operating assistance grants and administering approved grants;
4. Conducting preliminary engineering and final design studies relating to mass

## **APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

transportation capital facilities, including but not limited to transit stations, shelters, bus stop signs, garages, maintenance buildings, operator buildings, and rolling stock;

5. Conducting detailed operational planning necessary to establish or modify transit routes, schedules, fares, stop locations, transfer points, vehicle assignments, and other operating procedures in accord with the proposals contained in the TDP;

6. Preparing and updating paratransit service plans in conformance with the Americans with Disabilities Act of 1990.

7. Endorsing the MPO transportation plan in a timely manner, for use as a guide in local transit planning and programming activities;

8. Conducting transit marketing planning, including but not limited to the conduct of market surveys, the design of user information materials, and the development of transit promotion programs;

9. Conducting transit management planning, including but not limited to activities related to personnel procedures and training programs, maintenance policies, fare collection and handling procedures, and accounting practices;

10. Collecting data to meet the requirements of 49 USC 5335; and

11. Collecting data to meet the requirements of Wisconsin Administrative Code Trans 3, 4, and 8.

### **Article III: Scope of Work and Geographic Area**

A. The cooperative urban transportation planning process shall be carried out in accordance with a unified planning work program (hereinafter referred to as the "Planning Work Program") approved by the MPO, WisDOT and USDOT, in consultation with appropriate transportation providers, and made a part of this Agreement which shall constitute the scope of work to be performed under this Agreement.

The Planning Work Program shall set forth a description of the specific urban transportation planning activities and products to be completed each

## **APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

calendar year, the corresponding staff and budgetary requirements, and the allocation of the total costs between the participating agencies. Responsibility for the following planning activities shall be identified in the Planning Work Program, where applicable:

1. Preparing technical and other reports to assure documentation of the development, refinement and reappraisal of the transportation plan; and
2. Conducting detailed corridor or subarea studies to evaluate major transportation investment alternatives and their social, economic and environmental impacts pursuant to 23 CFR 450.

B. Upon adoption of the Planning Work Program by the MPO and approval by WisDOT and by USDOT funding agencies, WisDOT shall, in writing, authorize the MPO to proceed with the Planning Work Program in accordance with the terms and conditions of such approval.

The Planning Work Program may be amended during the course of the year upon written request of the MPO and subject to (1) the written concurrence of WisDOT and USDOT and (2) the availability of funding, if applicable.

C. The cooperative urban transportation planning process to be conducted under this Agreement and governed by the provisions of 23 CFR 450 shall encompass the metropolitan planning area, as determined by agreement between the Governor and MPO.

### **Article IV: Organization and Administration**

A. The governing body of the MPO shall appoint and maintain such policy, citizen and/or technical advisory committees as deemed appropriate to effectively carry out the comprehensive urban transportation planning process under this Agreement. WisDOT and the Transit Operator shall be represented on such policy and technical advisory committees.

B. MPO may enter into such institutional arrangements, service contracts or agency Agreements as it deems necessary to carry out the scope of work under this Agreement with the understanding that the MPO shall remain accountable for completion of planning products in accordance with the Planning Work Program. All such contracts, subcontracts, Agreements or

## **APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

---

other written understandings for services shall conform to the appropriate provisions of 49 CFR 18 (common rule) as supplemented by 23 CFR 420.119 issued by the Federal Highway Administration (FHWA); Federal Transit Administration (FTA) Circular 42201.E and any changes or revisions thereto; and other applicable guidance the FTA, FHWA or USDOT may issue.

C. When consultants are to be employed in accomplishing work under this Agreement, all parties providing funding or technical support for such work shall have the right to review and advise on basic study methods and procedures and to review and approve subcontracts.

### **Article V: Inspection of Work**

WisDOT and USDOT shall, at all times during the effective period of this Agreement, be accorded proper facilities for inspection of the urban transportation planning work activities and shall, in accordance with Article XI, have access to all data, information, records and documents pertaining to the work under this Agreement.

### **Article VI: Work Product**

A. WisDOT, the MPO and the Transit Operator shall give each other and applicable USDOT agencies the opportunity to review and comment on their respective reports produced under this Agreement prior to publication of the final report.

B. All reports and documents published by all parties under this Agreement shall give credit to all other parties and to participating USDOT agencies.

C. WisDOT and USDOT shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, distribute, or otherwise use, and to authorize others to use, the work produced under this Agreement for government purposes.

