



WAUSAU, WISCONSIN AREA

METROPOLITAN PLANNING ORGANIZATION

PUBLIC PARTICIPATION PLAN

FOR ITS

TRANSPORTATION PLANS
AND PROGRAMS

2014

MARATHON COUNTY METROPOLITAN PLANNING COMMISSION
AUGUST 2014



U.S. Department of Transportation
Federal Transit Administration

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MARATHON COUNTY METROPOLITAN PLANNING COMMISSION
2014**

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Wausau Area Metropolitan Planning Commission

Public Participation Plan

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Documents, meeting minutes and agendas, and other information may also be obtained on our website at:

www.WausauMPO.org

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PURPOSE & NEED

Purpose for Update

Since 1991, federal regulations have required continuous, cooperative, and coordinated urban transportation planning for urban areas with populations in excess of 50,000 in order for those areas to receive federal transportation funding. One of the central requirements is an all-inclusive decision-making process requiring metropolitan planning organizations (MPOs) to develop and utilize a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing public involvement in developing metropolitan long range transportation plans (LRTPs) and transportation improvement programs (TIPs).

In addition, MPOs are required to develop and utilize “participation plans” that are developed in consultation with an expanded list of “interested parties.” Here, the role of the public in the public participation plan (PPP) process is expanded to include involvement in the development of the PPP — not just the review of the PPP after it has been drafted. In 2007, the Wausau Area Metropolitan Planning Commission (Wausau MPO) adopted a Public Participation Plan developed according to the federal requirements, with full participation of the public thru the public involvement plan identified in the document and the MPO Technical Advisory Committee.

The current federal highway bill, Moving Ahead for Progress in the 21st Century (MAP-21), adopted in July 2012 continues the public participation requirements. This update of the Wausau MPO Public Participation Plan refines and clarifies the Wausau MPO’s public processes in light of our experiences since 2007 and an increased use of the internet.

Need for Public Involvement

Public participation in the transportation planning process allows the public the opportunity to voice concerns and offer suggestions about transportation-related issues, while it also helps to educate the public about the technical aspects of transportation planning. Also, transportation professionals and decision-makers are afforded the opportunity to see sides of an issue that may be missed when considering a project from a purely technical or political point of view. Meaningful dialog among technical professionals, local decision makers, and general stakeholders is the key to achieving consensus, which is desired before moving a project forward. Other benefits of public participation include:

- Fostering a sense of community and ownership;
- Identifying issues and concerns that matter most to the citizenry;
- Fostering trust in our decision-makers;
- Promoting accountability;
- Encouraging cooperation and compromise;
- Preventing and/or mitigating future conflicts;
- Transparency; and
- Reasonable access to information.

PUBLIC PARTICIPATION PROCESS

The Wausau MPO strives for an all-inclusive public process consistent with the provisions of Federal Highway Administration (FHWA) Title 23 Code of Federal Regulations Part 450 (23 CFR 450) and Federal Transit Administration (FTA) 49 CFR 613 as retained and amended by MAP-21. While retaining the requirement authorized by ISTEA that “MPOs develop and utilize a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing LRTPs and TIPs”, SAFETEA-LU expanded those provisions to require “extensive stakeholder participation above and beyond public involvement.”

The following policy statements to “ensure early and continuing involvement of the public in developing plans and TIPs” were derived from existing language in 23 CFR 450 and 49 CFR 613.

Coordination and Consultation -

- Consult with agencies and officials responsible for other planning activities within the planning area that are affected by transportation in the development of LRTPs and TIPs, including Indian Tribal governments and Federal Land Management agencies, if applicable.
- Coordinate with the public involvement and consultation processes for statewide transportation planning.

Accessibility and Information -

- Hold public meetings at convenient and accessible locations and times.
- Make public information available in electronically-accessible format.
- Provide reasonable public access to technical and policy information used in the development of plans and programs.
- Employ visualization techniques to describe LRTPs and TIPs.

Timeliness –

- Provide timely information about transportation issues and processes to all concerned stakeholders, including affected public agencies, private providers of

transportation, and other interested parties and segments of the community affected by transportation plans, programs, and projects.

- Provide adequate public notice of public involvement activities and time for public review and comment.

Public Comment -

- Demonstrate explicit consideration and response to public input received during the development of the LRTP and TIP.
- Provide a comment period of at least 45 day.
- Provide an additional opportunity for public comment if the final LRTP or TIP differs significantly from the version that was initially made available for comment.
- Include as part of the final plan or program a report or summary on the disposition of significant written or oral comments received on draft plans and programs.

Social (includes Environmental) Justice -

- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including low-income and minority households, persons with disabilities, and the elderly.

Evaluation -

- Review the effectiveness of the public participation plan so as to ensure a full and open participation process.

Updates & Amendments -

- The public participation process outlined in the PPP will be evaluated and amended at least every five years. An amendment to the PPP may also occur if a federal or state regulation regarding public participation or environmental justice has been created or modified. In all cases, the public will be invited to provide comment. Inclusive Public participation is encouraged throughout the update process at Wausau MPO and technical committee meetings, through comments received at the Wausau MPO office, and at outreach events.

