



# La Crosse Area Planning Committee

Metropolitan Planning Organization

Serving the La Crosse/La Crescent Urbanized Area

Peter Fletcher, Director Jackie Eastwood, Transportation Planner  
Erin Duffer, Transportation Planner

La Crosse County Administrative Center

212 6<sup>th</sup> Street North ☐ Room 2300 ☐ La Crosse, WI 54601

PH: 608.785.5977 Website: [www.lacrossecounty.org/mpo](http://www.lacrossecounty.org/mpo)

## LA CROSSE COUNTY NOTICE OF MEETING

<b>COMMITTEE OR BOARD:</b>	<b>LA CROSSE AREA PLANNING COMMITTEE</b>
<b>DATE OF MEETING:</b>	<b>WEDNESDAY, JUNE 21, 2023</b>
<b>MEETING PLACE:</b>	<b>ROOM 1107 ADMINISTRATIVE CENTER 212 6<sup>TH</sup> STREET N, LA CROSSE, WI 54601 THE MEETING WILL BE HELD IN PERSON WITH THE OPTION TO ATTEND VIRTUALLY VIA TEAMS – SEE MEETING ACCESS/ MONITORING INSTRUCTIONS DETAILED BELOW</b>
<b>TIME OF MEETING:</b>	<b>4:30 P.M.</b>
<b>PURPOSE OF MEETING:</b>	<b>Bi-Monthly Meeting</b>
1.	Call to Order and Roll Call
2.	Public comment (5 minutes time limit per comment)
3.	Approval of minutes of the May 17, 2023 LAPC meeting
4.	Metropolitan Planning Organization (MPO) Organizational Structure
5.	MPO hiring process/timeline for Director Position
6.	MPO Directors job description
7.	Other Business
8.	Future Agenda Items <ul style="list-style-type: none"> <li>– 2023-2026 TIP amendment</li> <li>– 2024-2027 MN TIP list</li> <li>– MPO staffing/director discussion</li> </ul>
9.	Next Regular Meeting of LAPC: Wednesday, July 19, 2023
10.	Adjourn

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

### MEETING ACCESS/MONITORING INSTRUCTIONS:

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

[Click here to join the meeting](#)

**Option 2: Join by phone (audio only): 1-262-683-8845, and enter 913577475# at the prompt**

[+1 262-683-8845](tel:+12626838845),913577475# United States, Kenosha

Phone Conference ID: 913 577 475#

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

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

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



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## NOTICES FAXED/MAILED TO:

### NEWS MEDIA

La Crosse Tribune  
Other Media

### OTHERS

LAPC Technical Committees  
Public Participation Process List

## DEPARTMENTS

County Administrator  
Corporation Counsel  
County Clerk  
Facilities

## COMMITTEE MEMBERS

Patrick Barlow, Chair  
Tim Candahl, Vice Chair  
Monica Kruse  
Mitch Reynolds/Barb Janssen  
Scott Schumacher  
Mike Poellinger  
Town of Medary - Vacant  
Stan Hauser/Jerry Monti  
Dan Kapanke  
Kim Smith  
Bob Stupi

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

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

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

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

**DATE NOTICE FAXED/MAILED/POSTED: June 14, 2023**

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



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## LA CROSSE AREA PLANNING COMMITTEE MINUTES OF MAY 17, 2023 Held in person and via Microsoft Teams

<b>MEMBERS PRESENT:</b>	Patrick Barlow, Mike Poellinger, Stan Hauser, Mitch Reynolds, Monica Kruse, Tim Candahl, Kim Smith, Dan Kapanke, Bob Stupi
<b>MEMBERS EXCUSED:</b>	
<b>OTHERS PRESENT:</b>	Peter Fletcher, Jackie Eastwood, Erin Klar (Recorder), Jane Klekamp, Kathleen Stewart, Erin Duffer, Paula Silha, Erika Shepard, Barb Janssen

### CALL TO ORDER

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

### PUBLIC COMMENT: None.

### APPROVAL OF MINUTES OF THE MARCH 15, 2023 LAPC MEETING

**MOTION** by Poellinger/Reynolds to approve the minutes of the March 15, 2023 La Crosse Area Planning Committee meeting. **Motion carried unanimously.**

### INTRODUCTION OF MPO TRANSPORTATION PLANNER

Peter Fletcher announced Erin Duffer as Jackie's replacement.

