



JANESVILLE AREA
Metropolitan Planning Organization (MPO)

Public Participation Plan



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



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

REVIEW BY THE TECHNICAL ADVISORY COMMITTEE—OCTOBER 2ND, 2023
APPROVED BY THE POLICY BOARD – OCTOBER 23RD, 2023

PUBLIC PARTICIPATION PLAN

Contacts:

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

Duane Cherek
MPO Director
Phone: (608) 755-3085
E-mail: cherekd@janesvillewi.gov

OR

Karissa Chapman Greer
MPO Coordinator
Phone: (608) 755-3163
Email: chapmank@janesvillewi.gov

At:

Janesville Area Metropolitan Planning Organization
City of Janesville – Planning Division
18 N Jackson St
Janesville, WI 53548

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

www.JanesvilleWI.gov/MPO

Si se necesita informacion en otro idioma de contacto (608) 755-3085

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Why we need a Public Participation Plan

Federal Requirement

In 2015, the US Congress passed the Fixing America's Surface Transportation (FAST) Act which included a provision requiring MPO's to develop a public participation plan. This provision is codified in Title 23 Part 450 of the Code of Federal Regulations ([23 CFR 450](#)). [Section 450.316](#), Interested Parties, Participation, and Consultation, requires MPOs to develop a participation plan in consultation with all interested parties and describe explicit procedures, strategies, and desired outcomes for:

- Providing adequate public notice;
- Providing timely notice and reasonable access to information;
- Employing visualization techniques to describe plans and programs;
- Making public information available in electronically accessible formats;
- Holding public meetings at convenient and accessible locations and times;
- Demonstrating explicit consideration and response to public input;
- Seeking out and considering the needs of those traditionally underserved by existing transportation systems;
- Providing an additional opportunity for public comment if the final metropolitan transportation plan (MTP) or transportation improvement program (TIP) differs significantly from the version made available for public comment;
- Coordinating with statewide processes; and,
- Reviewing the effectiveness of the participation plan.

Purpose for Update

The Janesville Area MPOs Public Participation Plan is a policy document that outlines the Janesville Area MPOs public input opportunities and processes. This plan is updated every five years to incorporate new federal requirements, as applicable, and to update policies as technology changes and internal review of existing policies illuminate the need for adjustment.

This update includes a wholesale rewrite of the previous plan to more closely align Janesville's plan their with MPO peers and with Federal Regulations. As part of internal review MPO staff identified the need to:

- Update definitions and listing of "interested parties"
- Update methodology for determining Environmental Justice Areas
- Update list of "engagement methods" and to add language about the use of virtual public engagement opportunities
- Streamline public participation timelines for plans and programs
- Add language about the use of virtual meetings for voting and non-voting members of MPO committees and boards, as well as for the general public.

Interested Parties, Participation, and Consultation

The Janesville Area MPO strives to provide an inclusive and timely public participation process consistent with the provisions of Federal Highway Administration Title 23 Code of Federal Regulations Part 450 ([23 CFR 450](#)) and Federal Transit Administration (FTA) [49 CFR 613](#) as codified in the FAST Act.

Interested Parties

In response to federal requirements to provide reasonable opportunities for interested parties to be involved in the metropolitan planning process, the Janesville Area MPO has identified several stakeholder groups as important participants in the public participation process for Janesville Area MPO Plans and Programs. Organizations representing these populations are included in the Janesville Area MPO's contact lists.

Minority and Low-Income Populations

According to 2017-2021 Census American Community Survey (ACS) five-year estimates, the minority¹ population within the MPO Planning Area is around 12%, the "low-income" population (i.e., with incomes less than 150% of the federal poverty level²) is around 16%, and 20-30% of the population are non-drivers.

Minority and low-income populations are protected population groups under Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d-1), the President's Executive Order 12898, issued in 1994, entitled "Federal Actions to Address Environmental Justice (EJ) in Minority Populations and Low-Income Populations", and a subsequent U.S. Department of Transportation order. Title VI prohibits discrimination on the basis of race or national origin under any program or activity receiving Federal financial assistance. The EJ Order further amplified Title VI and added low-income populations to the protected list. The MPO maintains a list of organizations representing or working with racial and ethnic minorities.

Limited English Proficient

According to 2017-2021 Census American Community Survey (ACS) five-year estimates, around 1% of the MPO Planning Area population state they speak or understand English less than "very well" and of those, over 85% speak Spanish. The MPO, and JTS, Language Assistance Plan outlines the policies and procedures that will be used to address the needs of LEP persons. This includes provision of interpretive services upon request. The LEP plan is available on the MPO's website as part of the Title VI plan, located in the MPO Document Library at www.janesvillewi.gov/mpo

Title VI of the 1964 Civil Rights Act and Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency", requires any agency that receives federal funds to establish a means of including Limited English Proficiency (LEP) persons in the agency's decision-making processes and ensuring meaningful access to the information and services the agency provides. The Department of Justice has issued guidelines to assist agencies in complying with this requirement. The steps required to

¹Minority Population is defined in *FTA Circular 4702.1B Title VI Requirements*. *Minority* refers to a person who identifies with being American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, or Native Hawaiian or Other Pacific Islander.

² This threshold is consistent with the definition of "low-income" found in 49 U.S.C. 5302 as amended by MAP-21. Low-income as de refers to a person whose median household income is at or below 150% the U.S. Department of Health and Human Services (HHS) poverty guidelines.

ensure “meaningful access” depend upon a number of factors, including the number of LEP persons that may be impacted, the importance of the service provided, and the resources available to the agency.

Elderly, Persons with a Disability, and the Transportation Disadvantaged

Federal Transportation planning regulations require MPO’s to “Seeking out and considering the needs of those traditionally underserved by existing transportation systems.” The Janesville MPO includes the elderly, persons with a disability, and non-drivers as additional target population groups for inclusion in public involvement efforts and for transportation needs assessments. According to 2017-2021 ACS estimates³, 17% (27,054) of Rock County’s population was aged 65 and over; 6% (10,151) were aged 75 and over. These populations are expected to increase substantially, with the over- 65 population increasing by 27% from 17% of the population in 2020 to 23% in 2040⁴. The 2017-2021 ACS⁵ also estimated that 14% (23,121) of Rock County’s non-institutionalized population experienced a disability; 35% of the population 65 or older experience a disability. The Wisconsin Department of Transportation estimates that between 20 and 30% of Janesville’s population are non-drivers⁶, which includes aging adults, students, low-income individuals, those with physical, mental or intellectual/developmental disabilities, and those who prefer not to drive.