STAKEHOLDERS

In response to the MAP-21 provision that MPOs develop their public participation plans “in consultation with an expanded list of ‘interested parties’,” the Wausau MPO has identified the following stakeholder groups as important participants in the public participation process for MPO plans and programs:

Minority & Low-Income Populations

Environmental Justice, as defined in Environmental Justice and Transportation Investment Policy, is “a public policy goal of assuring that adverse human health or environmental effects of government activities do not fall disproportionately upon minority or low-income populations.” In February 1994, President Clinton signed Executive Order (EO) 12898, making

Environmental Justice a public policy. The U.S. Department of Transportation developed its own order to address environmental justice in June 1995 and issued its final order in 1997 (updated in 2012). This order requires all projects subject to federal funding to consider explicitly minority and low-income populations.

A disproportionately high and adverse effect, as defined by the United States Department of Transportation (U.S. DOT) EO 5610.2, is an adverse effect that:

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

The environmental justice methodology used by the Wausau MPO to identify areas of possible disproportional impact is explained in the Transportation Improvement Program.

MINORITY POPULATION

Minorities are defined as non-white persons within the Race and Hispanic or Latino Origin variable of the decennial census or American Community Survey (ACS) when applicable.

Within the minority community reside those who may have limited English proficiency.

LIMITED ENGLISH PROFICIENT (LEP)

President Clinton signed Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, in August 2000. This order requires that any agency that receives federal funds to establish a means of including Limited English Proficiency (LEP) persons in the planning process. The Attorney General for Civil Rights subsequently issued the guidance document, Enforcement of Title VI of the Civil Rights Act of 1964—National Origin Discrimination Against Persons with Limited English Proficiency [Department of Justice (DOJ) LEP Guidance], to assist agencies in “tak[ing] reasonable steps to ensure ‘meaningful’ access to the information and services they provide.”

According to the DOJ LEP Guidance, “reasonable steps to ensure meaningful access” depend on a number of factors. The Wausau MPO used the four-factor LEP analysis which considers the following:

1. The number or proportion of LEP persons in the Wausau Planning Area who may be served by the Wausau MPO.
2. The frequency with which LEP persons come in contact with Wausau MPO programs or services.

3. The nature and importance of programs or services provided by the Wausau MPO to the LEP population.
4. The interpretation services available to the Wausau MPO and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is in the following section.

Anyone in need of interpretive services may contact the Wausau MPO office at 715-261-6043 or at WausauMPO.org.

LOW-INCOME POPULATIONS

For planning purposes, the Wausau MPO uses the following definitions of low-income:

- Low-income person as defined by U.S. DOT Order 561.2(a): A person whose median household income is at or below the Department of Health and Human Services poverty guidelines.
- “Eligible low-income individual”: An individual whose family income is at or below 150 percent of the poverty line.

Organizations representing these populations are included in Wausau MPO contact lists.

Elderly & Disabled Populations

ELDERLY POPULATIONS

For planning purposes, the Wausau MPO defines “elderly” as:

- Persons 60 years of age and older (persons eligible for Marathon County elderly and disabled transportation services (85.21 Program)) and may apply to minorities and low-income populations.

Areas where the number of elderly population has been determined to be significantly greater than the planning area average will be identified as areas of potential disproportionate impact.

DISABLED POPULATIONS

For transportation planning purposes, the “disabled” population includes persons defined by the U.S. Census as having sensory, physical, mental, self-care, and employment disabilities.

Elderly and disabled populations are mapped thematically by area and by location of elderly and disabled facilities (i.e. assisted-living facilities, senior centers). As with minority and low-income populations, mapping locations helps identify areas of need and illustrates the relationship between proposed improvements (i.e. transit, roadway) and elderly and disabled populations.

Organizations representing the elderly, disabled and veterans groups are included in Wausau MPO contact lists, with some represented on Wausau MPO or Marathon County committees.

TRANSPORTATION PROVIDERS

These stakeholders include public and private agencies representing transit (fixed-route, shared-ride, paratransit, intracity) and freight (rail, truck, air) interests. Organizations representing these interests are included in Wausau MPO contact lists, with some represented on Wausau MPO or Marathon County committees.

The Transportation Coordinating Committee (TCC), for example, has members who represent transit agencies (i.e. Metro Ride – Wausau Area Transit System and North Central Health Care), as well as rider advocacy groups, while the Technical Advisory Committee (TAC) has members who represent the communities themselves and other community interests.

A rather extensive contact list of transit interests is maintained by Wausau MPO staff for public notice and public involvement purposes.

FEDERAL, STATE, REGIONAL, & LOCAL GOVERNMENT AGENCIES

In order to comply with Federal and State regulations and to be consistent with the planning processes of State and local entities, Wausau MPO staff regularly consult with the Wisconsin Department of Transportation (WisDOT) and State offices of the Federal Highway Administration (FHWA) through mid-year reviews and committee meetings, and by e-mail and phone as work products are drafted and reviewed. The Federal Transit Administration (FTA) is represented on the TAC as an ex officio or non-voting member (as is FHWA).