### ELECTION OF LAPC CHAIR AND VICE-CHAIR

Patrick Barlow was elected as the Chair. Motion by Poellinger/Hauser to approve. **Motion carried unanimously.** Hauser/Smith to nominate Tim Candahl as Vice Chair. **Motion carried unanimously.**

### RECOGNITION OF LINDA SEIDEL, TOWN OF MEDARY AND JOSHUA JOHNSON, TOWN OF CAMPBELL FOR THEIR SERVICE ON THE LAPC

Patrick Barlow thanked both for the years of service on the LAPC.

### RECOGNITION OF BOB FISHER FOR YEARS OF SUPPORT TO THE LA CROSSE AREA PLANNING COMMITTEE AND PLANNING IN THE REGION

Peter recognized Bob for his dedication to the LAPC. Bob retired in 2004 and he continued to remain on the CTAT and TAC committees. The plaque will be presented to Bob's wife.

### APPROVE AMENDING THE 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (RESOLUTION 4-2023)

The U. S. Department of Transportation regulations require the development and approval of a Transportation Improvement Program (TIP) for the metropolitan planning area by the Metropolitan Planning Organization (MPO). The La Crosse Area Planning Committee approved the 2023-2026 TIP on November 16, 2022. This amendment of the TIP, 8 projects are being added to the TIP projects list: STH 16, La Crosse - Sparta (USH 53 to STH 35), Preliminary Engineering/NEPA, Reconstruct, Design anticipated in 2023; STH 16, La Crosse - Sparta (STH 35 to IH 90), includes Wis 157 from Wis 16 to IH 90, Preliminary Engineering/NEPA, Reconstruct, Design anticipated in 2023; STH 35, La Crosse - Trempealeau (USH 14/61 to USH 53), Preliminary Engineering/NEPA, Reconstruct, Design anticipated in 2023; USH 53, La Crosse -



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Galesville (STH 35 to IH 90), Preliminary Engineering/NEPA, Reconstruct, Design anticipated in 2023; Green Bay Street, 22nd Street South to Losey Blvd, Reconstruct, Design Anticipated in 2023, Construction Anticipated in 2024-2025; Monitor Street, Rose Street to Lang Drive, Reconstruct, Design Anticipated in 2023, Construction Anticipated in 2026; **\*\*CRP\*\*** City of La Crescent: Lease 1 Electric Vehicle to Replace Police Cruiser; Lease - Replacement

**MOTION** by Poellinger/Hauser to approve. **Motion carried unanimously.**

## **APPROVE AMENDING THE 2023 LAPC UNIFIED PLANNING WORK PROGRAM (RESOLUTION 5-2023)**

Since approval of the 2023 Planning Work Program, the City of La Crosse has requested \$5,000 in "Consultant Studies Funding" (500 Element) to hire a consultant to prepare a planning study for the southern portion of Losey Boulevard. A Unified Planning Work Program amendment is required to add the planning study to the 2023 LAPC Planning Work Program. The LAPC approves amending the 2023 Planning Work Program for the La Crosse Area Planning Committee to include the City of La Crosse planning study for the southern portion of Losey Boulevard in the 500 Element of the 2023 Planning Work Program.

**MOTION** by Reynolds/Poellinger to approve. **Motion carried unanimously.**

## **APPROVE THE LAPC TITLE VI PLAN (RESOLUTION 6-2023)**

United States Department of Transportation regulations require the La Crosse Area Planning Committee (LAPC) to establish and maintain a Title VI Program to carry out U.S. Department of Transportation Title VI regulations (49 CFR part 21) and to integrate into its programs and activities considerations expressed in the Department's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons (70 FR 74087, December 14, 2005). The La Crosse Area Planning Committee (LAPC) intends that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any LAPC program or activity, regardless of funding source.