Transportation Interests

These stakeholders include public and private agencies representing transit, and freight interests. Organizations representing these interested are included in Janesville Area MPO contact lists, with some represented on Janesville Area MPO committees. The Technical Advisory Committee has members who represent Janesville Area Transit as well as freight rail agencies.

Government Agencies

In order to comply with Federal and State regulations and to be consistent with the planning processes of State and local entities, Janesville Area MPO staff regularly consult with the Wisconsin Department of Transportation (WisDOT), and State offices of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). WisDOT, FHWA, and FTA participate on the Technical Advisory Committee, while WisDOT also participates as a voting member of the Policy Board.

The Bipartisan Infrastructure Law (BIL) passed on 2021 encourages MPO’s to engage officials responsible for housing as part of the planning process. Local housing organizations, including City Housing Officials, will be added to MPO contact lists and consideration will be given for including housing officials as a member of the Technical Advisory Committee.

Other agencies are involved in the transportation planning process during different planning processes, though do not regularly participate in MPO committees. See Appendix E – Environmental Consultation Plan for the full list.

Special Interests

Special-interest groups invited to participate in the transportation planning process include, but are not limited to:

- Local neighborhood and environmental organizations

³ ACS Table S0101

⁴ Data from Wisconsin Department of Health Services <https://www.dhs.wisconsin.gov/publications/p0/p00138a.xls>

⁵ ACS Table S1810

⁶ Information about WisDOT’s Non-Driver Map and Data can be found here <https://wisconsindot.gov/Pages/projects/multimodal/nd.aspx>

- Local School Districts
- Bicycle & Pedestrian Advocates
- Public & Mental Health Organizations
- Local Housing Organizations
- Local Chamber of Commerce and Economic Development Organizations

Included on the Technical Advisory Committee as a voting member is a community-based bicycle and pedestrian advocate. Consideration will be given for including additional officials or organizations as members of the Technical Advisory Committee, particularly groups engaged in housing, health, and equity and justice work.

Other Interested Public

Contact lists of “interested-public” are maintained for the MPO Committees and general outreach. Anyone interested in being added to the contact list for any MPO committees may do so at www.janesvillewi.gov/MPO or by contacting the MPO Staff at (608) 755-3095.

Opportunities for Participation and Consultation

Janesville Area MPO Committee Structures

Janesville Area MPO Policy Board

Work Elements

- Long Range Transportation Plan
- Transportation Improvement Program
- Unified Planning Work Program
- Transit Development Plan
- Public Participation Plan

Membership

The MPO Policy Board is comprised of the seven members of the City of Janesville Common Council, the City of Janesville City Manager, a representative from the City of Milton, a representative from the Wisconsin Department of Transportation District One office, the Chairpersons of the Towns of Harmony, Janesville, LaPrairie, Rock, and Milton, plus a representative of the County of Rock.

Meetings

Regular meetings of the Janesville Area MPO Policy Board are scheduled on an as needed basis. Generally, the Policy Board meets in the Fall to approve the annual UPWP and TIP, and meets in late winter or spring to process amendments to the TIP. Members are notified at least two weeks in advance of the meeting and a public notice including the agenda, time, and location of meeting is printed in the officially designated local newspaper at least one week in advance of the meeting. These meetings are “hybrid” with a virtual option for voting and non-voting members as well as the public.

Technical Advisory Committee (TAC)

Work Elements

- 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 Janesville Area MPO policies, plans, and studies.
- Solicit, evaluate, and prioritize Surface Transportation Block Grant (STBG-Urban) and Carbon Reduction Program projects and local studies.

- Prioritize transportation enhancement projects.
- Serve as technical experts.

Membership

The Technical Advisory Committee is made up of local, state, and federal planning officials and local transportation professionals and representatives. Voting members include representatives from:

- The City of Janesville including the MPO/Planning Director, Public Works Director, Transit Director, Deputy City Manager, City Engineer, and Assistant City Engineer.
- The City of Milton including the Public Works Director and City Administrator.
- Rock County including the Planning Director, Public Works Director, Assistant Public Works Director, and a County Board Supervisor.
- The Town Chairs of the towns of Harmony, Janesville, LaPrairie, Milton, and Rock.
- The Beloit MPO including the MPO Coordinator.
- The Wisconsin Department of Transportation including the Southwest Region Transportation Planner
- The community representing a bicycle and pedestrian advocate.

Meetings

Regular meetings of the Janesville Area MPO Technical Advisory Committee are scheduled on an as needed basis. Generally, the Technical Advisory Committee meets in the Fall to review the annual UPWP and TIP and meets in late winter or spring to review amendments to the TIP. Members are notified at least two weeks in advance of the meeting and a public notice including the agenda, time, and location of meeting is printed in the officially designated local newspaper at least two weeks in advance of the meeting. These meetings are “hybrid” with a virtual option for voting and non-voting members as well as the public.

