



WAUSAU METROPOLITAN  
PLANNING ORGANIZATION

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UNIFIED  
PLANNING  
WORK  
PROGRAM

WAUSAU, WISCONSIN METROPOLITAN AREA

2017

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MARATHON COUNTY METROPOLITAN PLANNING COMMISSION  
November 2016



U.S. Department of Transportation  
**Federal Highway Administration**



U.S. Department of Transportation  
**Federal Transit Administration**



**WAUSAU METROPOLITAN PLANNING ORGANIZATION (MPO)  
UNIFIED PLANNING WORK PROGRAM 2017**

**MARATHON COUNTY METROPOLITAN PLANNING COMMISSION**

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Jim Griesbach, Commissioner	Marathon County Highway Department
Brian Grefe, Manager	Central Wisconsin Airport
Darryl Landreau	North Central Wisconsin RPC
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Greg Seubert, Transit Director	Metro Ride/Wausau Area Transit System
Dave Meurett	WisDOT – North Central Region
James Kuehn	WisDOT – Bureau of Planning
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Mitch Batuzich	FHWA – Ex Officio Member
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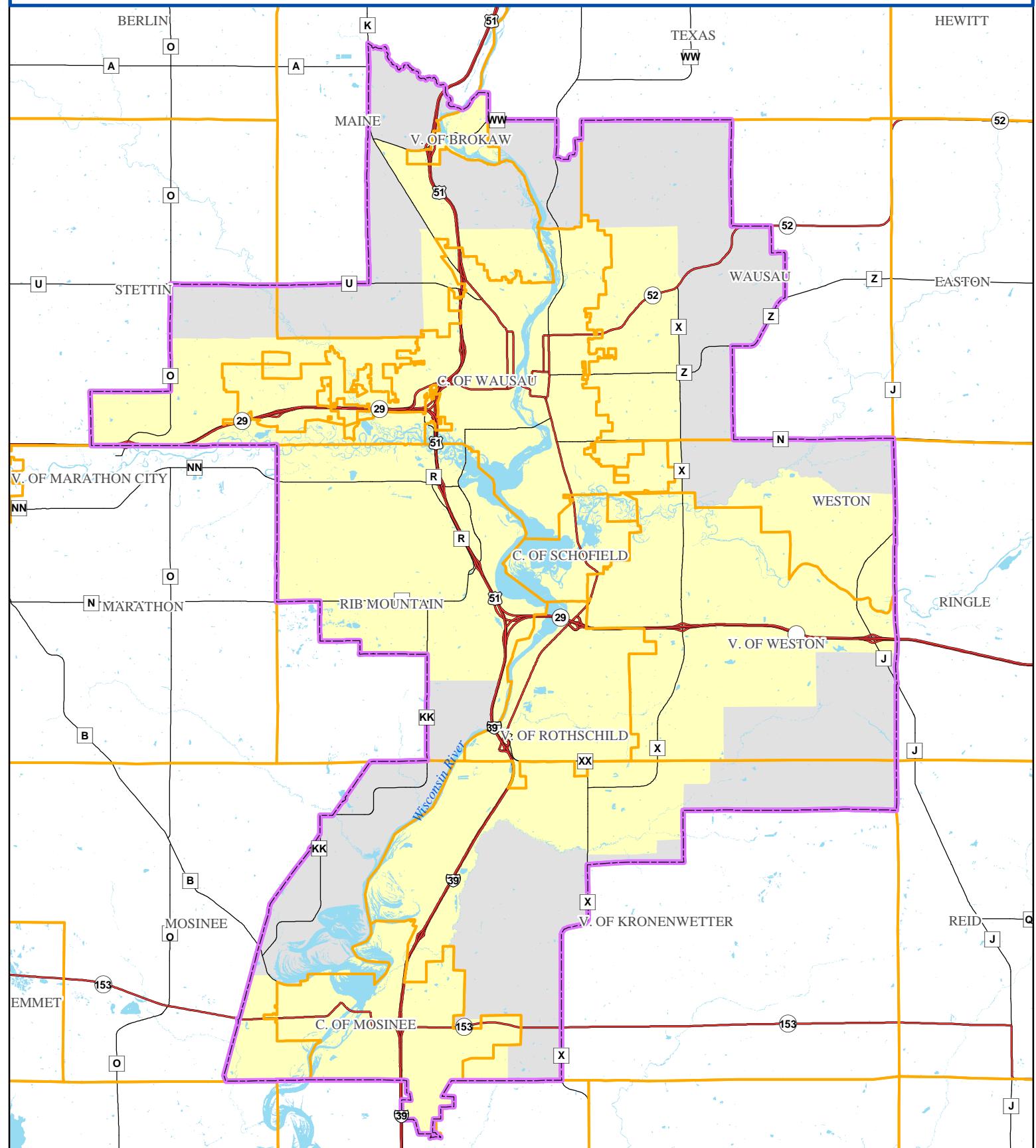
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# Wausau MPO Planning Boundary



Planning Boundary

State & US Highways

Water Areas

Urban Boundary

County Roads

Census Municipal Boundary



0 0.5 1 2 3 4 Miles



Map Created by Marathon County GIS Unit

Date: 10/14/2015



## **2017 UNIFIED PLANNING WORK PROGRAM (UPWP) FOR THE WAUSAU METROPOLITAN PLANNING ORGANIZATION**

This document delineates the type and extent of planning activities programmed for the Wausau Metropolitan Planning Organization (MPO) staff during the year 2017. The Work Program includes activities under Long Range Transportation Planning, Short Range Transportation Planning, Transit Planning, Transportation Improvement Program, and Administration.

Long Range Transportation Planning focuses on development of the actual Plan and projects that have a long term nature. Short Range Transportation Planning focuses on the implementation of the projects that fulfill the long range plan goals. A 2035 LRTP was completed in 2011 and its main focus was to ensure the LRTP's compliance with all Federal Highway Bill requirements. With a new 2050 LRTP recently completed, this year's work program will involve working toward the implementation of that plan.

MPO staff continues to develop Short Range Transportation Plans to address immediate transportation needs of the communities within the Wausau Metropolitan Area. Some of the implementations of the short range plans and projects were identified in the Long Range Transportation Plan. Continuing to implementation the *2015 Bicycle and Pedestrians Plan* for the Metro area will remain a major focus for this year.

MPO staff continues to work with the Wausau Area Transit System (Metro Ride) and private transportation enterprises to provide the Wausau Urbanized Area with a reliable and efficient transit system. MPO staff continues to provide technical assistance for the WATS Commission and staff. This year's main focus will be the creation of a new 2017 Transit Development Plan (TDP). The MPO and Metro Ride staffs will be working to overcome the budgetary and service delivery issues to recreate a system that works in the metro area.