**MOTION** by Kruse/Poellinger to approve. **Motion carried unanimously.**

## **APPROVE MINNESOTA DOT 2024 CARBON REDUCTION PROGRAM PROJECT APPLICATION – LA CRESCENT**

The City of La Crescent will use FY 2024 Carbon Reduction funds (\$12,000) for continued lease payments on the fully electric powered police cruiser (same EV vehicle leased with 2023 CRP funds). The city intends to purchase the EV vehicle at the end of the lease term. The city will match the FY 2024 Carbon Reduction Program funds with city funds (20%) for 2024. The city intends on using future CRP funds (2025-2026) for similar purposes. Usage of this proposed electric vehicle will provide the city data to demonstrate how future electric vehicle purchases would benefit the city.

**MOTION** by Hauser/Poellinger to approve. **Motion carried unanimously.**

## **MPO STAFFING DISCUSSION**

Peter announced that he will be retiring at the end of the year. Looking at having a June meeting to discuss the MPO staffing model and structure moving forward. The County will assist in the hiring process of the Executive Director. There is funding available in 2024 to add a third staff member to the MPO if the LAPC desires.



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**OTHER BUSINESS** – None noted.

## **FUTURE AGENDA ITEMS**

- 2023-2026 TIP amendment
- 2024-2027 MN TIP Project List
- MPO staffing discussion

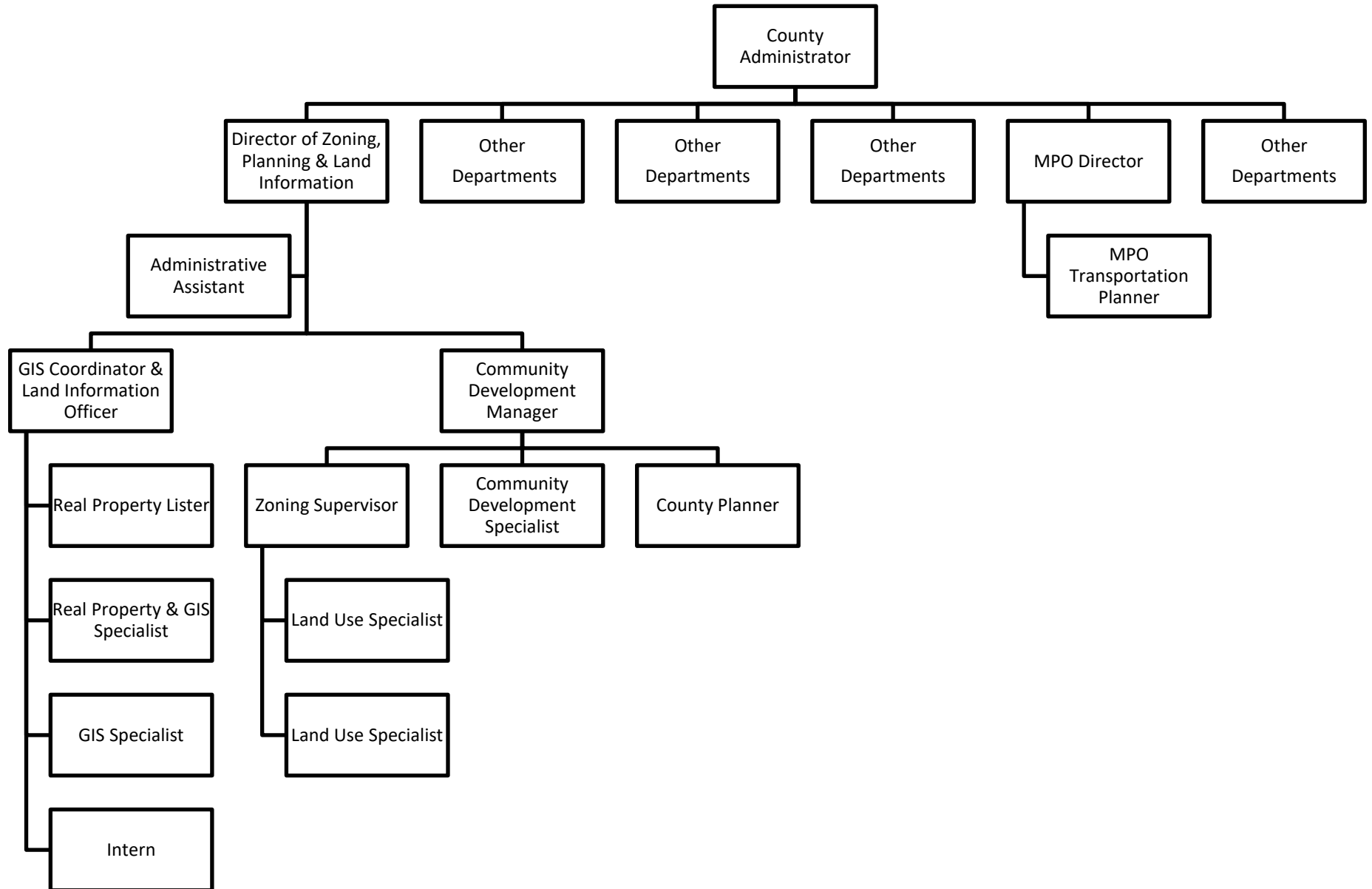
**NEXT MEETING DATE: Tentatively Wednesday, June 21, 2023 at 4:30 p.m.**