### **Article VII: Prohibited Interest**

A. No member, officer or employee of the MPO or any state or local public body during his or her tenure or for one year thereafter may have or acquire any interest whatsoever, direct or indirect, in this Agreement or proceeds thereof or any benefit arising therefrom.

## **APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

B. No member of or delegate to the Congress of the United States of America may have or acquire any interest whatsoever, direct or indirect, in this Agreement or proceeds thereof or any benefit arising therefrom.

### **Article VIII: Funding and Payment**

A. Funding levels and financial responsibilities for the continuing urban transportation planning process shall be negotiated annually in conjunction with the preparation, review and approval of the Planning Work Program, and shall consider such factors as the availability of federal planning monies and state and local matching funds, statewide allocation formulas developed in cooperation with MPOs, and the relative benefits to participating agencies.

B. Upon adoption of the Planning Work Program by MPO and approval by WisDOT and by USDOT funding agencies, the Planning Work Program shall be deemed to constitute a part of this Agreement with respect to the scope of work and funding arrangements. Specific terms or conditions governing the financial aspects of the Planning Work Program will be set forth in WisDOT's annual authorization letter.

C. All costs incurred during the progress of the urban transportation planning work activities under this Agreement shall be shared by the MPO and the other participating agencies on the basis of the cost allocation schedule set forth in the approved Planning Work Program.

WisDOT's share of program costs, together with any USDOT share, which is administered by WisDOT, will be made available to the MPO following the receipt of a properly executed invoice and a detailed status of expenditures report in a format compatible with the approved Planning Work Program.

Progress reports containing a narrative and financial account of the work accomplished to date shall be furnished by MPO at no greater than a quarterly interval. These reports shall be due 30 days after the end of the first, second and third quarters, and 60 days after the final quarter.

WisDOT may withhold or delay approval of invoices if the MPO fails to submit progress reports or scheduled products in a timely and satisfactory manner. WisDOT shall provide reimbursement to the MPO within 30 days so

## **APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

as to comply with federal planning requirements for the timely payment for all submitted and approved progress reports, finished products, and invoices.

### **Article IX: Cost Principles**

A. Allowable Costs. Actual costs incurred by MPO under this Agreement shall be eligible for reimbursement provided the costs are:

1. Verifiable from the MPO's records;
2. Not included as match funds as prescribed by federal law or regulation for any other federally assisted program;
3. Necessary and reasonable for proper and efficient accomplishment of the approved Planning Work Program;
4. In conformance with the standards for allowability of costs set forth in Office of Management and Budget (OMB) Circular A-87, revised, and with applicable guidelines, regulations or federal Agreement provisions issued by FHWA or FTA.
5. Not paid by the federal government under another assistance agreement unless authorized to be used as match funds under the other federal agreement and the laws and regulations governing such agreement; and
6. Provided for in the approved Planning Work Program budget.

No contributions where costs are not incurred, such as volunteer services or donated property, may be accepted as the non-federal share.

B. Indirect Costs. Expenditures charged on an indirect basis shall be supported by an indirect cost allocation plan and or indirect cost proposal. Such plans and/or proposals will be negotiated and approved by the cognizant federal agency prior to recovering any indirect costs included under this Agreement.

## **APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

---

### **Article X: Property Utilization and Management**

The MPO shall comply with the property management standards as set forth in 49 CPR 18.31, 18.32 and 18.33, as amended, and, if applicable, OMB Circular A-102, Attachment M, as amended.

### **Article XI: Records and Audits**

A. The MPO shall, for the program of continuing, comprehensive transportation planning and programming activities maintain an accounting system that adequately accounts for all funds provided for, accruing to, or otherwise received from the federal, state and local units of government, or any other quasi-public or private source under this Agreement.

B. All eligible costs, including paid services and expenses contributed by MPO, shall be charged to the approved Planning Work Program by the MPO and shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All accounting records and other evidence pertaining to the costs incurred by the MPO under this Agreement shall be maintained by the MPO and shall be clearly identified and readily accessible. WisDOT and USDOT shall have authority to audit, review, examine copy and transcribe any pertinent data, information, records or documents relating to this Agreement at any reasonable time. The MPO shall retain all records and documents applicable to this Agreement for a period of not less than three (3) years after final payment is made to WisDOT by the federal funding agencies.

C. The MPO shall have a single, organization-wide financial and compliance audit performed by a qualified, independent auditor if required to do so under federal laws and regulations. (See OMB Circular A-133, Subpart B.). This audit shall be performed in accordance with OMB Circular A-133, and state single, organization-wide audit guidelines issued by the Wisconsin Department of Administration (DOA). A copy of the audit shall be furnished to WisDOT.