Other agencies involved in the process, but not necessarily on a regular basis include:

- Department of Natural Resources (DNR)
- U.S. Fish and Wildlife Service (FWS)
- Environmental Protection Agency (EPA)

Regional and local municipal agencies are represented on the Wausau MPO Commission and on its subcommittees.

The Wausau Metropolitan Area includes areas of land within the ceded territory of the Onieda Nation, but no reservations lands.

SPECIAL INTERESTS

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

- Local neighborhood and environmental organizations

- Wausau Area Chamber of Commerce
- Marathon County Development Corporation (MCDEVCO)
- School districts
- Bicycle & pedestrian advocates
- Public & Mental Health organizations
- Veterans

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

INTERESTED PUBLIC

Contact lists of “interested-public” are maintained for the Wausau MPO Commission and the Bicycle and Pedestrian sub-Committee. Anyone interested in being added to the mailing list of any of the Wausau MPO committees may do so at www.WausauMPO.org or by contacting the Wausau MPO staff office at 715-261-6043.

MPO COMMITTEES

MARATHON COUNTY METROPOLITAN PLANNING COMMISSION (MCMPC)

WORK ELEMENTS -

The Marathon County Metropolitan Planning Commission (Wausau MPO) is the policy-making agency and the Metropolitan Planning Organization (MPO) for the greater Wausau, Wisconsin metropolitan planning area (MPA). As the MPO, the MCMPC, assisted by a one person staff, is responsible for the development, amendment (if needed), and update of a:

- Metropolitan Long Range Transportation Plan (LRTP)—a long-range (20-yr) plan updated every five years.
- Transportation Improvement Program (TIP)—a short-range (4-yr) program of transportation improvement projects updated at least every four years, which the Wausau MPO amends annually.
- Unified Planning Work Program (UPWP)—a short-range (1-yr) scope of work for the one-person Wausau MPO staff, amended annually.
- Public Participation Plan (PPP).

MEMBERSHIP

The MCMPC is currently comprised of one member from each of 13 governmental entities: the mayors from Mosinee, Schofield, and Wausau; the presidents from Brokaw, Kronenwetter, Rothschild, and Weston; the chairpersons from Maine, Mosinee, Rib Mountain, Stettin,

Wausau, and Weston; the chairman for the Marathon County Infrastructure Committee; and the WisDOT Regional Director. (See Map 1 for an illustration of the planning area and its constituent communities.)

MEETINGS

The Marathon County Metropolitan Planning Commission generally conducts business on the second Tuesday of every month. Meetings are held at 2:00 p.m. at the Marathon County River Drive Complex, 212 Building, Wausau, WI 54403 unless otherwise noted on agendas. These meetings are open to the public.

All meetings are documented in minutes, with minutes and agendas distributed via mail and e-mail to all Wausau MPO contact lists. Minutes and agendas are also posted to the Wausau MPO website (www.WausauMPO.org), as well as, the Marathon County website at least 10 calendar days prior to the scheduled meeting. The main local media outlets of Midwest Communication, WAOW TV9, WSAW TV9, and Gannet newspaper, and The Record Review newspaper all receive agendas via fax and e-mail.

TECHNICAL ADVISORY COMMITTEE (TAC)

WORK ELEMENTS

The Technical Advisory Committee (TAC) is one of two subcommittees of the Wausau MPO. TAC responsibilities are to:

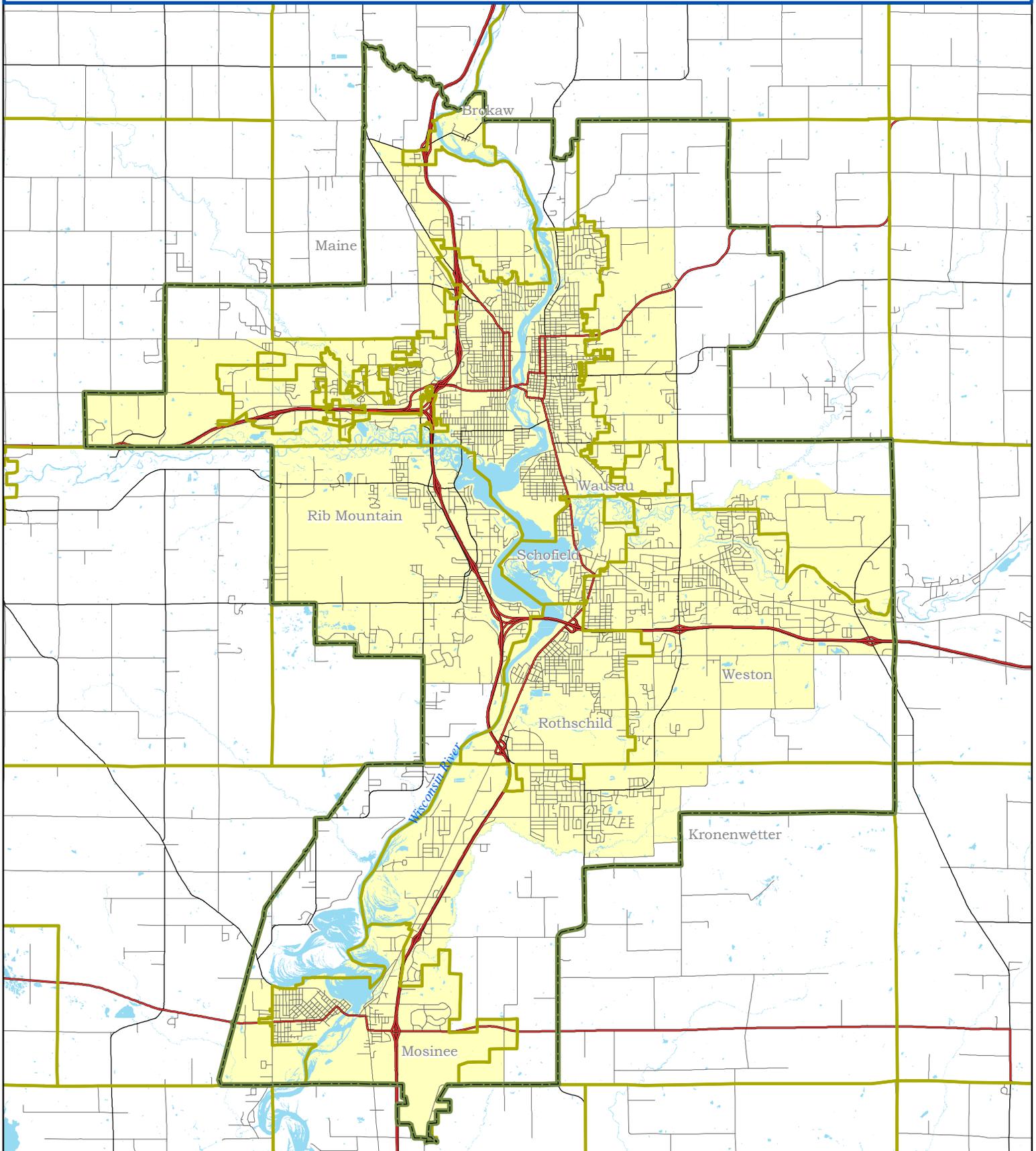
- Review the Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), and Public Participation Plan (PPP).
- Determine and evaluate transportation and land use alternatives during update of LRTP.
- Review, evaluate and recommend adoption of Wausau MPO policies and plans that are not under the purview of the Bicycle and Pedestrian Sub-Committee.
- Solicit, evaluate, and prioritize STP-Urban and local studies projects.
- Prioritize transportation enhancement projects.
- Serve as technical experts.

MEMBERSHIP

Membership includes representatives from each municipality within the MPO urbanized area boundary. Other representatives are members of: The Marathon County Highway Department, WisDOT Regional Staff, Wausau Area Transit System, Central Wisconsin Airport, North Central Wisconsin Regional Planning Commission, and the Wausau/Central Wisconsin Chamber of Commerce.

Wausau MPO Planning Boundary

Map 1



-  Planning Boundary
-  Urban Boundary
-  Census Municipal Boundary
-  State & US Highways
-  County Roads
-  Local Roads
-  Water Areas



MEETINGS

TAC meetings generally take place on the second Tuesday of every month beginning at 1:00 p.m. at the Marathon County River Drive Complex, 212 Building, Wausau, WI 54403, when needed. During significant planning activities, the TAC may meet more often at the request of the committee. These meetings are open to the public.

All meetings are documented in minutes, with minutes and agendas distributed via mail and e-mail to all Wausau MPO contact lists. Minutes and agendas are also posted to the Wausau MPO website (www.WausauMPO.org), as well as the Marathon County website at least 10 days prior to the scheduled meeting. The media receive agendas via fax and e-mail.

BICYCLE & PEDESTRIAN SUB-COMMITTEE

WORK ELEMENTS

The Bicycle & Pedestrian Sub-Committee (Bike/Ped. Committee) was established to study, develop, recommend, and advise the Wausau MPO TAC on a wide range of programs and issues concerning the development and implementation of the bicycle and pedestrian components of the LRTP. The Bike/Ped. Committee may:

- Develop and recommend the bicycle and pedestrian elements of the Long Range Transportation Plan.
- Work to implement the Wausau MPO and member community bicycle and pedestrian modal plans.
- Study, pursue, and encourage public and private funding for future bicycle and pedestrian-related projects.
- Develop programs to promote bicycling and walking; to educate bicyclists, pedestrians, and the public; and to encourage and foster the increased use of bicycling and walking as transportation throughout the Wausau metro area.
- Review the TIP for the inclusion of bicycle and pedestrian facilities in roadway projects.
- Prioritize transportation enhancement projects.
- Carry out other bicycle and pedestrian related tasks as requested by the MPO.