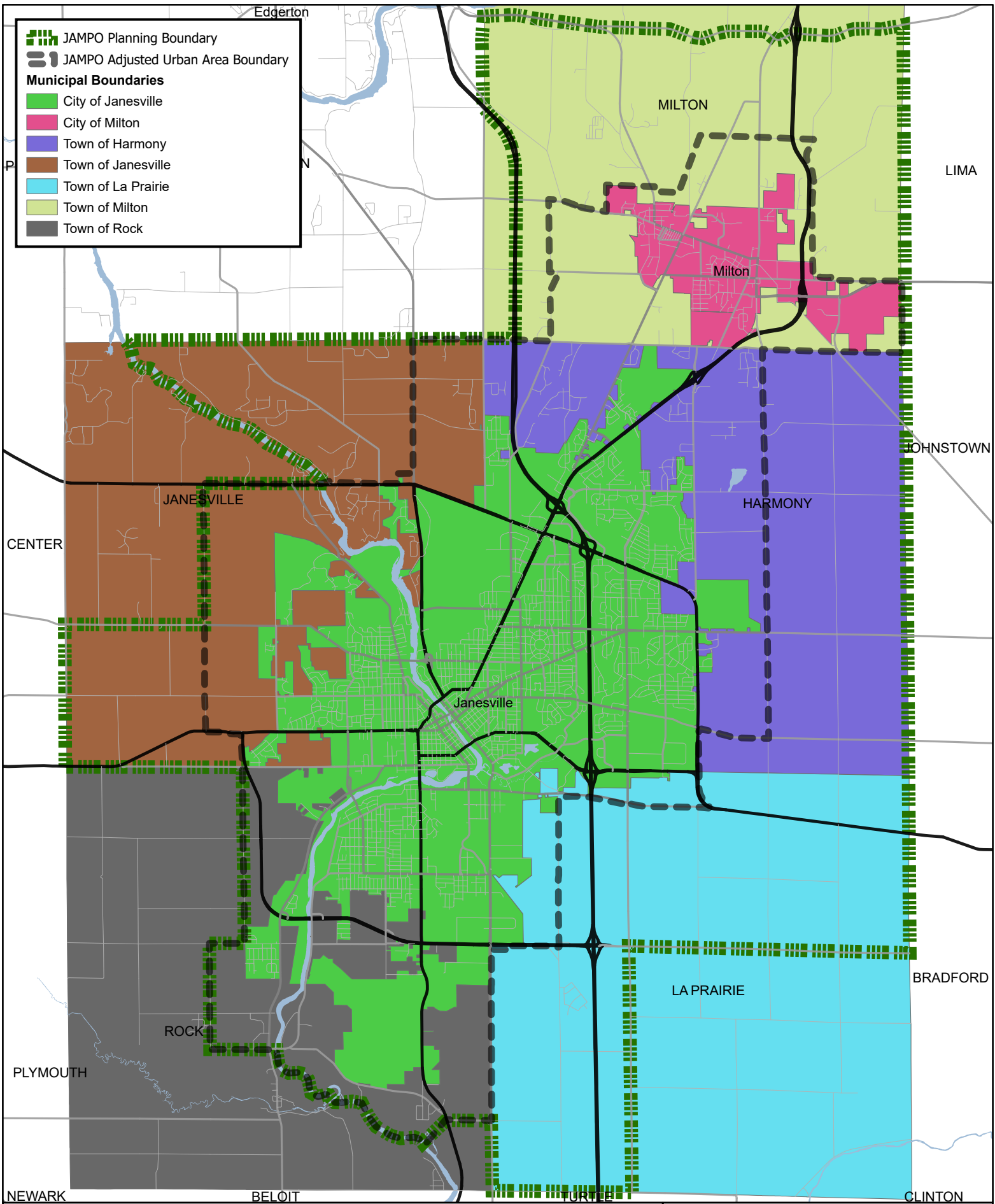
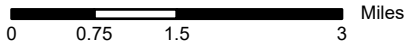


Figure 1 - Janesville Area MPO Planning Area

1/18/2024; D.Salmon, Planning Division
 Y:\Projects\MPO\Boundaries - UAB and MPA\UAB_MPA Edit\UAB_MPA Edit.aprx



JANESVILLE AREA
Metropolitan Planning
Organization

Planning Process for Janesville Area MPO Plans and Programs

Long Range Transportation Plan

The Janesville Area MPO is required by Federal Law to prepare a long-range transportation plan (LRTP), with a minimum 20-year planning horizon, and update this plan every five years. The LRTP must include both long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand ([23 CFR 450.324 \(b\)](#)). The LRTP shall, at a minimum, include⁷:

- The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;
- Existing and proposed transportation facilities (including major roadways, public transportation facilities, intercity bus facilities, multimodal and intermodal facilities, nonmotorized transportation facilities (e.g., pedestrian walkways and bicycle facilities), and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the transportation plan.
- A description of the [performance measures](#) and [performance targets](#) used in assessing the performance of the transportation system in accordance with [§ 450.306\(d\)](#).
- A system performance report and subsequent [updates](#) evaluating the condition and performance of the transportation system with respect to the [performance targets](#) described in [§ 450.306\(d\)](#), including -
- [Operational and management strategies](#) to improve the performance of existing transportation facilities to relieve vehicular [congestion](#) and maximize the safety and mobility of people and goods;
- Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure, provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters. The [metropolitan transportation plan](#) may consider projects and strategies that address areas or corridors where current or projected [congestion](#) threatens the efficient functioning of key elements of the metropolitan area's transportation system.
- Transportation and transit enhancement activities, including [consideration](#) of the role that intercity buses may play in reducing [congestion](#), pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems, including systems that are privately owned and operated, and including transportation alternatives, as defined in [23 U.S.C. 101\(a\)](#), and associated transit improvements, as described in [49 U.S.C. 5302\(a\)](#), as appropriate;
- [Design concept](#) and [design scope](#) descriptions of all existing and proposed transportation facilities in sufficient detail to develop cost estimates;
- A discussion of types of potential [environmental mitigation activities](#) and potential areas to carry out these activities

⁷ [23 CFR 450.324 \(f\)](#)

- A [financial plan](#) that demonstrates how the adopted transportation plan can be implemented and which is fiscally constrained.
- Pedestrian walkway and bicycle transportation facilities in accordance with [23 U.S.C. 217\(g\)](#).

As the LRTP is being prepared, Janesville Area MPO staff use several engagement methods to provide reasonable opportunities for the public to be involved in the planning process. These activities, and their results, are included in the LRTP usually in an appendix. Public participation is encouraged throughout the update process at Janesville Area MPO committee and public information meetings and through outreach activities.

Updates and Amendments

Every five years the LRTP is updated. This update includes the components listed above and may include the results of independent modal plans and studies, such as the Transit Development Plan and Bicycle and Pedestrian Plan. Once approved by the Policy Board, stand-alone plans and studies are incorporated into the LRTP either by reference and/or by inclusion of 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.

Public Notice and Comment

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

- Publishing the draft plan along with a public notice in the Janesville Gazette and on the Janesville Area MPO website at www.janesvillewi.gov/MPO to begin a 30-day public comment period on the plan document.
- Emailing the public notice to all Janesville Area MPO Committee members and interested parties as maintained in a public notice distribution list.
- Email agenda and materials to public notice distribution list two weeks in advance of TAC and PB meetings.

The public comment period ends the day before the Janesville Area MPO TAC meeting. The TAC considers comments received during the comment period and any comments offered at the TAC meeting before acting on a recommendation to the Policy Board. The Policy Board at its meeting considers the TAC recommendation to the Policy Board before making a final approval. Significant comments received by staff during the review period are documented and included in an appendix. An additional 30-day public comment period will be provided in cases where the final LRTP differs significantly from the version that was made available for public comment and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.