**MOTION** by Poellinger/Hauser to adjourn the meeting at 5:10 p.m. **Motion carried unanimously.**

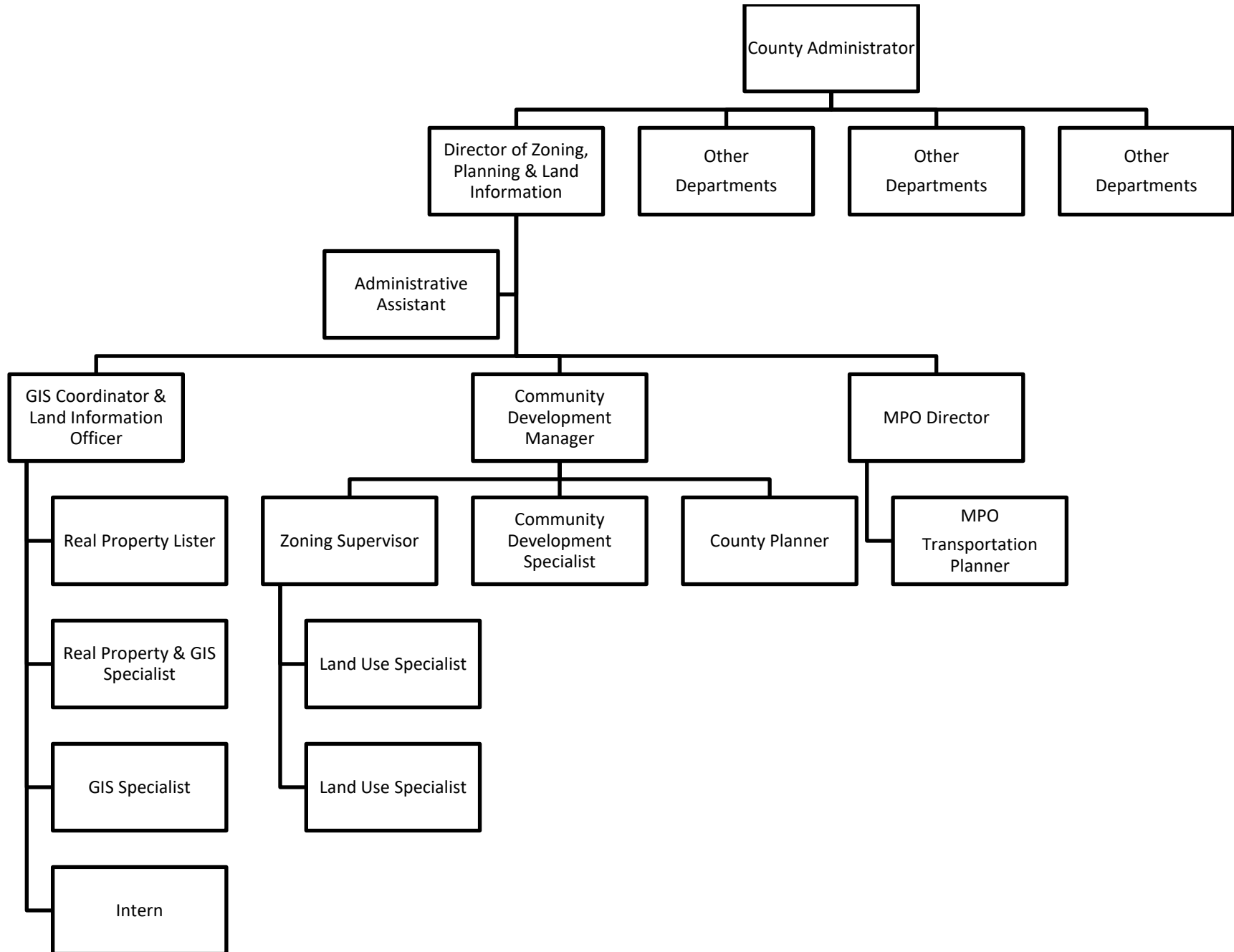
Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