MEMBERSHIP

The committee membership shall strive to reflect the larger regional community and include a mix of representatives from the Wausau MPO municipalities as well as from the following areas:

Business Community
Education Community
Recreational interests

Civic/Philanthropic interests
Law Enforcement
Engineering/Consultants

Community seniors
Commuter bicyclists
Recreational bicyclists
Pedestrians

Government officials
Municipal staff
Health Professionals
Regional planning staff

MEETINGS

Bike/Ped. Committee meetings generally take place every fourth Thursday of the month beginning at 6:30 p.m. at the Marathon County River Drive Complex, 210 Building, Wausau, WI 54403. Any change in the meeting date, time, or place will be reflected on the agenda.

All meetings are documented in minutes, with minutes and agendas distributed via mail and e-mail to all Bike/Ped. Committee contact lists. Minutes and agendas are also posted to the Wausau MPO website (www.WausauMPO.org), as well as the Marathon County website at least 10 calendar days prior to the scheduled meeting. The media receive agendas via fax and e-mail.

Involvement in this committee is open to the general public and any individual or organization interested in bicycle and pedestrian issues.

OUTREACH ACTIVITIES & EVALUATION

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

- News Media. Wausau MPO staff distributes committee meeting agendas, public notices, and public announcements via a media fax list maintained by Marathon County and its own e-mail list of media contacts.
- Contact Lists. Wausau MPO staff maintain an extensive list of public participation contacts (e-mail and mail) to include representatives of:
 - Elderly and disabled populations;
 - Transportation providers;
 - Public and private transit
 - Federal, state, regional, & local government agencies;
 - Members of Wausau MPO committees;
 - Special Interests; and
 - Other interested public.
- Website. Wausau MPO staff update the site at www.WausauMPO.org on a regular basis with agendas and minutes from committee meetings, and as the opportunity arises with draft and final plans and programs. The website also serves as a medium by which the public may obtain contact information for comments or questions.

- Public Information Meetings (PIMs), Workshops, & Open Houses. These activities generally take place during plan updates and planning studies. The meetings provide an opportunity for public participation and comment early and throughout the planning process and an opportunity for planning staff to illustrate alternatives and recommendations. The results and comments obtained at these meetings are incorporated into their respective planning documents. All public meetings are held at accessible locations that are served by transit.
- Public Relations Presentations. Wausau MPO staff will upon request present before any school, civic, special interest, neighborhood, or other group to educate the public on Wausau MPO planning functions, plans, programs, and studies.
- Focus Groups. Wausau MPO staff will conduct focus groups, when deemed appropriate, with invited members of project-specific stakeholders during issues identification and other data gathering activities. The results and comments are incorporated into their respective planning documents.
- Surveys. Surveys, which are project-specific, are used extensively by Wausau MPO staff during the updates of plans for data gathering and by consultants during planning studies. The survey process and the survey results are incorporated into their respective planning documents.
- Information Booths/Kiosks. Wausau MPO will set up and maintain information booths or kiosks at locations (i.e. transit center) and special events (i.e. bicycle rodeo, fairs).
- Visualization Techniques. Wausau MPO staff relies heavily on maps, PowerPoint presentations, and display boards to describe LRTPs and TIPS. Graphics to include maps, charts, graphs, and pictures are used extensively within the documents themselves to illustrate relationships, trends, deficiencies, etc. in the existing conditions of our transportation systems and to illustrate recommendations.

Table 1 has been developed to illustrate and describe the elements of each outreach activity or technique. Those elements include:

- Audience (who the activity is meant to reach);
- Solicitation (how we invite participation);
- Distribution (how we disseminate information);
- Use (what purpose(s) the activity serves);
- Updates (when the activity is modified/improved);
- Public Notice and Public Comment Period; and
- Evaluation how activities are tracked over time.

As discussed previously, the results and comments obtained from public information meetings, focus groups, and surveys will be documented and incorporated into their respective planning documents.

Table 1:
Wausau MPO Public Out Reach Activities and Techniques

Activity/Techniques	Audience	Solicitation	Distribution	Use	Updates	Evaluation
News media	Marathon County Media List		Fax, E-mail	Meeting agendas Public meetings/ Announcements Notices, Public Relatiosn	As media contacts change	Number of Publications
Contact lists	Area public participation list	Mail, E-mail	Mail, E-mail, Fax	Meeting agendas Public meetings/ Announcements Notices	During Update of Committee Memberships; when "contact" Returns	Number fo contacts: number fo non-member attendees at committee meetings
Web Site	All Interested parties	MPO Letterhead, documents, Website	Downloadable files (.pdf, .ppt, .xls, doc)	Paperless distribution of plans and programs; Information Source	monthly	Number of site hits/ month; number of downloads/month
Public Information Meeting (PIM)	Public Participation list, Other interested parties	Flyers E-mails, Mail, Fax, website	Mail, E-mail, Web	Throughout planning process (PPP, LRTP, studies	Prior to each meeting	Number of attendees; How did we do? Surveys
Public Relations Presentations	Civic, business, & educational groups	word of mouth	Powerpoints may be posted to web	public relations and general education	based on evaluation	Number of attendees; Number of requests to present, number of presentations given
Focus Groups	Project-specific; i.e. Freight professionals	direct invitation via mail, E-mail, phone	Mail, E-mail	mode-specific issues identification	based on evaluation	number of attendees, How did we do? Surveys
Surveys	project-specific modal users	project-specific (none to committee level)	Mail, E-mail, Web handouts	model plans, LRTP	based on evaluation of survey reponses	Response Rate
Information Booth/ Kiosks	event/facility patrons	registration	Hand outs	Public relations information	when new materials are produced/ obtained	Refill rate; Requests for materials
Visualization Techniques	All audiences		reproduction of maps; powerpoint slide handouts; web	PIMs; Committee meetings; presentations; plan documents	plan & program updates/ amendments	complaints/ compliments received