MPO staff applies the Transportation Improvements Program (TIP) criteria to candidate projects, programs, and allocate the Surface Transportation Block Grant Program (STBG) funds, and develops a four year TIP for the metropolitan area.

MPO staff continues to enhance communications between the public and government agencies by providing information and technical assistance. MPO staff continues to develop projects and programs to meet the federal metropolitan planning requirements.

### **EXPLANATION OF COSTS**

UPWP costs for work performed are allocated based on the grant amounts made available to the Wausau MPO from each funding agency and the amounts received, based on the cost share formulas, from all other funding sources.

Costs will be allocated to each work element identified by an internal numerical identifier (i.e., 3220, 3230, 3240, 3250, and 3260). The direct costs will be billed to the federal and state agencies, and include labor plus fringe benefit costs. Based on County experience, the fringe benefit rate is 34% of salary. Fringe benefits include vacation, sick leave, holidays, insurance, retirement, etc. Expenses include office supplies, printing, mileage, and travel. Indirect costs allocation information can be viewed in the Marathon County Cost Allocation Plan on the county's website: [www.co.marathon.wi.us](http://www.co.marathon.wi.us)

## **2017 UNIFIED PLANNING WORK PROGRAM SUMMARY LIST OF IDENTIFIED PROJECTS**

### 3220 - Long Range Planning

- a. MAP-21/FAST Act Compliance
- b. ADA Compliance
- c. Develop the 2017 Title VI Plan Update
- d. 2016 LRTP Implementation
- e. Environmental Consultation
- f. Freight Planning
- g. Functional classification system and planning boundary
- h. Public Participation Plan

### 3230 - Short Range Planning

- a. Miscellaneous TIP related projects and short range studies
- b. Implement the Bicycle and Pedestrian Plan.
- c. State Highway Safety Planning
- d. Standardizing Operations and Maintenance issues
- e. Coordinate Performance Measure with WisDOT
- f. Environmental Justice Assessment

### 3240 - Transit Planning

- a. Attend WATS Commission Meetings
- b. Implement the 2012 Transit Development Plan (TDP)
- c. Develop the 2017-2021 Transit Development Plan (TDP)
- d. Monitor area Paratransit and Elderly and Disabled transportation programs
- e. Implement elements of the Human Services Transportation Needs Assessment

### 3250 - Transportation Improvement Program (TIP)

- a. Develop the 2018-2021 TIP
- b. Monitor TIP identified projects

### 3260 - Transportation Administration and Public Relations

- a. Develop the 2018 Unified Planning Work Program
- b. Prepare all reports for WisDOT and FHWA
- c. Prepare for and attend MPO, County, and related meetings
- d. Prepare for and attend quarterly MPO Directors meetings and semi-annual review meeting
- e. Attend workshop, conferences, and training sessions
- f. Provide public relations and assistance on MPO and other County related issues, i.e., comprehensive planning, and other planning/zoning activities as it relates to transportation in the Metro area.

## **MARATHON COUNTY CONSERVATION, PLANNING AND ZONING DEPARTMENT STAFF**

Marathon County Conservation, Planning and Zoning Department provide the staffing needs for the Marathon County Metropolitan Planning Commission (Wausau MPO). The staff involved with MPO functions are as follows:

Rebecca J. Frisch, CPZ Director	<a href="mailto:rebecca.frisch@co.marathon.wi.us">rebecca.frisch@co.marathon.wi.us</a>
David Mack, Program Manager/MPO Director	<a href="mailto:dave.mack@co.marathon.wi.us">dave.mack@co.marathon.wi.us</a>
Loretta Schultz, Administrative Coordinator	<a href="mailto:loretta.schultz@co.marathon.wi.us">loretta.schultz@co.marathon.wi.us</a>
Diane Hanson, Assistant Administrative Manager	<a href="mailto:diane.hanson@co.marathon.wi.us">diane.hanson@co.marathon.wi.us</a>
Andrew Lynch, Transportation Planner	<a href="mailto:andrew.lynch@co.marathon.wi.us">andrew.lynch@co.marathon.wi.us</a>

Approximate staff time allocated to the Wausau MPO:

Director	3% or 62 hours per year
Program Manager (MPO Director)	75% or 1560 hours per year
Administrative Coordinator	20% or 416 hours per year
Assistant Administrative Manager	5% or 104 hours per year
Transportation Planner	100% or 2080 hours per year

Frank Matel, Marathon County Employee Resource Director, ([frank.matel@co.marathon.wi.us](mailto:frank.matel@co.marathon.wi.us)) is the Title IV Coordinator for the Wausau MPO Area.

Any entity receiving federal dollars, either directly from the Federal Transit Administration (FTA) or through the WisDOT, Division of Transportation Investment Management (DTIM) Bureau of Transit, Local Roads, Rails and Harbors (BTLR), must not discriminate based on factors which include, but are not limited to, race, ethnicity, age, disability status or gender.