### **Article XII: Certification Regarding Lobbying**

A. The MPO certifies, by signing this Agreement, to the best of his or her knowledge and belief, that:

## **APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

---

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. The MPO also agrees by signing this Agreement that it shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

### **Article XIII: Effective Date and Duration of Agreement**

A. This Agreement shall become effective upon execution by WisDOT, the MPO and the Transit Operator and shall remain in force until terminated under provisions of Article XIV, or until superseded by a new agreement.

B. This Agreement may be amended from time-to-time as facts or circumstances warrant or as may be required by OMB and/or state laws,

**APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

---

administrative regulations, departmental orders, or guidelines having the full force and effect of law.


C. This Agreement supersedes any previous cooperative agreement for urban transportation planning.

**Article XIV: Termination Of Agreement**

WisDOT, the MPO or the Transit Operator may terminate this Agreement by giving sixty (60) days written notice of such termination to the other parties. In the event of termination, the MPO will be entitled to receive just and equitable compensation for any satisfactory work completed under this Agreement to the effective date of such termination.

IN WITNESS WHEREOF, the parties have hereto caused this Agreement to be executed by their proper officers and representatives.

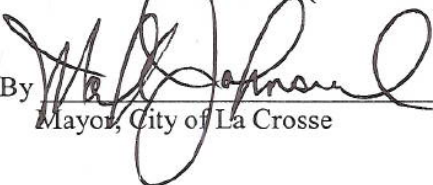
**LA CROSSE METROPOLITAN PLANNING ORGANIZATION**

By  Date 7/19/07  
La Crosse Planning Committee, Chair

**STATE OF WISCONSIN, DEPARTMENT OF TRANSPORTATION**

By  Date 4/13/06  
Secretary

**TRANSIT OPERATOR (LA CROSSE MUNICIPAL TRANSIT UTILITY)**

By  Date 6-28-06  
Mayor, City of La Crosse

## **APPENDIX H: WISDOT/MPO/MTU COOPERATIVE AGREEMENT**

---

This page intentionally left blank.

## APPENDIX I: LAPC BYLAWS

---

### Bylaws of the La Crosse Area Planning Committee

Amended July 15, 2009

#### ARTICLE I – Name

The name of this Committee shall be the La Crosse Area Planning Committee (LAPC) and shall act as the Metropolitan Planning Organization (MPO) for the La Crosse/La Crescent Area and hereafter, shall be referred to as the LAPC.

#### ARTICLE II - Objective

The objective of this Committee shall be to develop and maintain a long-range transportation plan for the La Crosse/La Crescent Area and to conduct other area-wide planning as it deems necessary. The La Crosse/La Crescent Area shall be considered to be that area which is composed of 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 Campbell, Medary, Shelby, Onalaska, Barre, Greenfield, Holland, and a portion of the Town of Hamilton in Wisconsin; and the Towns of La Crescent and Dresbach in Minnesota.

#### ARTICLE III – Members

There shall be ten (10) Voting Members including the Mayors of the Cities of La Crosse, Onalaska and La Crescent; the Presidents of the Village Boards of Holmen and West Salem; the Chairmen of the Town Boards of Campbell, Medary, Onalaska, and Shelby; and the Chairman of the La Crosse County Board of Supervisors. All members shall have equal rights and privileges to vote and hold office. A Voting Member may appoint one elected official to act as a Designated Alternate, who may represent the respective community at LAPC meetings and vote in the absence of the Voting Member.

#### ARTICLE IV – Officers

The officers of the Committee shall be a Chairman and a Vice-Chairman. These officers shall be Voting Members and perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Committee. The officers shall be elected by ballot to serve for two (2) years. Election of officers shall take place at the regular May meeting of the Committee in each odd calendar year. The Chairman shall not serve successive terms in that office.

## **APPENDIX I: LAPC BYLAWS**

---

### **ARTICLE V – Meetings**

The regular meeting of the Committee shall be held on the third Wednesday of January, March, May, July, September and November, as needed. Special meetings can be called by the Chairman and/or shall be called upon the written request of three (3) Voting Members of the Committee. The purpose of the meeting shall be stated in the call, and, except in cases of emergency, at least three (3) days notice shall be given. Any Voting Member may have items placed on a future agenda of any regular or special meeting of the Committee. Agenda items may be added by the LAPC Executive Director relating to applicable LAPC business. Five (5) Voting Members or Designated Alternates of the Committee shall constitute a quorum.