Publication

The LRTP, and other modal plans and studies, will be made available in digital format at www.janesvillewi.gov/MPO and in hardcopy at the Janesville Area MPO office, the Hedberg Library in Janesville, and Milton Library. Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities with resource constraints.

Transportation Improvement Program

As required by [23 CFR 450.326](#), the Janesville Area MPO develops a four-year TIP that reflects the investment priorities established in the current Long-Range Transportation Plan and shall include:

- A description of the anticipated effect of the TIP toward achieving the performance targets identified in the Long-Range Transportation Plan and linking investment priorities to those performance targets.
- Capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the metropolitan planning area proposed for funding under [23 U.S.C.](#) and [49 U.S.C. Chapter 53](#).
 - Projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the applicable classifications under [23 CFR 771.117\(c\)](#) and (d) and/or [40 CFR part 93](#).
- All [regionally significant projects](#) requiring an action by the FHWA or the FTA regardless of funding source.
- For each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction) the following: Sufficient descriptive material (*i.e.*, type of work, termini, and length) to identify the project or phase, estimated total project cost, which may extend beyond the 4 years of the TIP, the amount of Federal funds proposed to be obligated during each program year for the project or phase, and identification of the agencies responsible for carrying out the project or phase.
- A [financial plan](#) that demonstrates how the approved TIP can be implemented, indicates resources from public and private sources that are reasonably expected to be made available to carry out the TIP, and recommends any additional financing strategies for needed projects and programs

The TIP will also include the criteria and process for prioritizing Surface Transportation Block Grant Program-Urban (STBG-U) projects included in the TIP and any changes in priorities from previous TIPs.

The Janesville Area MPO includes a list of “illustrative projects” that are desired but do not yet have identified funding, or, for informational purposes, projects that are occurring near to the MPA but are not included in the fiscally constrained portion of the TIP.

Updates and Amendments

The Janesville Area MPO updates the TIP annually to reflect changes in Wisconsin Federal- and State-funded projects. Public input is encouraged during the update process at Janesville Area MPO technical advisory committee meetings, through comments received at the Janesville Area MPO, and at outreach events.

The general update schedule is illustrated in Table 1.

Table 1: General Schedule for TIP Preparation, Review, and Approval

Activity	Schedule
Project Solicitation	May-June
Draft TIP Creation	June-August
TIP Public Involvement and WisDOT draft review	August-September
MPO Policy Board action on final TIP	September-October
Adopted TIP and approval materials submitted to WisDOT	November 1 st
Federal review and action	November
Incorporation into next year's draft STIP by WisDOT	December
Approved by reference in the federally approved STIP	January

Revisions to the TIP may occur between the annual updates. Revisions include administrative modifications and amendments.

Administrative modifications are revisions to the TIP that do not warrant public participation, committee review and action, or re-demonstration of fiscal constraint. This includes:

- Changing the implementation schedule for a project within the TIP's four-year program window.
- Changing the character of work or project limits while remaining reasonably consistent with an approved project.
- Changing source (federal, state, or local), category, or amount of funding for a project without changing the scope of work or schedule of any other project within the TIP's four-year program window.
- Changing the total cost of a project by less than 10 percent.
- Correction of minor inadvertent typographical errors or omissions.

When an administrative modification is made by MPO staff, the updated document is reposted to the MPO webpage and notice of the revision is communicated to WisDOT, FTA, FHWA, TAC, and Policy Board.

Amendments are a revision to a TIP that involves a change significant enough to require public review and comment, committee review and action, and re-demonstration of fiscal constraint. Amendments are processed through the Technical Advisory Committee, with a review of the amendment and a recommendation for action to the Policy Board, and the Policy Board, who approves the amendment by resolution. A 15-day public comment period is required prior to Policy Board action. Upon approval by the Policy Board, MPO staff forward the amendment to WisDOT, FHWA, and FTA for review and to receive approval from the Wisconsin Governor ([23 CFR 450.326 \(a\)](#)). Amendments include:

- Transit projects that include the addition or deletion of a programmed project, changes to a programmed project's program year or funding source, or a major change in project scope or cost.
- Adding or deleting a project.
- Advancing a project for implementation within the first four years of the TIP from the out years of the TIP or from the illustrative list.
- Moving a project out of the first four years of the TIP.
- Changing the character of work or the project limits of a project within the first four years of the TIP such that the current description is no longer reasonably accurate.
- Changing project funding that impacts funding for other projects, forcing any project out of the first four years of the TIP.
- Changing the total cost of a project by 10 percent or more or \$1,000,000.

Public Notice and Comment

The annual TIP update and TIP amendments initiate a public input process whereby Janesville Area MPO staff:

- Publish the annual TIP update document, TIP amendment, and/or TIP project list on the Janesville Area MPO website, and publish a notice in the local paper of record to begin a 15-day public comment period.
- Email a notice of TIP amendments to all committee members and interested parties as maintained in a public notice distribution list.
- Publish a notice in the local paper of record two weeks in advance of the Technical Advisory Committee and Policy Board meetings where action on the annual TIP, and amendments to the TIP take place.
- Email agenda and materials to public notice distribution list two weeks in advance of TAC and PB meetings.

The public comment period ends the day before the Janesville Area MPO TAC meeting. The TAC considers comments received during the comment period and any comments offered at the TAC meeting before acting on a recommendation to the Policy Board. The Policy Board at its meeting considers the TAC recommendation to the Policy Board before making a final approval. Significant comments received by staff during the review period are documented and included in an appendix. An additional 15-day public comment period will be provided in cases where the final LRTP differs significantly from the version that was made available for public comment and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.

Public Transit Operating Assistance (Section 5307 and Section 5310)

The Janesville Area MPO provides public notice and an opportunity for public comment for the Urbanized Area Formula Program (Section 5307) and the Enhanced Mobility of Seniors & Individuals with Disabilities Program (Section 5310) that is available for transit operating assistance.

The public notice and comment period is the same as identified above for the Annual TIP and TIP Amendment process and meets the requirements of [49 U.S. Code 5307](#) for the Janesville Transit System and of [49 U.S. Code 5310](#) for other transit providers in Rock County.

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.janesvillewi.gov/MPO and in hardcopy at the Janesville Area MPO office, the Hedberg Library in Janesville, and Milton Library. Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities with resource constraints.

Public Participation Plan

Updates and 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. The public is welcome and encouraged to comment during all plan amendments, including at TAC and PB meetings as well as virtually at www.janesvillewi.gov/MPO.