Recorded by Erin Klar

**Existing County Organizational Structure**  
(partial organizational diagram to demonstrate MPO location)



**Potential County Organizational Structure**  
(partial organizational diagram to demonstrate MPO location)



DRAFT Preliminary 2024 Budget

Funding Source	DRAFT Funds 2024	Allocation of Funds (2024)				
		100	200	300	400	500
		Program Support	Long Range Planning	Short Range Planning	TIP Development	Local Studies / Budgeted Reserves
<b>LAPC Revenue</b>						
Minnesota Federal Grant Funds	\$69,953.00	\$32,514.67	\$29,670.13	\$20,661.81	\$3,763.52	
Wisconsin Federal Grant Funds	242,032.00	64,218.91	58,600.72	40,808.61	7,433.22	103,869.60
Minnesota State Funds	11,000.00	5,112.88	4,665.58	3,249.04	591.81	
Local Match for Minnesota Funds	9,238.00	4,293.89	3,918.24	2,728.60	497.01	
Wisconsin State Funds	11,029.00	2,882.64	2,630.45	1,831.80	333.66	4,827.21
Local Match for Wisconsin Funds	49,479.00	13,172.09	12,019.73	8,370.35	1,524.65	21,140.19
Local Share Balance (\$58,717.00)	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00
	<b>\$392,731.00</b>	<b>\$122,195.09</b>	<b>\$111,504.84</b>	<b>\$77,650.21</b>	<b>\$14,143.86</b>	<b>\$129,837.00</b>
% of Total Funds		31.1%	28.4%	19.8%	3.6%	33.1%
<b>LAPC Expenses</b>						
<b>2024</b>						
<b>Salaries and Fringe</b>						
Director Salary + Fringe	\$129,282.00	\$47,549.62	\$34,057.41	\$36,375.46	\$5,646.52	
Planner 1 Salary + Fringe	84,062.00	18,109.47	53,379.82	13,452.75	4,742.96	
Planner 2 Salary + Fringe	0.00	13,911.00	24,067.61	27,822.00	3,754.39	
<b>Total:</b>	<b>\$213,344.00</b>	<b>\$79,570.09</b>	<b>\$111,504.84</b>	<b>\$77,650.21</b>	<b>\$14,143.86</b>	
<b>Program Expenses</b>						
Office Supplies	3,000.00	1,500.00				
Indirect Costs	16,000.00	16,000.00				
Unemployment & retirees indirect	0.00	0.00				
Duplicating/Printing	650.00	650.00				
Postage (Internal)	50.00	50.00				
Telephone	400.00	275.00				
Cell Phone	1,000.00	1,000.00				
Meals	400.00	200.00				
Lodging	1,400.00	400.00				
Mileage	1,700.00	1,200.00				
Parking	100.00	100.00				
Public Notice	350.00	350.00				
Publications Costs	0.00	0.00				
Conferences	1,500.00	1,000.00				
Dues	10,000.00	7,000.00				
Software Licenses	8,000.00	6,400.00				
Computers/monitors	3,000.00	5,000.00				
Training	2,000.00	1,500.00				
<b>Total:</b>	<b>\$49,550.00</b>	<b>\$42,625.00</b>				
	\$262,894.00	\$122,195.09	\$111,504.84	\$77,650.21	\$14,143.86	
<b>% OF INTERNAL EXPENSES</b>						
		46.5%	42.4%	29.5%	5.4%	
<b>Consultant Costs</b>						
64056	Local Studies	\$129,837.00				\$129,837.00
<b>To/From Reserves</b>						
99913	To Reserves	\$0.00				\$0.00
		\$129,837.00				\$129,837.00
	<b>\$392,731.00</b>	<b>\$122,195.09</b>	<b>\$111,504.84</b>	<b>\$77,650.21</b>	<b>\$14,143.86</b>	<b>\$129,837.00</b>
	<b>115.9%</b>	<b>31.1%</b>	<b>28.4%</b>	<b>19.8%</b>	<b>3.6%</b>	<b>33.1%</b>
<b>Total Expenses</b>						
	<b>\$392,731.00</b>					
*Finance Department estimate based on Transportation Planner position pay and fringe rate						
<b>Budgeted Reserves Account (Estimated)</b>						
	Balance May, 2023:		\$183,000.00			
	Reserves used in 2021:		\$0.00			
	Reserves added in 2021:		\$0.00			
	<b>Balance May 2023:</b>		<b>\$183,000.00</b>			