## Organizational Chart MARATHON COUNTY CONSERVATION, PLANNING AND ZONING DEPARTMENT

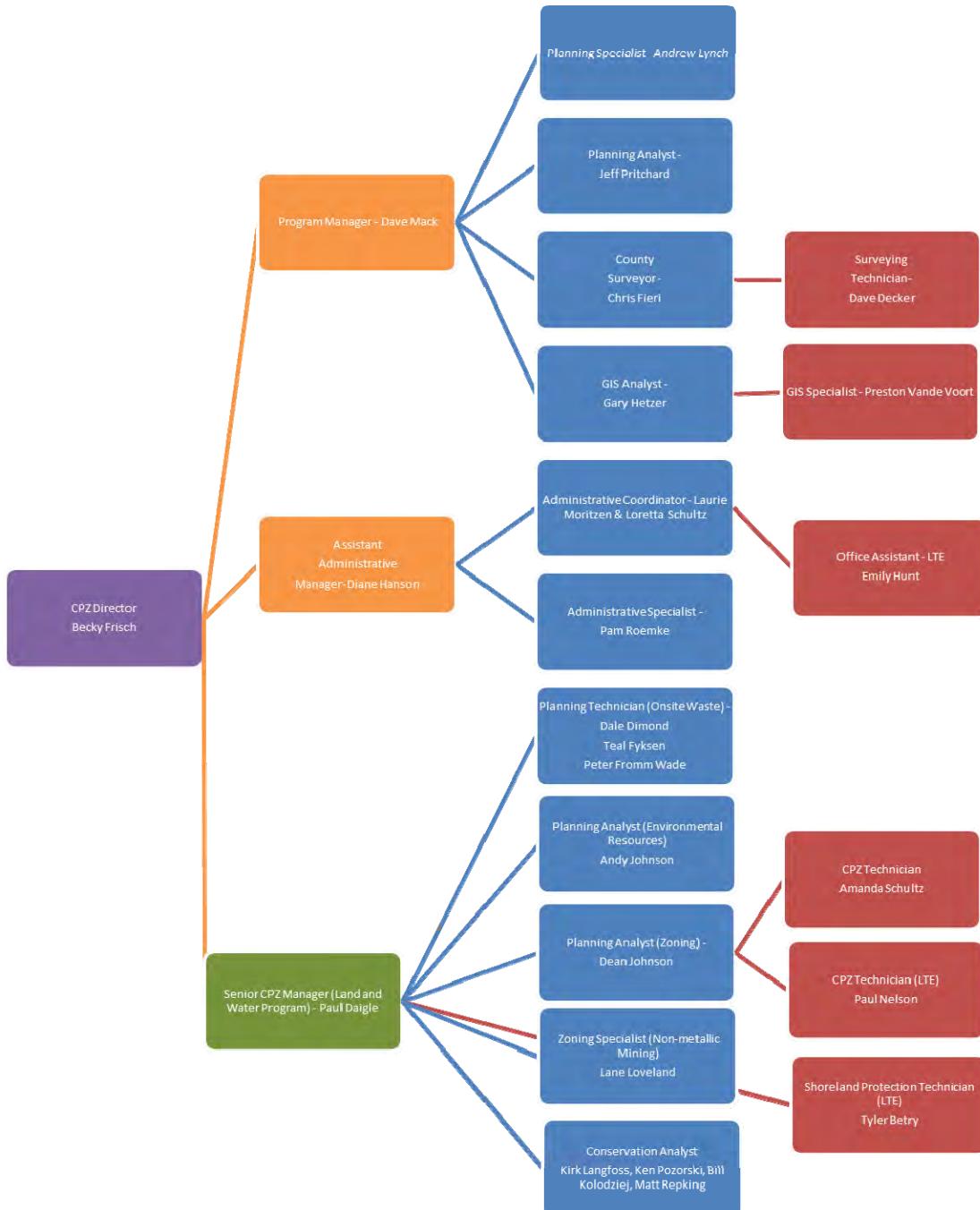


TABLE I  
2017 PROJECT BUDGET

PROJECT	FEDERAL HIGHWAY ADMINISTRATION PL - FUNDS	WISCONSIN DEPARTMENT OF TRANSPORTATION	METROPOLITAN PLANNING ORGRANIZATION	PERCENT OF BUDGET	TOTALS
3220 - LONG RANGE PLANNING	\$45,780	\$2,384	\$9,138	27%	\$57,302
3230 - SHORT RANGE PLANNING	\$22,230	\$1,157	\$4,374	13%	\$27,761
3240 - SHORT RANGE TRANSIT PLANNING	\$36,892	\$1,917	\$7,364	23%	\$46,173
3250 - TRANSPORTATION IMPROVEMENTS PROGRAM	\$9,164	\$476	\$1,805	5%	\$11,445
3260 - TRANSPORTATION ADMINISTRATION	\$53,934	\$2,803	\$10,582	32%	\$67,319
TOTALS	\$168,000	\$8,737	\$33,263	100%	\$210,000

Numbers may not add correctly due to rounding. Rounding is to the nearest dollar.

## METROPOLITAN PLANNING FACTORS

The Federal Transportation Bill, Fixing America's Surface Transportation (FAST) Act continues the planning factors from federal bills MAP-21 and SAFETEA-LU that were to be considered by Metropolitan Planning Organizations when developing transportation plans and programs. This year's UPWP is being developed considering the metropolitan planning factors from the FAST Act. The ten metropolitan planning factors include:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the security of the transportation system for motorized and non-motorized users.
3. Increase the safety aspects of the transportation system for its motorized and non-motorized users.
4. Increase the accessibility and mobility options available to people and for freight.
5. Protect and enhance the environment, promote energy conservation, and improve 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 operations.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

The following matrix illustrates the 2017 MPO work elements and the metropolitan planning factors to be addressed in each project.

		METROPOLITAN PLANNING FACTORS TO BE CONSIDERED IN THE 2017 UPWP									
UPWP Category (From Page 2)	UPWP Elements	Metropolitan Planning Factors									
		1	2	3	4	5	6	7	8	9	10
3220a	LRTP's MAP-21/FAST Act Compliance	X	X	X	X	X	X	X	X	X	X
3220b	Develop 2017 Title VI Plan	X	X	X	X		X				
3230a	Monitor TIP Projects	X	X	X	X	X	X	X	X	X	X
3230b	Implement Bicycle and Pedestrian Plan	X	X	X	X	X	X	X	X	X	X
3230d	Standardizing Operations & Maintenance issues	X		X	X	X	X	X	X	X	X
3230e&f	Performance Measures & EJ Analysis	X	X	X	X	X	X	X	X	X	
3240b	Develop 2017-2021 TDP	X	X	X	X	X	X	X	X	X	X
3240d	Elderly and Disabled Transportation	X	X	X	X	X	X	X	X	X	X
3250a	Transportation Improvement Program 2018-2021	X			X	X	X	X	X	X	
3260a	2018 Unified Planning Work Program	X	X	X	X	X	X	X	X	X	
3260b-f	Administration and Public Relations	X				X	X	X			

## **3220. LONG RANGE TRANSPORTATION PLANNING**

### **Objective**

Improve mobility and safety within the Wausau Metropolitan Area through systematic transportation planning of a multi modal Long Range Transportation Plan.

### **Previous Work**

In 2011, the MPO completed the 2011-2035 update to the Long Range Transportation Plan for the Wausau Metropolitan Area. This plan reaffirmed many of the concepts and ideas illustrated in the 2006 LRTP.

In 2015, staff worked on the developing a new Metropolitan Bicycle/Pedestrian Plan with monthly meetings of the Bicycle/Pedestrian Sub Committee and the hired consultant. The plan was finalized in September of 2015.

### **Methodology**

WisDOT and their hired consultant have developed the transportation network model which simulates year 2010 conditions. The model inputs include roadway, land use, population, housing and employment data. These data sets were taken from different points over the past few years to create the model. The model was calibrated to resemble the existing average daily traffic counts. Forecasts of 2050 population, housing and employment were developed and entered into the model. The existing land use will also be monitored by the local communities to create any modification to the model, if needed. This model will be used to identify the deficiencies in the transportation system as it relates to traffic capacity and not traffic operations. The information in the model helps identify the roadway segments that need attention by the communities and WisDOT.