Public Notice and Comment:

- Publishing the draft plan along with a public notice in the local paper of record and on the Janesville Area MPO website at www.janesvillewi.gov/MPO to begin a 45-day public comment period on the plan document.
- Emailing the public notice to all Janesville Area MPO Committee members and interested parties as maintained in a public notice distribution list.
- Email agenda and materials to public notice distribution list two weeks in advance of TAC and PB meetings.

The public comment period ends the day before the Janesville Area MPO TAC meeting.. The TAC considers comments received during the comment period and any comments offered at the TAC meeting before acting on a recommendation to the Policy Board. The Policy Board at its meeting considers the TAC recommendation to the Policy Board before making a final approval. Significant comments received by staff during the review period are documented and included in an appendix. An additional 45-day public comment period will be provided in cases where the final PPP differs significantly from the version that was made available for public comment and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.

Publication

The PPP will be made available in digital format at www.janesvillewi.gov/MPO and in hardcopy at the Janesville Area MPO office, the Hedberg Library in Janesville, and Milton Library. Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities with resource constraints.

Unified Planning Work Program

The Janesville Area MPO UPWP is an annual program of MPO Staff activities. The work program is developed with the input of member municipalities, partner agencies, transit providers, and other interested stakeholders. Review and discussion of the draft Work Program occurs at the fall Technical Advisory Committee before review and approval by the Policy Board. A mid-year and annual review of MPO activities occurs with partner agencies.

Updates and Amendments

The Janesville Area MPO updates the UPWP annually. Public input is encouraged during the update process at Janesville Area MPO technical advisory committee meetings, through comments received at the Janesville Area MPO website, and at outreach events.

Public Notice and Comment

The annual UPWP update and UPWP amendments initiate a public input process whereby Janesville Area MPO staff:

- Publish the annual UPWP update document, and UPWP amendment on the Janesville Area MPO website, and publish a notice in the local paper of record to begin a 15-day public comment period.
- Email a notice of TIP amendments to all committee members and interested parties as maintained in a public notice distribution list.

- Publish a notice in the local paper of record two weeks in advance of the Technical Advisory Committee and Policy Board meetings where action on the annual UPWP, and/or amendments to the UPWP, take place.
- Email agenda and materials to public notice distribution list two weeks in advance of TAC and PB meetings.

The public comment period ends the day before the Janesville Area MPO TAC meeting. The TAC considers comments received during the comment period and any comments offered at the TAC meeting before acting on a recommendation to the Policy Board. The Policy Board at its meeting considers the TAC recommendation to the Policy Board before making a final approval. Significant comments received by staff during the review period are documented and included in an appendix. An additional 15-day public comment period will be provided in cases where the final UPWP differs significantly from the version that was made available for public comment and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.

Publication

The UPWP will be made available in digital format at www.janesvillewi.gov/MPO. Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities with resource constraints.

Other Plans, and Studies

Corridor, and Modal, Plans and Studies

Modal plans, including but not limited to the Janesville Transit System Transit Development Plan, Bicycle and Pedestrian Plan, and Rock County Coordinated Public Transit – Human Services Transportation Plan, involve substantive public involvement during the planning process and do not have the same requirements as do the LRTP, TIP, and PPP. They will however follow a similar public notice and comment period for review of draft plans prior to action by the Policy Board to adopt. Opportunities for the public to review draft plans will be communicated via public notice to local media, public notice at www.janesvillewi.gov/MPO, and through email notice to contact lists maintained by the MPO. The public is always welcome to provide comment at TAC and PB meetings.

Studies are completed to provide technical information related to existing conditions or to determine the feasibility of a potential future investment. The outcome of studies often involves inclusion of a project in the LRTP or TIP and does not undergo a formal comment period. If a study does involve public engagement, the opportunity will be communicated via public notice to local media, at www.janesvillewi.gov/MPO, and through email notice to contact lists maintained by the MPO. Studies and results are presented to the TAC and PB for information and discussion only and notice is included in the meeting agenda.

Rock County Coordinated Public Transit – Human Service Transportation Plan (PTHSTP)

Federal law requires projects selected for funding under the Section 5310 program be included in a locally developed, coordinated public transit-human services transportation plan. The plan must be developed and approved through a process that includes participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public. The Rock County Transportation Coordinating Committee consists of representatives from the above stated groups and is responsible for developing, approving, and implementing the PTHSTP in Rock County.

Updates and Amendments

The PTHSTP is updated at least every five years. Public input is encouraged during the update process at Rock County Transportation Coordinating Committee meetings, through comments received at the Janesville Area MPO website, and at outreach events.

Public Notice and Comment

The PTHSP update initiates a public input process whereby Rock County staff:

- Publish the draft PTHSTP on the Rock County ADRC Website, and publish a notice in the local paper of record to begin a 14-day public comment period.
- Email a notice of public comment to all committee members and interested parties as maintained in a public notice distribution list.
- Email agenda and materials to public notice distribution list two weeks in advance of TCC meetings where action to adopt the plan will be taken.

The public comment period ends one week before the Transportation Coordinating Committee meeting. The TCC considers comments received during the comment period and any comments offered at Rock County Committee meetings before the Rock County Board takes action on adopting the plan. Significant comments received by staff during the review period are documented and included in an appendix.

Publication

The PTHSTP will be made available in digital format at <https://www.co.rock.wi.us/departments/human-services/adrc>. Hardcopies and alternate formats will be considered upon request and accommodated to the best of staff abilities with resource constraints.

Title VI Program

The Title VI program was created through the Civil Rights Act of 1964 to ensure that no person or groups of persons in the United States shall, on the basis 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 Janesville Area MPO, regardless of whether those programs and activities are federally funded or not. The program also ensures meaningful access to services for persons with limited-English proficiency.

The Title VI program is required to be updated every three years and establishes the policies and procedures necessary to ensure a non-discriminatory planning process for minority and limited-English proficient persons to participate in Janesville Area MPO plans and programs. The program includes a process for filing a complaint if a member of the public feels the Janesville Area MPO has engaged in discrimination. The Title VI program is subject to partner agency review to ensure the program is compliant with federal regulations. A 30-day public notice and comment period will take place prior to Policy Board action on the Title VI program. In general, public comment is allowed through the Janesville Area MPO website and committee structure. The Title VI Program will be made available in digital format at www.janesvillewi.gov/MPO.