## **Director Hiring Process Outline**

- Establish interview panel/selection process (June 21<sup>st</sup>, 2023)

### ***DRAFT Interview Panel/Selection Process (Draft – for discussion/input at meeting)***

*-County Human Resources/Director of Planning, Zoning, and Land Information screen applicants for job requirements.*

*-Interview Selection Committee:*

*City LAPC policy board representative*

*Town LAPC policy board representative*

*Village LAPC policy board representative*

*LAPC advisory committee (TAC and/or CTAT) representative*

*LAPC advisory committee (TAC and/or CTAT) representative*

*County Administrator and/or designee*

*-Four potential interview dates will be identified to expedite the hiring process.*

*-Interviews will be conducted with assistance from the County Human Resources*

*Department and a preferred candidate will be chosen by the selection committee.*

*-County Human Resources will present job offer and facilitate negotiations with the preferred candidate.*

*-The new MPO Director will be introduced to the LAPC Policy Board at the next regularly scheduled meeting after job acceptance.*

- Update Job Description (A draft job description will be prepared for the June 21, 2023 meeting)

- Post position on or before August 1, 2023 (posting will remain open until filled)\*

*-County HR to post position and assist in hiring process*

*-MPO to post position on state planning organizations and national MPO organization (AMPO-visible to all MPO's in U.S.)*

- Interview for position (35-45 days after posting)

\*The County hiring process does not set a time frame for applications. Applications are reviewed as they are received and are acted upon as soon as possible. In today's hiring climate, it is important to act as quickly as possible on applications so to as not lose qualified candidates. The expedited hiring process reduces the timeframe from traditional government hiring practices.

## **MPO DIRECTOR**

## **(DRAFT JOB DESCRIPTION)**

### **OVERVIEW**

#### **The Opportunity:**

The Director will plan, direct, manage and oversee the activities of the La Crosse Area Planning Committee (LAPC) serving as the Metropolitan Planning Organization (MPO) for the La Crosse WI/La Crescent MN Urbanized Area. The MPO Director will oversee and assist in preparing a quinquennial Metropolitan Transportation Plan (MTP), an annual four-year Transportation Improvement Program (TIP), an annual Planning Work Program (PWP), a Public Participation Plan (PPP), a Title VI plan, and modal plans and studies as needed. The Director also performs a wide variety of research, analysis, plan development, technical assistance and provides administrative support to the La Crosse Area Planning Committee (Policy Board). The position will work under the supervision of the Director of Zoning, Planning & Land Information.

#### **Ideal Candidate:**

The ideal candidate will have a clear understanding of metropolitan planning organizations, transportation planning and possess excellent communication skills. The ability to work with local units of government, agencies, and elected officials on transportation related issues/services is a must. Fostering, maintaining, and enhancing relationships with the WisDOT, MnDOT, Federal Highways Administration and Federal Transit Administration will be critical to the position.