### **Long Range Transportation Plan**

The FAST Act regulations will continue to be used in the implementation of the Long Range Transportation Planning for the MPO. Work items in 2017 include working with citizens, local staff, WisDOT, and consultants that aid in the implementation of the Long Range Transportation Plan for the Wausau Metropolitan Area. The 2050 LRTP will maintain the 20 year planning horizon that will ensure eligible use of federal funding. The U.S. Department of Transportation recommends MPOs also include 2017 work program activities to (1) address the transition to performance based planning and programming; (2) coordinate planning efforts to ensure a regional approach, including among state DOTs, MPOs, and operators of public transportation; and (3) identify and address access to essential services. The following planning activities are incorporated into the work program:

- Compile and generate GIS data for this planning purpose,
- Update the MPO Land Use databases and maps,
- Create and utilize Performance Based Planning and Programming which relates to performance measures/indicators/targets to monitor and track transportation and land use impacts and planning assumptions that are related to the projects, policies, and recommendations in the Long Range Transportation Plan.
- Work on Regional Planning Coordination with WisDOT and the North Central Wisconsin Regional Planning Commission by involving the MPO on plans and programs that are being conducted to enhance the performance of the group.
- Continue to collaborate on activities to better provide for access to transportation that will entail Environmental Justice analysis and accessibility analysis for all users.

- Work with the 2016 LRTP on consultation with federal and state agencies on the environmental impacts.

The Public Participation Plan for the MPO was approved in August 2014. Development of a new Plan will addresses all facets of the public involvement process as it relates to the information and documents prepared by the MPO. This plan will undertake the:

- Evaluation and criteria used for the effectiveness of existing involvement processes.
- Development of new and more efficient means to engage the public, specifically using technology, i.e., social media (Facebook, twitter, LinkedIn), and website applications.
- Development and enhancement of the analytical capabilities for assessing impact distributions of transportation programs, policies and activities established in the transportation plan and the TIP.
- Assurance of FAST Act compliance.

WisDOT will consult with the MPO on safety issues on State Highways and the MPO will assist with, where possible, the implementation of the State's Strategic Highway Safety Plan.

As it relates to the Presidential Executive Order regarding environmental justice and Title VI issues, the MPO also developed in August 2014 a Title VI, Non-discrimination program/Limited English Proficiency Plan to address the involvement and non-discrimination issues of the MPO with regards to minority and low-income populations and race, color, or national origin. An update to that plan will be completed in 2017 that will help develop the strategies for engaging these populations through public involvement as it relates to the accessibility to major destinations.

### **Transportation System Database**

MPO staff work items include continued development and maintenance of a database on land use and the transportation system in the Wausau Metropolitan Area. As transportation data is collected, a major objective will be to maintain a format compatible with the County's GIS to allow the information to be conveniently accessed for a wide range of planning applications.

One of those applications and ways to disseminate this information is to use the Marathon County website. Staff created a unique transportation page to allow people to gain more access and information for this MPO. The website address is [WausauMPO.org](http://WausauMPO.org). Specific to the bicycling aspects of the MPO, another unique website was created, [bicycleausau.org](http://bicycleausau.org), to engage the population interested in bicycling in the Wausau area.

Marathon County obtained high resolution digital orthophotography in the fall of 2015. That information provides the basis for updating the 2011 land cover mapping for the County and the MPO. The land cover will be used for any traffic forecast modeling being generated for the MPO and WisDOT.

The information in the area traffic model was used for the LRTP and may be used by the MPO and WisDOT to evaluate future projects and policies. Traffic Impact Analysis on new roadways and development projects, such as the Camp Phillips Centre project, as well as new regional transit routes, will be addressed.

### **Statewide Planning Assistance**

The MPO staff coordinates activities between the MPO and WisDOT regarding the development and implementation of state transportation plans and coordinates, to the extent possible, the

Wausau Area Long Range Transportation Plan with the adopted statewide strategies. The MPO also works with FHWA and WisDOT to coordinate any efforts related to the federal Surface Transportation Block Grant Program (STBG) and National Highway System (NHS). The MPO will assist WisDOT when needed in the implementation of Wisconsin's statewide transportation plan, "Connections 2030", their statewide railroad plan, the State Freight Plan, and the State Highway Plan. This may also include work on the transit system needs, Intelligent Transportation System (ITS), local road needs, and state highway capacity needs.

Staff will continue to coordinate with WisDOT on the update and development of the functional classification system and the planning boundary for the metro area. By utilizing more current and accurate mapping of parcel data, the new boundary will reflect a more useful area to plan within. With a revised planning boundary, the functional roadways within the area will need to be examined for their correctness and to determine which roadways need to be included in the new planning boundary.

### **Product**

The staff will continue the primarily work on studies that will become the basis for the MPO to create a number of new policies. These studies will look at congestion management with issues like Intelligent Transportation Systems (ITS), traffic signals and their related policies; safety issues with crash data of area hot spots; freight movements and related impacts; air quality, storm water and other environmental concerns; and the financial costs of the operation and maintenance of the policies that will be established.

Staff will continue the monitoring of projects identified in the LRTP throughout the year. These projects may have begun their implementation phase, whether it is a preliminary study, design or actual reconstruction or new construction. These projects will be assessed to determine whether they are proceeding as identified in the LRTP.

The MPO staff will help coordinate with the County and individual MPO communities on Comprehensive Planning. This will help maintain consistency in the data and information between the communities and the MPO. Any land use information and decisions made by the County and the individual communities will benefit the MPO when creating or utilizing land use information for the Long Range Transportation Plan and particularly in the traffic modeling process.

MPO staff will continue the implementation of the area-wide bicycle/pedestrian plan. The Bicycle/Pedestrian Sub-committee of the MPO oversees the implementation of the plan. Over the past few years more time has been spent working with the Bicycle/Pedestrian Sub-committee and the biking community to warrant having more staff associated with it. The CPZ Transportation Planner will provide planning assistance by overseeing the committee work and participating in the Bicycle/Pedestrian Plan implementation.

### **Time Schedule**

All Year	LRTP Implementation
All Year	FAST Act Compliance
All Year	Develop the 2017 Title VI Plan
All Year	MPO Area Bicycle/Pedestrian Plan Implementation
All Year	Functional Class and Planning Boundary
All Year	Bike and Pedestrian Committee Oversight
All Year	Environmental Consultation

### ESTIMATED TIME AND COST

Marathon County Conservation, Planning and Zoning  
Department/MPO Person-Hours 1180  
(Director-0, Manager-360, Planner-800, Admin.  
Coordin.-20, Admin.Manager-0)  
Direct Program Costs: \$ 57,302

<u>Sources of Funds</u>	<u>Amount</u>
FHWA	\$45,781
WisDOT	\$ 2,383
Local	\$ 9,138
<b>TOTAL</b>	<b><u>\$ 57,302</u></b>

### **3230. SHORT RANGE TRANSPORTATION PLANNING**

#### **Objective**

Develop short range transportation plans which address immediate transportation needs in consultation with the MPO communities and WisDOT. These plans are developed in conjunction with, or as a result of, the recommendations of the Long Range Transportation Plan.