Public Involvement Methods

The Janesville Area MPO uses a range of public participation methods throughout the course of preparing the plans, programs, and studies within the MPO's purview and is constantly striving to improve upon how we engage with the public. The International Association for Public Participation is a leader in public participation and has developed a spectrum of public participation which serves to guide

best practice for public participation⁸. This spectrum is presented below and is used to assess the various methods used by the MPO.

Figure 2 – IAP2 Spectrum of Public Participation

The diagram shows a spectrum of public participation levels from left to right, indicated by a red arrow at the top labeled "INCREASING IMPACT ON THE DECISION". The spectrum consists of five levels: INFORM, CONSULT, INVOLVE, COLLABORATE, and EMPOWER. Below these levels is a table with two rows: "PUBLIC PARTICIPATION GOAL" and "PROMISE TO THE PUBLIC".

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Methods

MPO Website: www.janesvillewi.gov/MPO

The Janesville Area MPO website provides up-to-date information on the following:

- Meeting schedules, agendas, minutes, and other important notices
- An MPO Document library containing current and past plans, programs, projects, studies, and publications
- Links to the [Janesville Area MPO ESRI Hub Site](#) which includes engagement webpages, a dashboard of Performance Measures, a story map of the Long-Range Transportation Plan, and a map including projects included in the most current version of the TIP.

The website is used both as a communication tool and as an avenue for receiving public input during the transportation planning and programming processes.

⁸ Due to myriad federal and state rules, and the nature of MPO’s being a public body made up of representatives from local governments rather than elected representatives from the community, not all of the goals on this spectrum are realistic for the type of plans, programs, and studies the MPO undertakes. With that said, the MPO aspires to be provide a best practice participation process, and strives to innovate and improve the public participation process in ways that align with the structure of the MPO.

Email Notifications

MPO staff maintain a database of interested parties and contacts, including a public notice distribution list, which serves as the foundation of e-mail and mailing lists. Email is the preferred communication method by the MPO in order to assure immediate receipt and to conserve materials, staff time, and postage costs. Efforts will be made to continue to build upon the MPO's current e-mail and mailing lists, to reach as many people as possible, including under-served populations. The MPO's e-mail and mailing lists include stakeholders identified in the "Interested Parties" section above. The mail and e-mail lists will be used to announce upcoming meetings, distribute public informational materials, provide information about the MPO's activities, and may be used for questionnaires/surveys and flyers. Anyone wishing to be added to the email distribution list may do so at www.janesvillewi.gov/MPO or by contacting the MPO Staff at (608) 755-3095.

Community Engagement Forums & Open Houses

Community Engagement Forums (CEF), and Open Houses, are held during the development of plans, such as the Long-Range Transportation Plan and Transit Development Plan, and during the planning and design phase of roadway and corridor improvement projects. At these forums, the public has the opportunity to provide input and feedback in broad ways as well as in response to specific needs. The meeting time and place for CEF's and open houses are shared via press release, public notice, social media, and to the MPO's email distribution list.

Committee Meetings

All meetings of the Janesville Area MPO Technical Advisory Committee and Policy Board are "hybrid" meetings held both in person and virtually to provide better opportunities for agency members and transportation disadvantaged persons to participate. Each meeting provides opportunities for interested parties, including the public, to provide on the record comments and testimony on issues before the MPO. Participants may also submit written comments as part of the public notice and comment process. As outlined in the "Planning Process for Janesville Area MPO Plans and Programs" section above, public notice and comment is a required component before the formal adoption of many MPO plans and programs.

Visualization Techniques, Fact Sheets, and Informational Brochures

The MPO utilizes a number of visual techniques including GIS Maps, ESRI Storymaps, Dashboards with graphs, tables, and maps, Social Pinpoint engagement webpages, and others, to provide easily digestible formats. On occasion, the MPO creates fact sheets and informational brochures to provide easily digestible formats of plans, programs, and other relevant information.

Media Outreach

Various media strategies will be employed to generate public interest and disseminate information as widely as possible. These may include press releases to local media, targeted outreach to spur interviews, and use of City of Janesville Social Media channels to share information about planning efforts, surveys, and other information relevant to the public.

Presentations to Civic Groups, and Organizations

Presentations will be given to, or meetings held, with organizational groups and associations, upon request. These presentations may focus on specific planning initiatives, or be more general and educational in nature, depending upon the nature of the request. In addition, those groups and associations that have newsletters will be identified, and announcements and information sent to them to expand the impact of the MPO's communication outreach efforts.

Community Event Tabling & Information Booths

The Janesville Area has numerous festivals, markets, and community events happening all year round. These events are a great opportunity to interact with residents, allowing the MPO to meet the community where they are at. Booths may include informational handouts and interactive activities.

Surveys

Surveys will be considered when specific input from the public is desired. Surveys can be used to assist in making decisions that reflect the values, priorities, and desires of area residents. These will typically be online surveys, with paper surveys and other methods considered as needed or requested.

Table 2 shows the full suite of public engagement methods used for MPO plans, programs, and studies. The methods listed in the table are based upon methods used for each of the MPO's planning efforts in the past, or planned strategies for upcoming planning processes. The methods listed in the table above are subject to change based on best practices and the evaluation of the methods moving forward. Other plans or projects that the MPO may be involved in that are not listed here will use a variety of the listed public participation methods as appropriate.

Table 2: Public Engagement Methods by MPO Planning Process

Public Engagement Methods	General MPO Outreach	LRTP	TIP	UPWP	PPP	Title VI & EJ	Coordinated Plan	TDP	Other Plans and Studies
MPO Website(s)	●	●	●	●	●	●	●	●	●
Email Notifications	●	●	●	●	●	○	○	○	○
Community Engagement Forums & Open Houses	○	●						●	○
Committee Meetings	●	●	●	●	●	●	●	●	●
Visualization Techniques, Fact Sheets, and Informational Brochures	●	●	○				○	●	○
Media Outreach	●	●						○	○
Presentations to Civic Groups, and Organizations	○	○						○	○
Community Event Tabling & Information Booths	○	○						○	○
Surveys	○	●						●	○
Update Schedule	Continuous	5 Years	Annually	Annually	5 Years	3 Years	5 Years	5 Years	Periodically
Public Comment Period	N/A	30 Days	15 Days	15 Days	45 Days	30 Days	14 Days	30 Days	N/A

● Primary Method

○ Supplemental Method (Based on need and request)

LRTP – Long Range Transportation Plan; **TIP** – Transportation Improvement Program; **UPWP** – Unified Planning Work Program; **PPP** – Public Participation Plan; **EJ** – Environmental Justice; **Coordinated Plan** – Coordinated Public Transit-Human Services Plan; **TDP** – Transit Development Plan

Evaluation of Engagement Methods

Table 3 is an evaluation matrix of engagement methods, their frequency of use, and their relative success and challenges in engaging the public in Janesville Area MPO plans, studies, and programs.