#### **Essential Leadership Functions**

-Acts with integrity and builds trust through demonstrated respect, humility, and honesty. Treats others with dignity.

-Encourages open communication. Actively listens and demonstrates open-minded thinking and willingness to accept other's points of view. Engages stakeholders and effectively collaborates. Demonstrates the courage to speak out appropriately with leaders and peers even when your point of view is unpopular.

-Employs vision and strategy to drive positive results by leading with clear goals, objectives, and desired outcomes. Seeks out new opportunities to drive results through new processes and initiatives. Evaluates and monitors to hold self and others accountable for results.

-Demonstrates ability to be flexible while informally influencing others through coaching, motivation, and team-minded thinking to arrive at

solutions that provide positive outcomes for all stakeholders. Seeks feedback and listens to learn despite personal setbacks.

-Demonstrates agile thinking while understanding the dynamics of the organization and public influence and perception. Uses analytical skills, experience, and input from others to make critical decisions.

-Takes intelligent risks and leads the organization through change. Demonstrates perseverance by pushing through difficult and challenging situations.

### **Essential Job Functions**

Oversees and coordinates the activities of the MPO in carrying out the federally mandated continuing, cooperative, and comprehensive metropolitan transportation planning and programming process, including all supervisory, administrative, outreach, and technical tasks.

Oversees the development and/or update of the Metropolitan Transportation Plan, the Transportation Improvement Program, the Planning Work Program, the Public Participation Plan, the Title VI Plan, and modal plans and studies as needed.

Establishes and maintains professional relationships with the Wisconsin and Minnesota Departments of Transportation, Federal Highways Administration, Federal Transit Administration, transit providers and other area Metropolitan Planning Organizations in Wisconsin and Minnesota.

Builds and maintains professional relationships with members of the LAPC, members of the Technical Advisory Committee, the Committee on Transit and Active Transportation, municipal staff and elected officials.

Supervise the development of related transportation plans, models, databases, and maps.

Research, organize, and prepare technical reports as applicable.

Develop and manage consultant contracts as needed.

Oversee the development and administration of the MPO budget. Estimates funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budget adjustments as necessary. Prepares financial reports for reimbursement by federal and state funds.

Oversee and/or provide technical assistance to local communities and other planning partners with data collection, GIS analysis and mapping, plan preparation, and grant applications.

Organizes and facilitates public meetings, committee meetings, focus groups, and other public input events as needed.

Coordinates and works with local, regional, state, and federal agencies on transportation planning issues.

**Physical Demands:** Large percentage of time is spent in office sitting at desk, reading, writing, using verbal communication, computer terminal, calculator, judgment and near vision. Sits, stands, and bends intermittently throughout the day. Handles papers, manuals, and other office materials. A lesser amount of time is spent traveling and visiting project sites, which could involve climbing stairs. Occasionally moves about the office and goes to other sites for meetings. Drives vehicle.

### **Related Job Functions**

Photocopies materials and prepares plan documents.

Answers telephone calls/email. Provides information or refers to appropriate person or agency.

This job description is not intended to encompass every job duty or responsibility but is only illustrative. This position is required to perform other duties as may be assigned or required.

### **Knowledge, Skills and Abilities**

Professional knowledge and skills related to transportation planning and policy including transportation planning process, federal transportation regulations, travel demand forecasting, transportation policy, public transit planning, bicycle and pedestrian facilities planning, and public engagement.

Ability to establish and maintain effective working relationships with federal, state, and local partners; committee members; and public and private representatives of disadvantaged communities.

Ability to collection, analyze and present data.

Ability to work independently with minimal supervision.

### **Training, Experience and Other Requirements**

Minimum of a bachelor's degree, with a master's degree preferred in urban and regional planning, transportation planning, transportation engineering, GIS, or a related field, with three years of planning work experience.

Excellent written and oral presentation skills and the ability to communicate effectively to a variety of audiences included elected officials, technical staff, and the public.

Proficiency with Microsoft Office Suite with working knowledge of ArcGIS Pro, and ArcGIS Online.