#### **Previous Work**

Short Range projects have been developed in response to the requests made by the MPO communities. Examples of previous projects include access control plans on Stewart Avenue and in the Town of Weston; traffic impact studies; river crossing feasibility for the Rib River; Cedar Creek Interchange analysis; traffic analysis and intersection turning movement studies, and assistance with preliminary design on road construction projects.

#### **Methodology**

This program consists of strategies to address short-range transportation concerns and issues as they arise. Strategies may include studies of traffic flow and operation improvements for arterials and collectors; development of plans to manage and control access to principal and minor arterials; development of plans to improve safety of motorists, bicyclists, and pedestrians; and traffic impact studies for proposed land use developments as requested by the MPO communities. In accordance with the multimodal emphasis of previous federal highway bills, all system management plans will include multimodal analysis. Implementations of management systems identified in the LRTP also generate Short Range Planning projects. Intelligent Transportation System (ITS) strategies will be considered to possibly increase the efficiency of the area transportation system. Use of ITS may help solve transportation problems in the Wausau area as a whole.

#### **Product**

MPO staff will continue the implementation of the LRTP. This will be based on the recommendations set forth in the document. These implementation items will be working with the communities to develop the initial planning or review designs, or assist in public involvement of the projects identified in the LRTP.

MPO staff will utilize elements of the State Highway Safety Plan to inform and request that area communities look at standardizing safety issues regarding operations and maintenance in their community plan. MPO will assist WisDOT with the local needs and prioritizing projects to be identified in the State Highway Safety Plan.

MPO staff will continue to use ITS strategies in the Wausau area, specifically those associated with the Highway 51/29 corridor. The I39 ITS Corridor Strategic Deployment Plan developed by WisDOT will be used. Examples of strategies which may be investigated are message boards, continuous count loop detectors, and bridge de-icing equipment, as well as general operations issues like turning radii of corners and also the local freight network. With the influx of data from these technologies, the MPO will be able to utilize more current and realistic information for decision making.

MPO staff will undertake or assist on miscellaneous short range transportation studies requested by the MPO communities, such as: the Camp Phillip Centre, the development areas around the Maple Ridge Interchange, I39 Interchange Access, as well as a Wisconsin River crossing in the City of Wausau, monitoring the Surface Transportation Block Grant (STBG) funded projects, TIP identified reconstruction projects, and grant applications.

MPO staff will continue to create performance measures to monitor and track transportation and land use impacts and planning assumptions that are related to the projects, policies, and recommendations in the Long Range Transportation Plan. These performance measures will be established in conjunction with the WisDOT performance targets when created.

### **Time Schedule**

As Needed	ITS Strategies
As Needed	State Highway Safety Plan involvement
All Year Long	Development of LRTP Identified projects
All Year Long	Short Range Studies
All Year Long	Performance Measure
All Year Long	TIP Project Monitoring

### **ESTIMATED TIME AND COST**

Marathon County Conservation, Planning and Zoning Department/MPO Person-Hours (Director-0, Manager-160, Planner-400, Admin. Coordin.-20, Admin.Manager-0)	580
Direct Program Costs:	\$ 27,761
<b>Sources of Funds</b>	<b>Amount</b>
FHWA	\$ 22,230
WisDOT	\$ 1,157
Local	\$ 4,374
<b>TOTAL</b>	<b><u>\$ 27,761</u></b>

## **3240. TRANSIT PLANNING**

### **Objective**

Provide the Wausau Urbanized Area with reliable transit planning service; to enhance the efficiency of Metro Ride; and to comply with requirements of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) as described in the cooperative agreement between the City of Wausau (representing Metro Ride), Marathon County (through the Conservation, Planning, and Zoning Department representing the MPO) and WisDOT.

### **Previous Work**

In 2006, WATS and the MPO contracted and conducted a Transit Development Program (TDP) for the Wausau Area. Service extensions to some surrounding communities were the focus of the recommendations of the study. In 2008, WATS renamed themselves Metro Ride, to be more of a metropolitan service and not just a Wausau service. In 2011-12, Metro Ride and the MPO contracted to conduct a Transit Development Program (TDP) for the Wausau Area. Service extensions to some surrounding communities were again the focus of the recommendations of the study.

The 2012 TDP took an unanticipated turn during the development of the recommendations section when three of the four communities involved in the transit system withdrew from providing service in their communities. A total rewrite of the recommendations needed to be completed along with a large outreach effort to the communities and users groups in the area to determine how service will be provided to those now not being served, especially the paratransit and transit dependent customers. Service to the three communities was restored in 2013 on a limited basis and in 2014 the communities again withdrew from providing service in each of their communities leaving only the City of Wausau with transit service.

Work will continue in 2017 on educating residents of the value and need for public transit and paratransit in their communities. In 2017, staff will begin working on the newest Transit Development Plan (TDP). This plan will focus on reestablishing the relationships with Wausau's surrounding communities and their willingness to provide transit service in their communities. In the development of the new TDP the use of an outside consultant may be hired and used to develop strategies for moving forward with the expansion of the service area as well as provide some national best practices on how to accomplish this.

In 2014, the NCWRPC conducted a Needs Assessment for the Elderly and Disabled for Marathon County and the Wausau MPO. Projects like that will continue to take place as part of the Regional Models of Cooperation and Ladders of Opportunity concepts from MAP-21.

### **Product**

MPO staff will continue to work with the Transit Commission and Metro Ride staff in reviewing and improving the system efficiency by attending the monthly Transit Commission meetings and performing any needed analysis of the system by means of surveys and special studies. These items will be used to enhance the safety and security of the transit ridership in the Wausau metro area. Additional staff time will be spent working with the Transit Commission and the local communities on ways to solidify the involvement by the communities and to look for ways to make the transit system more viable in areas not currently served.

MPO staff will work with Metro Ride staff to create the 2017 Transit Development Programs (TDP).

Staff will work with MPO member communities to reestablish the relationships they had when a broader transit system was in place. The relationships between the MPO, Metro Ride Transit, and the WisDOT are explained in the Cooperative Agreement for Continuing Transportation Planning. This document is signed by all parties and can be found on the Marathon County and the MPO websites.