Table 3: Evaluation Matrix of Engagement Methods (table)

Engagement Method	Frequency of Use	Success Rank	IAP2 Spectrum of Public Participation	Pros/Cons	How to Improve
MPO Website(s)	Ongoing	Good	Inform, Consult	Information rich/Moderate administrative burden to keep hub site updated; accessibility may be a challenge	Simplify primary use of each site and limit information hosted on sites; Continue to work and accessibility and visualizations
Email Notifications	Monthly	Fair to Good	Inform	Good Contacts for agencies/Distribution list remains underdeveloped for under-represented groups, public members, and “interested parties”	Seek out community-based organizations; participate in more community events and collect more emails
Community Engagement Forums and Open Houses	During Plan development and updates	Fair	Inform, Consult, Involve	Poor to fair attendance	Better targeted marketing; offer virtual participation options
Committee Meetings	Quarterly	Fair to Good	Inform, Consult, Involve	Hybrid option for members has increased participation/achieving quorum remains a challenge; poor attendance from public or “interested parties”	Continue to offer hybrid option; expand email distribution list; seek out new member community-based organizations
Visualization Techniques, Fact Sheets, and Informational Brochures	Ongoing	Good	Inform	ESRI Webmap and Storymaps have made information more accessible/information remains very technical and static	Develop more fact sheets for the public; continue to improve accessibility of websites
Media Outreach	Quarterly; during plan development and updates	Good	Inform	Media does not often cover regular functions of MPO; will cover controversial issues	Develop press releases to supplement public notices
Presentations to Civic Groups, and Organizations	When requested	Poor	Inform	Rarely get invitations; City Public Works often handle these rather than MPO	Develop a set of presentation materials; market opportunity to present

Community Event Tabling & Information Booths	At special events	Poor	Inform, Consult	No standing practice to attend regular events	Need to develop displays, engagement activities, and materials for events
Surveys	During plan/study development and updates	Very Good	Inform, Consult	Many surveys have a high-response rate/need to be creative in reaching under-represented groups	Continue to grow email distribution lists; consider on the ground efforts to reach under-represented groups

Table 4: Assessment of requirements under 23 CFR 450.316

Requirements	Pages where addressed
Providing adequate public notice	1, 4, 5, 8-15
Providing timely notice and reasonable access to information	1, 4, 5, 8-15, 16
Employing visualization techniques to describe plans and programs	16-17
Making public information available in electronically accessible formats	16-17
Holding public meetings at convenient and accessible locations and times	4-5
Demonstrating explicit consideration and response to public input	8-15
Seeking out and considered the needs of those traditionally underserved by existing transportation systems	2-4
Providing an additional opportunity for public comment if the final LRTP or TIP differs significantly from the version made available for public comment	8, 11
Coordinating with statewide processes	3
Reviewing the effectiveness of the participation plan	19-20

Attendance at Janesville Area MPO Meetings

During 2020 and 2021, the COVID-19 pandemic had a profound impact on the standard operations of local governments. The Janesville Area MPO began to utilize virtual meetings through the Microsoft Teams platform, and has continued to offer hybrid virtual and in-person meetings for voting and non-voting members of committees as well as the public. The virtual component has made attending meetings more convenient and helped to assist in achieving quorum when some members are unavailable to attend meetings. The Janesville Area MPO will continue to use a hybrid meeting for the foreseeable future.

Participation by Persons from Disadvantaged and Underserved Communities

Participation by stakeholders from underserved communities at committee meetings continues to be low. Janesville Area MPO Staff will continue to expand the email distribution list and will seek to use more targeted outreach efforts.

Complying with Title II of the Americans with Disabilities Act

The Janesville Area MPO is administered by the City of Janesville and follows the established policies and procedures of the City. Efforts will be made to improve the accessibility of the Janesville Area MPO's website.

Appendix A: Non-Discrimination Statements and Protections Compliance with the Americans with Disabilities Act

Notice Under the Americans with Disabilities Act

CITY OF JANESVILLE

AMERICANS WITH DISABILITIES ACT NOTICE

TITLE I AND TITLE II

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Janesville will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of Janesville does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: The City of Janesville will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Janesville’s programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The City of Janesville will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City of Janesville offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Janesville, should contact the City Clerk-Treasurer’s Office at (608) 755-3070, TDD (608) 755-3190, as soon as possible but no later than two (2) business days before the scheduled event.

The ADA does not require the City of Janesville to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Hiring & Employment Practices (Title I)	Accessibility, Programs, Services (Title II)
Complaints on the basis of disability in the City of Janesville hiring or employment practices should be directed to:	Complaints that a program, service, or activity of the City of Janesville is not accessible to persons with disabilities should be directed to:
Tara Semenchuk, ADA Coordinator, Title I Assistant Human Resources Director City of Janesville 18 North Jackson Street P. O. Box 5005 Janesville, WI 53547-5005	Jay Yunker, ADA Coordinator, Title II Building Director City of Janesville 18 North Jackson Street P. O. Box 5005 Janesville, WI 53547-5005

The City of Janesville will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. To make a request, please contact the City Clerk-Treasurer's Office at (608) 755-3000, TTY (608) 755-3000, or 18 N. Jackson Street P.O. Box 5005 Janesville, Wisconsin 53547-5005.

City of Janesville Administrative Policy under the Americans with Disabilities Act

Date Issued: 12/30/1997

Revised Date: 10/16/2018

Effective Date 12/30/97

STATEMENT OF POLICY

It is the policy of the City of Janesville to ensure that all citizens have an equal opportunity to participate in and receive the benefits of the services, programs, or activities of the City. This will be done in the most integrated setting appropriate to the needs of the qualified individual with a disability. Only where it is absolutely necessary will the City provide services, programs, or activities separately to persons with disabilities. No qualified individual with a disability shall, on the basis of said disability, be screened out of a service, program or activity. Nor, shall any individual be excluded from participation in or denied the benefits of said services, programs or activities, because of their disability.

COMMUNICATIONS

The City must not only provide its programs and services in a non-discriminatory manner, it must also inform the public and employees that it does so. Information should be provided at the time of any improvement in serving individuals with disabilities, as well as on an ongoing basis.