PUBLIC PARTICIPATION PROCEDURES FOR MPO PLANS & PROGRAMS

LONG RANGE TRANSPORTATION PLAN (LRTP)

UPDATES & AMENDMENTS

The Wausau MPO is required by Federal law to prepare a long-range (20-year) transportation plan every five years. The plan, at a minimum, must address:

- Transportation facilities, including major roadways, transit, multimodal and intermodal facilities, and intermodal connectors
- Bicycle and Pedestrian;
- Environmental mitigation activities;
- Financial plan;
- Operational and management strategies
- Projected Demands (23 CFR 450.322(f));
- Capital investment and other strategies; and
- Transportation and transit enhancement activities.

As the LRTP is being prepared, Wausau MPO staff makes use of all of the outreach activities identified earlier. Each activity and its results are summarized and incorporated into the LRTP as appropriate (either within the body of the LRTP or as an appendix). Public Participation is encouraged throughout the update process at Wausau MPO and technical committee meetings, through comments received at the Wausau MPO office, and at outreach events.

Although a new LRTP is completed only every five years, components of the LRTP, which include modal plans like the Transit Development Program and the Bicycle and Pedestrian Plan, may be completed or amended as needed. These plans serve as stand-alone plans as well as components of the LRTP. Once adopted by the Wausau MPO, stand-alone documents that amend the modal plans or the LRTP will be considered part of the LRTP. During the development of the LRTP, new and amended modal plans will be incorporated into the LRTP either by reference or by content. Amendments to the LRTP may occur when significant changes have been made in Federal transportation law. “Significant” changes include:

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

PUBLIC NOTICE & COMMENT

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

- Publishing the draft plan along with a public notice on the Wausau MPO website at www.WausauMPO.org to begin a 45 calendar day public comment period on the plan document;
- Distributing the public notice via mail and e-mail to all Wausau MPO contact lists;
- Inviting the public, and notifying the media, by meeting agenda to provide public comment at the Wausau MPO meetings that are scheduled to adopt the new or amended LRTP or modal plan. Comments made at the meeting are recorded in the minutes and comments received at the Wausau MPO staff office are read into those minutes.

A summary of the public process and all significant comments will be included as an appendix in the final LRTP.

PUBLICATION

The LRTP and modal plans will be made available in digital format at www.WausauMPO.org and in hardcopy at the Wausau MPO staff office. Hardcopies will be distributed to Wausau MPO member communities, agencies, and other stakeholders by request on a case by case basis. Reasonable requests for alternate formats will be considered and accommodated when possible. Hardcopies of the LRTP may be requested. A fee may be charged, depending on the nature of the request.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Federal law requires the Wausau MPO to develop a four-year transportation improvement program (TIP) that includes:

- A list of proposed federally- or state-funded and regionally significant multi-modal projects to be carried out within the four-year period after the initial adoption of the TIP. All regionally significant projects may not include federal funds, some may be totally funded by local communities;
- A list of “illustrative projects” that are desired but that do not yet have identified funding;
- A prioritization process for allocating funds to competitive federal programs;
- Project descriptions in sufficient detail to identify each project or phase of the project;
- An estimate of total project costs;
- Americans with Disabilities Act (ADA) compatibility, if applicable;
- A financial plan that:
 - Demonstrates how the TIP can be implemented; and
 - Indicates resources from public and private sources that are reasonably expected to be available to carry out the program.

All projects listed must be consistent with the LRTP.

UPDATES & AMENDMENTS

Wausau MPO policy is to update the TIP annually to reflect changes in Wisconsin's federal- and state-funded projects. The TIP includes the state's allocations of Surface Transportation Program (STP)-Urban and Transportation Alternatives funds. Public participation is encouraged throughout the update process at Wausau MPO and technical committee meetings, through comments received at the Wausau MPO office, and at outreach events.

The general update schedule is illustrated in Table 2.

TABLE 2:
GENERAL SCHEDULE FOR TIP REVIEW AND APPROVAL

Activity	Schedule
Solicit transportation projects for TIP project list	June
Prepare draft TIP	July - August
TAC and Wausau MPO review and adopt TIP project list	September
Review draft TIP with FHWA, DOTs, TAC	October
Wausau MPO approves and submits final TIP	November

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

TIP AMENDMENT PROCEDURES

No Amendment is required if:

- Changes to the implementation schedule for projects are within the first four years of the approved TIP.
- Changes in the scope or character of work or project limits remain reasonably consistent with the approved project.
- Changes to the funding sources, categories or amount for a project without changing the scope of work or schedule within the first four years of the TIP.