### **Time Schedule**

Monthly	Commission Meetings
All year	TDP Implementation Assistance
All Year	2017 TDP Development

### **ESTIMATED TIME AND COST**

Marathon County Conservation, Planning and Zoning Department/MPO Person-Hours (Director-0, Manager-320, Planner-600, Admin. Coordin.-20, Admin.Manager-0)	940
Direct Program Costs:	\$ 46,173
<b>Sources of Funds</b>	<b>Amount</b>
FHWA - Transit	\$ 36,892
WisDOT	\$ 1,917
Local	<u>\$ 7,364</u>
<b>TOTAL</b>	<b><u>\$ 46,173</u></b>

### **3250. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

#### **Objective**

Develop a Transportation Improvement Program necessary to program 2017-2020 multi modal transportation improvements within the Wausau Metropolitan Area.

#### **Previous Work**

Transportation Improvement Programs have been developed annually since the formation of the Wausau MPO in 1983. The TIP includes federally-funded pedestrian, bicycle, transit, and street/highway projects located within the Wausau Metropolitan Area. Annual/biennial elements have been prepared as a component of the TIP to enumerate transportation improvement projects and transit operating and capital needs. The annual TIP contains a section on privatization efforts made by Metro Ride and MPO staff. In 2007, a policy was created that contains eligibility and prioritization criteria which are used in funding the candidate projects. In 2013, the Technical Advisory Committee modified the selection criteria for selecting projects.

#### **Methodology**

Anticipated transportation projects are requested from the MPO communities. Candidate projects for federal funding are screened and prioritized according to the TIP prioritization criteria. The MPO reviews the list and the final selection of Surface Transportation block Grant (STBG) projects is determined. The draft TIP is distributed to the Planning Commission, public and private transportation providers in the area, other interested parties, and the general public. A public informational meeting is conducted on the draft TIP in conformance with the Public Participation Plan for the TIP. The final TIP is developed to identify the projects in the Metropolitan Area which utilize federal highway and federal transit funds, and is sent to WisDOT and the appropriate federal

agencies. Public participation requirements under MAP-21/FAST Act will result in greater efforts by MPO staff in the public relations category.

### **Product**

A 2018-2021 Transportation Improvements Program is to be developed identifying highway and transit projects utilizing federal highway and federal transit funds in the Wausau Metropolitan Area.

### **Time Schedule**

June - August	Project Identification
September	Draft TIP Document
October	Final TIP Document
November	Approved TIP submitted to WisDOT

### **ESTIMATED TIME AND COST**

Marathon County Conservation, Planning and Zoning Department/MPO Person-Hours (Director-0, Manager-120, Planner-80, Admin. Coordin.-20, Admin.Manager-0)	260
Direct Program Costs:	\$ 11,445
<u>Sources of Funds</u>	<u>Amount</u>
FHWA	\$ 9,164
WisDOT	\$ 476
<u>Local</u>	<u>\$ 1,805</u>
<b>TOTAL</b>	<b><u>\$ 11,445</u></b>

## **3260. TRANSPORTATION ADMINISTRATION AND PUBLIC RELATIONS**

### **Objective**

Prepare a year 2018 Unified Planning Work Program (UPWP); prepare procedures necessary to carry out the transportation planning activities set forth in the 2017 work program; provide continuous educational opportunities for the MPO staff through attendance at WisDOT, FHWA and FTA sponsored or approved training courses and seminars; provide for technical and industry related publications; provide for public information, public relations and program audits; increase interactions and enhance communications between the public and MPO staff; and cooperate with WisDOT's statewide planning efforts.

### **Previous Work**

MPO staff has coordinated meetings of the Marathon County Metropolitan Planning Commission, prepared the annual UPWP, and attended transportation related meetings, seminars, workshops, and conferences. Information on area-wide transportation developments and issues has been provided to the public on a regular basis. MPO quarterly progress and annual program reports have been submitted to WisDOT. MPO staff has conducted various planning exercises in response to the metropolitan planning requirements from ISTEA, TEA-21, SAFETEA-LU, MAP-21 and now the FAST Act.

### **Methodology**

MPO staff solicits the opinions of the MPO communities on the types of transportation planning activities which should take place in the Wausau Metropolitan Area. A UPWP for 2018 will be

developed in response to federal planning requirements and the transportation needs of the MPO communities through the newly developed Long Range Transportation Plan. Staff attends transportation seminars and conferences promoted, sponsored or recommended by WisDOT, FHWA and FTA for the development and maintenance of continuing, comprehensive transportation planning programs. MPO staff cooperates with WisDOT projects and programs. MPO staff serves as a public source of information on transportation plans and issues including statistical data gathered for various transportation projects.

### **Product and Meetings**

MPO staff will prepare a UPWP for 2018, as well as periodic financial and activity reports. The mid-year review meeting with FHWA and WisDOT regarding the UPWP will be held in May/June 2017 with the annual review meeting to be scheduled in September/October 2017. The Wisconsin MPO directors will also be having scheduled meetings on January 24, April 25, July 25, and October 24, 2017 to discuss planning policy, financial and technical issues and concerns.

Public awareness of transportation issues and MPO activities will be promoted through the *Wausau, Wisconsin Area Public Participation Plan for its Transportation Plans and Programs*. A number of activities are described in the plan to disseminate information to the public and gain their input. A few of these are public meetings, news media coverage of events, news releases, and presentations to various groups, committees, and organizations as well as being presented on the MPO and Marathon County websites.

Staff will work with WisDOT and the Marathon County Title VI Coordinator to develop the new Title VI Plan for the metro area based on the MAP-21/FAST Act requirements. Time spent on education and training which applies to several categories is charged to this category. Support staff functions are allotted to this category, including recording and preparation of meeting minutes and the maintenance of financial records.

In 2017, the MPO will continue with the meeting schedule policy for the Planning Commission. The meetings will be held every second Tuesday of the month at 2:00 pm at 212 River Drive, Wausau, WI. In 2017, these dates will be January 10, February 14, March 14, April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, and December 12.

The MPO Technical Advisory Committee will meet, as needed, and the dates and times will be arranged by staff.