### **ARTICLE VI – Sub-Committees**

There shall be a Technical Advisory Committee of the La Crosse Area Planning Committee the membership of which shall be established by Resolution. Other special committees may be created as needed by resolution. Each committee may enact Bylaws which must first be approved by the LAPC.

### **ARTICLE VII – Staff**

The Staff shall serve as a resource to any LAPC member provided that the assistance requested does not materially affect the staff's ability to perform his or her regular duties. Staff may apply for grants without prior Committee approval, but no grant funds shall be expended until the Committee has approved accepting the grant.

### **ARTICLE VIII - Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Committee may adopt.

### **ARTICLE IX - Amendment of Bylaws**

These Bylaws can be amended at any regular meeting of the Committee by a two-thirds (2/3) vote of Voting Members or Designated Alternates, provided that the amendment has been submitted in writing at the previous meeting.

## APPENDIX I: LAPC BYLAWS

---

### ARTICLE X - Weighted Voting

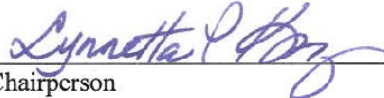
Any Voting Member or Designated Alternate may call for a weighted vote on any item up for vote before the Committee. The weighted vote shall be based upon the U.S. Bureau of Census last decennial population count of each member municipality. The weighted vote shall be reviewed and amended following the release of population data for municipalities after each Decennial Census. Following is the weighted vote for each municipality based upon the 2000 Decennial Census:

<u>Municipality</u>	<u>Number of Votes</u>
City of La Crosse	26
City of Onalaska	16
City of La Crescent	10
Village of Holmen	10
Village of West Salem	10
Town of Onalaska	8
Town of Campbell	8
Town of Shelby	8
Town of Medary	<u>4</u>
Total	100

The County Board Chairman shall cast one vote in the event of a tie vote following a call for a weighted vote.

Approved by the La Crosse Area Planning Committee on March 19, 2008 and amended on July 15, 2009.

LA CROSSE AREA PLANNING COMMITTEE

  
Chairperson

( Revisions: February, 1972; June, 1973; March, 1975; September 1975; May, 1983; January, 1991; May, 1994; August 20, 1997, January 17, 2002, January 21, 2004, August 17, 2005, March 19, 2008, July 15, 2009)

## APPENDIX I: LAPC BYLAWS

---

This page intentionally left blank.

## APPENDIX J: CONTACT INFORMATION

---

### **LAPC Contact Information**

---

La Crosse Area Planning Committee  
La Crosse County Administrative Center  
Room 2300  
400 4<sup>th</sup> Street North  
La Crosse, Wisconsin 54609

#### **LAPC Website:**

[www.lapc.org](http://www.lapc.org)

#### **Executive Director:**

Tom Faella  
(608) 785-5977  
E-mail: [Faella.Tom@co.la-crosse.wi.us](mailto:Faella.Tom@co.la-crosse.wi.us)

#### **Transportation Planner:**

Jackie Eastwood  
(608) 785- 6141  
E-mail: [Eastwood.Jackie@co.la-crosse.wi.us](mailto:Eastwood.Jackie@co.la-crosse.wi.us)

#### **LAPC Subcommittees:**

Technical Advisory Committee (TAC)  
Bicycle/Pedestrian Technical Advisory Committee (BPAC)  
Transit Coordinating Council (TCC)

## APPENDIX J: CONTACT INFORMATION

---

### 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

- ◆ Joe Olson, Southwest Region Director  
(608) 785-9026, E-mail: [joseph.olson@dot.state.wi.us](mailto:joseph.olson@dot.state.wi.us)
- ◆ Dale Oestreich, Planning Supervisor  
(608) 785-9966, E-mail: [dale.oestreich@dot.state.wi.us](mailto:dale.oestreich@dot.state.wi.us)

Wisconsin Department of Transportation  
Southwest Region, Madison Office  
2101 Wright Street  
Madison, WI 53704

- ◆ Michael Hoelker, Planning Supervisor  
(608) 246-3832, E-mail: [michael.hoelker@dot.state.wi.us](mailto:michael.hoelker@dot.state.wi.us)
- ◆ Paul Wydeven, Transportation Planner  
(608) 246-7910, E-mail: [paul.wydeven@dot.state.wi.us](mailto:paul.wydeven@dot.state.wi.us)