Minor Amendment is needed if:

- There is an addition of a preservation project to the first four years of the TIP, including advancing a project for implementation from the out-years of the TIP.
- Moving a preservation project out of the first four years of the TIP.
- Changing the scope of a preservation project within the first four years of the TIP such that the current description is no longer reasonably accurate.

- Changes in a project funding that impacts the funding for other projects within the first four years of the TIP forcing any preservation project out of the four-year window.

The Amendment process goes through the MPO committee structure and the WisDOT and FHWA if:

A Major Amendment is need:

- An addition of an expansion project into the first four years of the TIP, including advancing a project for implementation from the out-years of the TIP.
- Moving an expansion project out of the first four years of the TIP.
- Significantly changing the scope of an expansion project within the first four years of the TIP such that the current description is no longer reasonably accurate.
- The addition or deletion of any project that exceeds the lesser of:
 - 10 % of the federal funding programmed for the calendar year or \$1,000,000.

The Amendment process goes through a public involvement opportunity then through the MPO committee structure and the WisDOT and FHWA.

PUBLIC NOTICE & COMMENT

The annual TIP update and TIP amendments initiate a public participation process whereby Wausau MPO staff:

- 1) Publish the TIP update or amendment and a public notice on the Wausau MPO website to begin a 30-day public comment period for amendments, the annual project list, and TIP document.
- 2) Distribute the public notice via mail and e-mail to all Wausau MPO contact lists. Invite the public, and notify the media, by meeting agenda to provide public comment at:
- 3) The Wausau MPO meeting scheduled to approve a TIP Amendment
 - The Wausau MPO meeting scheduled to approve the annual TIP update project list (September).
 - The Wausau MPO meeting scheduled to approve the annual TIP update (November).

Comments made at the meeting are recorded in the minutes and comments received at the Wausau MPO staff office are included in the minutes.

PUBLICATION

A copy of the public notice and all significant comments received will be incorporated into an appendix in the final TIP document. The TIP will be made available in digital format at www.WausauMPO.org and in hardcopy at the Wausau MPO staff office. Hardcopies of the TIP and modal plans will be distributed to Wausau MPO member communities, agencies, and other stakeholders by request on a case by case basis. Reasonable requests for alternate formats will

be considered and accommodated when possible. Hardcopies of the TIP may be requested. A fee may be charged, depending on the nature of the request.

PUBLIC PARTICIPATION PLAN (PPP)

PUBLIC NOTICE & COMMENT

The public notice process for the PPP includes:

- 1) Publishing the PPP document a public notice on the Wausau MPO website at www.WausauMPO.org to begin a 45-day public comment period on the draft plan.
- 2) Distributing the public notice via mail and e-mail to Wausau MPO contact lists.
- 3) Inviting the public, and notifying the media, by meeting agenda to provide public comment at the Wausau MPO meeting scheduled to adopt the PPP. Comments made at the meeting or received at the staff office are recorded in the minutes.

PUBLICATION

The PPP will be made available in digital format at www.WausauMPO.org and in hardcopy at the Wausau MPO staff office. Hardcopies of the PPP will be distributed to Wausau MPO member communities, agencies, and other stakeholders by request on a case by case basis. Reasonable requests for alternate formats will be considered and accommodated when possible. Hardcopies of the PPP may be requested. A fee may be charged depending on the nature of the request.

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

The Wausau MPO maintains a Title VI and Non Discrimination Program / Limited English Proficiency Plan (Title VI Program) in compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related federal regulations.

The Title VI Program assures that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, and income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the Wausau MPO, regardless of whether those programs and activities are federally funded or not.

These regulations also assure that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on the basis of sexual orientation, minority, and low-income status. In addition, that the Wausau MPO will provide meaningful access to services for persons with Limited English Proficiency.

The Wausau MPO Area Title VI and Non-discrimination Program / Limited English Proficiency Plan are inherently related to public participation and is considered part of this PPP by this reference.

UPDATES & AMENDMENTS

The assurances and procedures in the Title VI Program will be evaluated and amended at least every three years. An amendment to the Title VI Program may also occur if a federal regulation regarding non-discrimination or limited English proficiency has been created or modified. In all cases, the public will be invited to provide comment. Public participation is encouraged throughout the update process at Wausau MPO and technical committee meetings, through comments received at the Wausau MPO office, and at outreach events.

PUBLIC NOTICE & COMMENT

The public notice process for the Title VI Program includes:

- 1) Publishing the Title VI Program and a public notice on the Wausau MPO website at www.WausauMPO.org to begin a 45 calendar day public comment period on the draft plan.
- 2) Distributing the public notice via mail and e-mail to Wausau MPO contact lists.
- 3) Inviting the public, and notifying the media, by meeting agenda to provide public comment at the Wausau MPO meeting scheduled to adopt the Title VI Program. Comments made at the meeting or received at the staff office are recorded in the minutes.