### **Time Schedule**

July	Departmental Budget
September	Draft UPWP Document
November	Approved UPWP submitted to WisDOT
Quarterly	Submit reports and invoices
Quarterly	MPO Director's Meetings
Monthly	County Highway Committee Meetings
Monthly	MPO Meetings

### **ESTIMATED TIME AND COST**

Marathon County Conservation, Planning and Zoning Department/MPO Person-Hours (Director-48, Manager-600, Admin. Coordin.-336, Planner-200, Admin. Manager-104)	1288
Direct Program Cost:	\$ 67,319

<u>Sources of Funds</u>	<u>Amount</u>
FHWA	\$ 53,934
WisDOT	\$ 2,803
Local	\$ 10,582
<b>TOTAL</b>	<b><u>\$ 67,319</u></b>

TABLE I  
2017 PROJECT BUDGET

PROJECT	FEDERAL HIGHWAY ADMINISTRATION PL - FUNDS	WISCONSIN DEPARTMENT OF TRANSPORTATION	METROPOLITAN PLANNING ORGANIZATION	PERCENT OF BUDGET	TOTALS
3220 - LONG RANGE PLANNING	\$45,780	\$2,384	\$9,138	27%	\$57,302
3230 - SHORT RANGE PLANNING	\$22,230	\$1,157	\$4,374	13%	\$27,761
3240 - SHORT RANGE TRANSIT PLANNING	\$36,892	\$1,917	\$7,364	23%	\$46,173
3250 - TRANSPORTATION IMPROVEMENTS PROGRAM	\$9,164	\$476	\$1,805	5%	\$11,445
3260 - TRANSPORTATION ADMINISTRATION	\$53,934	\$2,803	\$10,582	32%	\$67,319
TOTALS	\$168,000	\$8,737	\$33,263	100%	\$210,000

Numbers may not add correctly due to rounding.

TABLE II  
2017 OBJECT CLASS BUDGET

OBJECT	FHWA FP - FUNDS	STATE MATCH	LOCAL MATCH	TOTAL
	80%	4.15%	15.85%	
SALARIES*	\$153,741	\$7,981	\$30,475	\$192,197
PRINTING	\$2,896	\$156	\$566	\$3,618
MILEAGE	\$320	\$17	\$63	\$400
TRAVEL	\$8,800	\$462	\$1,720	\$10,982
OFFICE	\$2,243	\$121	\$439	\$2,803
TOTAL	\$168,000	\$8,737	\$33,263	\$210,000

Numbers may not add correctly due to rounding, rounding is to the nearest dollar.

\* Salaries includes fringe benefits at a rate of 34% and do not include any indirect charges

**TABLE III**  
**2017 COST SHARE DISTRIBUTION**  
**WAUSAU METROPOLITAN PLANNING ORGANIZATION**

MUNICIPALITY	PERCENT	AMOUNT
MARATHON COUNTY	50.00%	\$16,631.50
CITY OF WAUSAU	24.05%	\$7,999.75
VILLAGE OF WESTON	9.08%	\$3,020.28
TOWN OF RIB MOUNTAIN	3.92%	\$1,303.91
VILLAGE OF KRONENWETTER	3.80%	\$1,263.99
VILLAGE OF ROTHSCHILD	3.24%	\$1,077.72
CITY OF MOSINEE	2.45%	\$814.94
CITY OF SCHOFIELD	1.42%	\$472.33
TOWN OF WAUSAU	0.34%	\$113.09
TOWN OF STETTIN	0.34%	\$113.09
TOWN OF MAINE	0.34%	\$113.09
TOWN OF WESTON	0.34%	\$113.09
TOWN OF MOSINEE	0.34%	\$113.09
VILLAGE OF BROKAW	0.34%	\$113.09
<b>TOTAL</b>	<b>100.00%</b>	<b>\$33,263</b>

Note: Percent is based upon the 2010 population for communities within the Wausau Metropolitan Area. Population figures are based on the April, 2010 counts from the Bureau of the Census and aggregated by the 2012 municipal boundaries and the 2012 Wausau Urbanized Area



**APPENDIX A**

**RESOLUTION ADOPTING**

**2017**

**UNIFIED PLANNING WORK PROGRAM**



**APPENDIX A**  
**MARATHON COUNTY METROPOLITAN PLANNING COMMISSION**

**RESOLUTION # 7-16**

**RESOLUTION ADOPTING THE  
2017 UNIFIED PLANNING WORK PROGRAM  
FOR THE WAUSAU METROPOLITAN AREA**

**WHEREAS**, the Marathon County Metropolitan Planning Commission was designated the Metropolitan Planning Organization for the Wausau Urbanized Area; and

**WHEREAS**, in compliance with Metropolitan Transportation Planning Regulations by the U.S. Department of Transportation, the Marathon County Conservation, Planning and Zoning Department has developed a one-year Unified Planning Work Program for the Wausau Metropolitan Area; and

**WHEREAS**, the Unified Planning Work Program identifies the transportation planning activities of the Metropolitan Planning Organization for a period of one year.

**NOW, THEREFORE, BE IT RESOLVED**, that the Marathon County Metropolitan Planning Commission endorses the *Long Range Transportation Plan for the Wausau Metropolitan Area*, the *Transit Development Program for the Wausau Area Transit System*, which will be continually updated and maintained as part of the urban transportation planning process;

**BE IT FURTHER RESOLVED**, that the Marathon County Metropolitan Planning Commission adopts the *2017 Unified Planning Work Program for the Wausau Metropolitan Area*; and

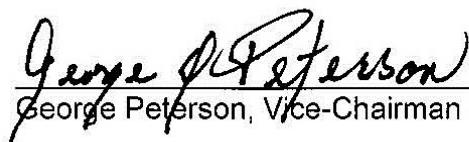
**BE IT FURTHER RESOLVED**, in accordance with 23 CFR 450.336, the Wausau Metropolitan Planning Organization for the Wausau, WI urbanized area hereby certifies that the metropolitan transportation planning process is addressing the major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the Fixing America's Surface Transportation Act (FAST Act)(Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US DOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;

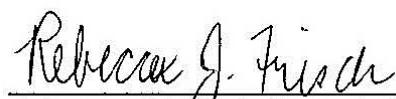
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23, U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

**BE IT FURTHER RESOLVED** that the Marathon County Metropolitan Planning Commission recommends that this document be submitted to the appropriate federal and state agencies for approval.

Dated this 8<sup>th</sup> day of November 2016.

  
George Peterson

George Peterson, Vice-Chairman

  
Rebecca J. Fisch

Rebecca J. Fisch, Commission Secretary  
Director, Marathon County  
Conservation, Planning, and Zoning Department

## **APPENDIX B**

### **2016 TITLE VI ACCOMPLISHMENTS**



## **APPENDIX B**

### **2016 TITLE VI ACCOMPLISHMENTS**

The Wausau MPO strives to find innovative ways to engage the minority and low income populations and overcome any cultural differences that may preclude them from being involved in the transportation planning process in the Wausau area.

#### **2016 Accomplishments**

- ◆ MPO staff continued using the Title VI Non-Discrimination Program/Limited English Proficiency Plan for the MPO area. The Plan sets forth the assurances that no person or group shall be excluded from participation in any and all programs or services administered by the MPO.
- ◆ Using the 2010 U.S. Census Bureau information and the Marathon County GIS, analysis was conducted on the location and proximity of low-income and minority populations to the projects listed in the Transportation Improvement Program (TIP). This analysis was conducted to verify if the planning process or individual projects had any adverse effects on the minority and low-income populations of the area. The areas referenced on the maps indicate the census blocks that have a minority and low-income population that is higher than the MPO average.