#### 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

- ◆ Nelrea Succio, District Engineer  
(507) 285-7374, E-mail: [nelrea.succio@state.mn.us](mailto:nelrea.succio@state.mn.us)
- ◆ Mark Schoenfelder, Planning Director  
(507) 286-7552, E-mail: [mark.schoenfelder@state.mn.us](mailto:mark.schoenfelder@state.mn.us)

## APPENDIX J: CONTACT INFORMATION

---

- ♦ Gregory Pates, Principal Planner  
(507) 285-7680, E-mail: [gregory.pates@state.mn.us](mailto:gregory.pates@state.mn.us)
- ♦ Jean Meyer, District Transit Project Manager  
(507) 280-3100, E-mail: [jean.meyer@state.mn.us](mailto:jean.meyer@state.mn.us)

### Department of Transportation State Contacts

---

#### Wisconsin

Wisconsin Department of Transportation  
Office of the Secretary  
4802 Sheboygan Avenue  
P.O. Box 7910  
Madison, WI 53707-7910

Division of Transportation Investment Management  
4802 Sheboygan Avenue  
P.O. Box 7913  
Madison, WI 53707-7913  
Phone: (608) 266-1402 Fax: (608) 267-0294

- ♦ Sandy Beaupre, Director, Bureau of Planning and Economic Development, (608) 266-7575  
E-mail: [sandy.beaupre@dot.state.wi.us](mailto:sandy.beaupre@dot.state.wi.us)
- ♦ Aileen Switzer, Section Chief, Planning, (608) 266-3662  
E-mail: [aileen.switzer@dot.state.wi.us](mailto:aileen.switzer@dot.state.wi.us)
- ♦ Arun Rao, Program and Planning Analyst, (608) 264-7293  
E-mail: [arun.rao@dot.state.wi.us](mailto:arun.rao@dot.state.wi.us)
- ♦ Larry Corsi, State Bicycle/Pedestrian program Manager, (608) 267-3154  
E-mail: [larry.corsi@dot.wi.gov](mailto:larry.corsi@dot.wi.gov)

## APPENDIX J: CONTACT INFORMATION

---

### Minnesota

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

- ◆ Lynne Bly, Transportation Planning Director, (651) 366-3799  
MnDOT Office of Statewide Multimodal Planning  
E-mail: [lynne.bly@state.mn.us](mailto:lynne.bly@state.mn.us)
- ◆ Bobbi Retzlaff, Principal Transportation Planner, (651) 366-3793  
MnDOT Office of Statewide Multimodal Planning  
E-mail: [bobbi.retzlaff@state.mn.us](mailto:bobbi.retzlaff@state.mn.us)

### Department of Transportation Federal Contacts

---

#### FTA - Federal Transit Administration

U.S. Department of Transportation  
Federal Transit Administration  
400 Seventh Street SW  
Washington, D.C. 20590

Federal Transit Administration, Region 5  
200 W. Adams Street  
Chicago, IL 60606

- ◆ Marisol Simon, Regional Administrator  
Phone: (312) 353-2789 Fax: (312) 886-0351
- ◆ Bill Wheeler, Area Representative, Wisconsin and Minnesota  
Phone: (312) 353-2789 Fax: (312) 886-0351  
E-mail: [william.wheeler@dot.gov](mailto:william.wheeler@dot.gov)

## **APPENDIX J: CONTACT INFORMATION**

---

### **FHWA - Federal Highway Administration**

#### **Wisconsin**

Federal Highway Administration  
City Center West  
525 Junction Rd, Ste 8000  
Madison, WI 53717  
Fax: (608) 829-7526

- ◆ Dwight McComb, Planning and Program Development Engineer  
Phone: (608) 829-7518  
E-mail: [dwight.mccomb@fhwa.dot.gov](mailto:dwight.mccomb@fhwa.dot.gov)
- ◆ David Jolicoeur, Community Planner  
Phone: (608) 829-7520  
E-mail: [david.jolicoeur@fhwa.dot.gov](mailto:david.jolicoeur@fhwa.dot.gov)

#### **Minnesota**

Federal Highway Administration  
Galtier Plaza (Box 75)  
380 Jackson St. - Suite 500  
St. Paul, Minnesota 55101

- ◆ James McCarthy, Traffic Operations Engineer  
Phone: (651) 291-6112  
E-mail: [james.mccarthy@dot.gov](mailto:james.mccarthy@dot.gov)
- ◆ Vacant, Planning & Environmental Specialist