PUBLICATION

The Title VI Program will be made available in digital format at www.WausauMPO.org and in hardcopy at the Wausau MPO staff office. Hardcopies of the Title VI Program will be distributed to Wausau MPO member communities, agencies, and other stakeholders by request on a case by case basis. Reasonable requests for alternate formats will be considered and accommodated when possible. Hardcopies of the Title VI Program may be requested. A fee may be charged depending on the nature of the request.

Appendix A

Record of Public Process

Public Notice, Record of Comments

Published July 1, 2014 Wausau Daily
Record Herald

As Published in the Wausau Daily Herald on
July 2, 2014

Public Notice of Availability

Wausau Area Metropolitan Planning Organization

Public Participation Plan
The Marathon County Metropolitan Planning Commission, acting as the Wausau Metropolitan Planning Organization (MPO), is updating its Public Participation Plan (PPP) providing an overview of how the Wausau MPO includes public participation in long and short term transportation planning. The draft PPP is available for public review and comment at the Marathon County Conservation, Planning and Zoning Department, 210 River Drive, Wausau, WI and at www.wausaum-po.org from July 1, 2014 to August 15, 2014.

The Public Participation Plan will be considered at the July 15, 2014 Marathon County Metropolitan Planning Commission meeting. The public will be provided an opportunity to submit written or oral comments at this meeting.

Any person planning to review the document or attend this meeting who needs some type of special accommodation to participate should call the County Clerk's Office at 715-261-1500. Comments regarding the document may be mailed to David Mack at the Wausau MPO office, (Marathon County Conservation, Planning and Zoning Department) 210 River Drive, Wausau, WI 54403, (715) 261-6043, or e-mailed to dave.mack@co.marathon.wi.us.

RUN: July 1, 2014
WNAXLP

Public Notice of Availability
Public Informational Meeting
Wausau Area Metropolitan Planning Organization
Title VI and Non-Discrimination Program/
Limited English Proficiency Plan

A public informational meeting on the draft Title VI and Non-Discrimination Program/Limited English Proficiency Plan (Title VI) for the Marathon County Metropolitan Planning Commission, acting as the Wausau Metropolitan Planning Organization (MPO) will be held July 15, 2014 from 11:00 am to 12:00 pm at the Marathon County Conservation, Planning, and Zoning Department, 210 River Drive, Wausau, WI. The draft Title VI plan is available for public review and comment at the Marathon County Conservation, Planning and Zoning Department, 210 River Drive, Wausau, WI and at www.wausaum-po.org from July 2, 2014 to August 15, 2014.

The Title VI plan will be considered at 2:00 pm meeting of the Marathon County Metropolitan Planning Commission on July 15, 2014. The public will be provided an opportunity to submit written or oral comments at this meeting.

Any person planning to review the document or attend this meeting who needs some type of special accommodation to participate should call the County Clerk's Office at 715-261-1500. Comments regarding the document may be mailed to David Mack at the Wausau MPO office, (Marathon County Conservation, Planning and Zoning Department) 210 River Drive, Wausau, WI 54403, (715) 261-6043, or e-mailed to dave.mack@co.marathon.wi.us.

RUN: July 2, 2014
WNAXLP

Public Comment

No Public Comments were received at the Wausau MPO office or at the July 15, 2014 Public information Meeting.

MARATHON COUNTY METROPOLITAN PLANNING COMMISSION

RESOLUTION # 4-14

RESOLUTION ADOPTING THE

PUBLIC PARTICIPATION PLAN

FOR THE WAUSAU METROPOLITAN AREA

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

WHEREAS, in compliance with Metropolitan Transportation Planning Regulations by the U.S. Department of Transportation, the Marathon County Metropolitan Planning Commission has developed a Public Participation Plan for the Wausau Metropolitan Area; and

WHEREAS, the Public Participation Plan was developed to be consistent with the provisions of the Federal Highway Administration Title 23 Code of Federal Regulations Part 450 (23 CFR 450) and Federal Transit Administration (FTA) 49 CFR 613 as retained and amended in MAP-21; and

WHEREAS, the Public Participation Plan was developed to utilize a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing public involvement in developing metropolitan plans and programs; and

NOW, THEREFORE, BE IT RESOLVED, that the Marathon County Metropolitan Planning Commission approves the Public Participation Plan which will be continually updated and maintained as part of the urban transportation planning process;

BE IT FURTHER RESOLVED, in accordance with 23 CFR 450.334(a), 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:

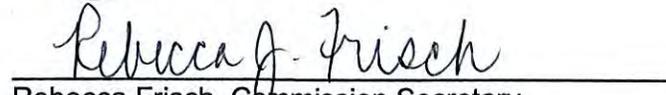
1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;

5. Section 1101(b) of the Moving Ahead for Progress in the 21st Century (MAP-21) (Pub. L. 112-141) 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 certifies that the Public Participation Plan is consistent with the transportation plan for the urban area and recommends that this document be submitted to the appropriate federal and state agencies for approval.

Dated this 19 day of August, 2014.


James Tipple, MPO Chairman
Mayor, City of Wausau


Rebecca Frisch, Commission Secretary
Director, Marathon County Conservation, Planning
and Zoning Department