This analysis was also conducted using the Metro Ride routes to verify that the minority and low-income populations were able to reasonably access public transportation.

- ◆ MPO staff used the MPO Public Participation Plan to articulate the way information and ideas are gathered and disseminated to the general public, specifying the use of social media methods.
- ◆ MPO staff participated in over 180 public meetings and open houses pertaining to projects being conducted in the Wausau area. All of the meetings were held to get more people involved in the decision making process and inform them of the impacts of the projects.
- ◆ The MPO through its Bicycle/Pedestrian Committee continued to work on the implementation of the *Wausau MPO 2015 Bicycle and Pedestrian Plan*. The Plan identifies routes and areas to walk and bike that will give the minority and low income populations more options to get to their destinations throughout the metro area. MPO Staff continued to monitor the Bike Route/Signage System that was put in place in 2013 to identify the best routes to bike between communities representing more of an arterial bike route system.
- ◆ Staff continued to enhance the Wausau MPO webpage as part of the Marathon County website to disseminate information in a timely, visual, electronic format. The WausauMPO.org and bicyclewausau.org websites are the main focus for information.

#### **2017 Goals**

- ◆ Continue to develop and articulate how the area will address issues pertaining to involvement of minority and low-income populations in the planning and project development process by expanding the outreach and involvement efforts.

- ◆ Develop a new 2017 Title VI Non-Discrimination Program/Limited English Proficiency Plan for the MPO area.
- ◆ Utilize the recommendations from the Public Participation Plan to be more engaged with the public, specifically using social media.
- ◆ Continue to enhance the internet websites and social media presence for the Wausau MPO to disseminate information in a timely, visual, electronic format.
- ◆ Assess the needs for a written language assistance plan, which may include the availability of minority language publications.
- ◆ Through the *2014 Human Services Transportation Needs Assessment for Marathon County*, address the accessibility needs for the elderly and disabled populations of the area.

## **APPENDIX C**

# **TITLE VI NON-DISCRIMINATION PROGRAM/LIMITED ENGLISH PROFICIENCY PLAN AND AGREEMENT**

**AND THE**

**WisDOT, MPO, METRO RIDE  
COOPERATIVE AGREEMENT**

**AND THE**

**PUBLIC PARTICIPATION PLAN  
FOR ITS TRANSPORTATION PLANS  
AND PROGRAMS**



## **APPENDIX C**

TITLE VI  
NON-DISCRIMINATION PROGRAM/  
LIMITED ENGLISH PROFICIENCY PLAN

and the

TITLE VI NON-DISCRIMINATION AGREEMENT,

and the

WISCONSIN DEPARTMENT OF TRANSPORTATION (WISDOT), METROPOLITAN  
PLANNING ORGANIZATION (MPO), and METRORIDE  
COOPERATIVE AGREEMENT

and the

PUBLIC PARTICIPATION PLAN  
FOR ITS TRANSPORTATION PLANS AND PROGRAMS

These four documents describing how the MPO will conduct itself with regards to any Title IV, Non-Discrimination and Limited English Proficiency issues and how the entities will work together to provide Transit Planning functions is the Wausau Metro Area can be obtained by going to the Marathon County, WI webpage and accessing the transportation section under the County's Conservation, Planning and Zoning department. The Website is:

[WausauMPO.org](#)

or can also be found through

<http://www.co.marathon.wi.us/Departments/ConservationPlanningZoning/WausauMPO.aspx>



## **APPENDIX D**

## **MEETINGS CALENDAR**



## APPENDIX D

### MEETINGS CALENDAR

January 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
2	8	9	10	11	12	13
3	15	16	17	18	19	20
4	22	23	24	25	26	27
5	29	30	31			

February 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
5				1	2	3
6	5	6	7	8	9	10
7	12	13	14	15	16	17
8	19	20	21	22	23	24
9	26	27	28			

March 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
9				1	2	3
10	5	6	7	8	9	10
11	12	13	14	15	16	17
12	19	20	21	22	23	24
13	26	27	28	29	30	31

April 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
13						1
14	2	3	4	5	6	7
15	9	10	11	12	13	14
16	16	17	18	19	20	21
17	23	24	25	26	27	28
18	30					

May 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
18	1	2	3	4	5	6
19	7	8	9	10	11	12
20	14	15	16	17	18	19
21	21	22	23	24	25	26
22	28	29	30	31		

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
22				1	2	3
23	4	5	6	7	8	9
24	11	12	13	14	15	16
25	18	19	20	21	22	23
26	25	26	27	28	29	30

July 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26						1
27	2	3	4	5	6	7
28	9	10	11	12	13	14
29	16	17	18	19	20	21
30	23	24	25	26	27	28
31	30	31				

August 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31			1	2	3	4
32	6	7	8	9	10	11
33	13	14	15	16	17	18
34	20	21	22	23	24	25
35	27	28	29	30	31	

September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
35				1	2	
36	3	4	5	6	7	8
37	10	11	12	13	14	15
38	17	18	19	20	21	22
39	24	25	26	27	28	30

October 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
40	1	2	3	4	5	6
41	8	9	10	11	12	13
42	15	16	17	18	19	20
43	22	23	24	25	26	27
44	29	30	31			

November 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
44				1	2	3
45	5	6	7	8	9	10
46	12	13	14	15	16	17
47	19	20	21	22	23	24
48	26	27	28	29	30	

December 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
48					1	2
49	3	4	5	6	7	8
50	10	11	12	13	14	15
51	17	18	19	20	21	22
52	24	25	26	27	28	29
1	31					

2017  
Calendar-365.com

 **WI MPO Directors Meetings:** January 24, April 25, July 25, October 24

 **Planning Commission Meetings:** January 10, February 14, March 14, April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, December 12



## **APPENDIX E**

# **MPO UNIFIED PLANNING WORK PROGRAM (UPWP)**

## **CHECKLIST**



## APPENDIX E

### MPO UPWP CHECKLIST

<u>Item</u>	<u>Page #</u>
Name of MPO agency and area represented .....	Cover
Fiscal Year of UPWP	
Agencies logos	
Committee lists and Contact Information for MPO.....	i
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Products.....	10
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Transit Planning .....	12
Products .....	12
Time Schedule .....	13
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Products .....	15
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Title VI Nondiscrimination Agreement – signed .....	Appendix C
Cooperative Agreement – signed .....	Appendix C
Public Involvement Plan.....	Appendix C
Meetings Calendar.....	Appendix D
MPO UPWP Checklist .....	Appendix E