The following steps should be taken to improve general communications with the public and employees.

1. Auxiliary Aids

Auxiliary aids for the hearing and visually impaired should be made available upon request. Such aids could include written, brailled, or taped materials; readers; or sign language interpreters. Requests for such aids should be made to the City Clerk-Treasurer's Office two (2) business days before they are needed to allow time for the necessary arrangements to be made.

2. Public Notices and Written Materials

- a. Include a statement in written materials and publicity releases that the City does not discriminate on the basis of handicapped status. This should appear on brochures, fact sheets, plan documents, and other materials prepared for public dissemination. The following statement is appropriate.

"The City of Janesville advises the public, employees, and job applicants that it does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in, its programs and activities."

- b. Written materials that include a phone number should also include the telecommunications device for the deaf (TDD) phone number (608) 755-3190.
- c. In order to reach both hearing-impaired and visually impaired, all public notices should be sent to all media - radio, newspaper, and television (when available).
- d. Public notices should include notification to the public that auxiliary aids will be made available to allow the hearing-impaired or visually-impaired to participate in the public meeting. The following statement would be appropriate: "If you need an interpreter, materials in alternate formats or other accommodations, please contact the office of the City Clerk- Treasurer's Office at (608) 755-3070, TDD (608) 755-3190 at least two (2) business days prior to the meeting so that proper arrangements can be made."

ACCESSIBLE MEETING LOCATIONS

All public meetings, including public information meetings, should be held in physically accessible locations. City Hall is considered a physically accessible location. When a meeting outside of City Hall is being scheduled, staff should make sure that the location chosen is physically accessible.

COMPLAINT RESOLUTION PROCEDURE

This Complaint Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging employment discrimination on the basis of disability.

The complaint should be submitted in writing by the complainant or his/her designee and contain information about the alleged discrimination such as, name, address, phone number of complainant, and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

Step 1

The complaint should be submitted in writing by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Hiring & Employment Practices (Title I)	Accessibility, Programs, Services (Title II)
Complaints on the basis of disability in the City of Janesville hiring or employment practices should be directed to:	Complaints that a program, service, or activity of the City of Janesville is not accessible to persons with disabilities should be directed to:
Tara Semenchuk, ADA Coordinator, Title I Assistant Human Resources Director City of Janesville 18 North Jackson Street P. O. Box 5005 Janesville, WI 53547-5005	Jay Yunker, ADA Coordinator, Title II Building Director City of Janesville 18 North Jackson Street P. O. Box 5005 Janesville, WI 53547-5005

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee, will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee, will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The response will explain the position of the City of Janesville and offer options for substantive resolution of the complaint.

Step 2

If the response by the ADA Coordinator or his/her designee, does not satisfactorily resolve the issue, the complainant and/or his/her designee, may appeal the decision within 15 calendar days after receipt of the response to the City Manager or his/her designee.

Within 15 calendar days after receipt of the appeal, the City Manager, or his/her designee, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager, or his/her designee, will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint. The City Manager's decision is final.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the City Manager, or his/her designee, and responses from these two offices will be retained by the City of Janesville indefinitely.

The right of an individual to a prompt and equitable resolution of the complaint filed with the City shall not be impaired by the individual's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency.

SELF EVALUATION

The City is required to conduct a **self-evaluation**, which includes a comprehensive review of current policies and practices (formal written policies and procedures and actual operating practices). Any policy or practice that does not comply with the requirements of Title II must be identified and modified to bring the policy or practice into compliance. The Moving forward, the City will address substitutive changes or modifications to policies and practices or the addition of new policies and practices. Individuals must be provided the opportunity to submit comments pertaining to the City's effort.

TRANSITION PLAN

When structural modifications to facilities are necessary to make a program, service, or activity accessible to people with disabilities, the City of Janesville is required to develop a facility transition plan which include:

- The physical barriers which limit access to and use of the programs, services, and activities for people with disabilities, including communications features which are structural in nature;
- A detailed description of how the City plans to make the facilities accessible;
- The schedule for barrier removal;
- A yearly schedule, if the transition plan is more than one year long; and
- The name of the individual who is responsible for implementing the transition plan;

The City is required to maintain in operable working condition those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities. This includes locked accessible doors, elevators, accessible routes which are obstructed by parked cars or furniture, and complaint signage which is obstructed from vision and touch.

The City will develop a transition plan for any future modifications to current City facilities that were originally grandfathered by the ADA in regard to facility and program accessibility compliance. Moving forward, transition plans will also be developed for newly purchased facilities that do not meet ADA Title II requirements.

Compliance with Title VI of the Civil Rights Act of 1964

Please see the Janesville Area MPO and Janesville Transit System [Title VI Non-Discrimination Program and Limited-English Proficiency Plan](#) for all Title VI Policies and Procedures located in the MPO Document Library at www.janesvillewi.gov/MPO.

Appendix B: Identifying Disadvantaged Populations and Underserved Communities

Planning agencies often display different EJ population data separately, either by showing available race, income, and other measures overlaid on a single map or individually across a series of maps. This is how the MPO has mapped EJ populations in the past. It is difficult, however, for readers to discern the highest priority EJ areas when viewing several different types of demographic information. In order to simplify EJ analysis, the MPO has defined a set of EJ Priority Areas based on the concentration of low-income and racial/ethnic minority residents. While these two measures do not encompass the full range of potential EJ populations, they include the largest EJ categories and data about minority and low-income populations is widely available and relatively reliable. Furthermore, there is a high degree of correlation between minority and low-income populations and other EJ indicators, including Limited English Proficient (LEP) and zero-car households, so the EJ Priority Areas correspond to concentrations of those populations as well.

The MPO's EJ Priority Areas were first identified based on their concentration of minority (non-White and/or Hispanic) and low-income residents (those with household incomes below 150% of the federal poverty level). Each 2010 block group in the MPO area received an EJ index score of up to 8 points; block groups could receive up to 4 points each for their concentration of minority and low-income residents, according to the scoring system below.

Minority Score: Points were awarded based on percentage of minority (Hispanic and/or non-white) residents in 2020 Census block group based on 2020 US Census data. Scores were assigned as follows: 18.5%-24.8% (1.5-2x MPO Area Average) = 2 pts; 24.9-30.9% (2-2.5x MPO Average) = 3 pts; 31.0%+ (>2.5x MPO Average) = 4 pts.

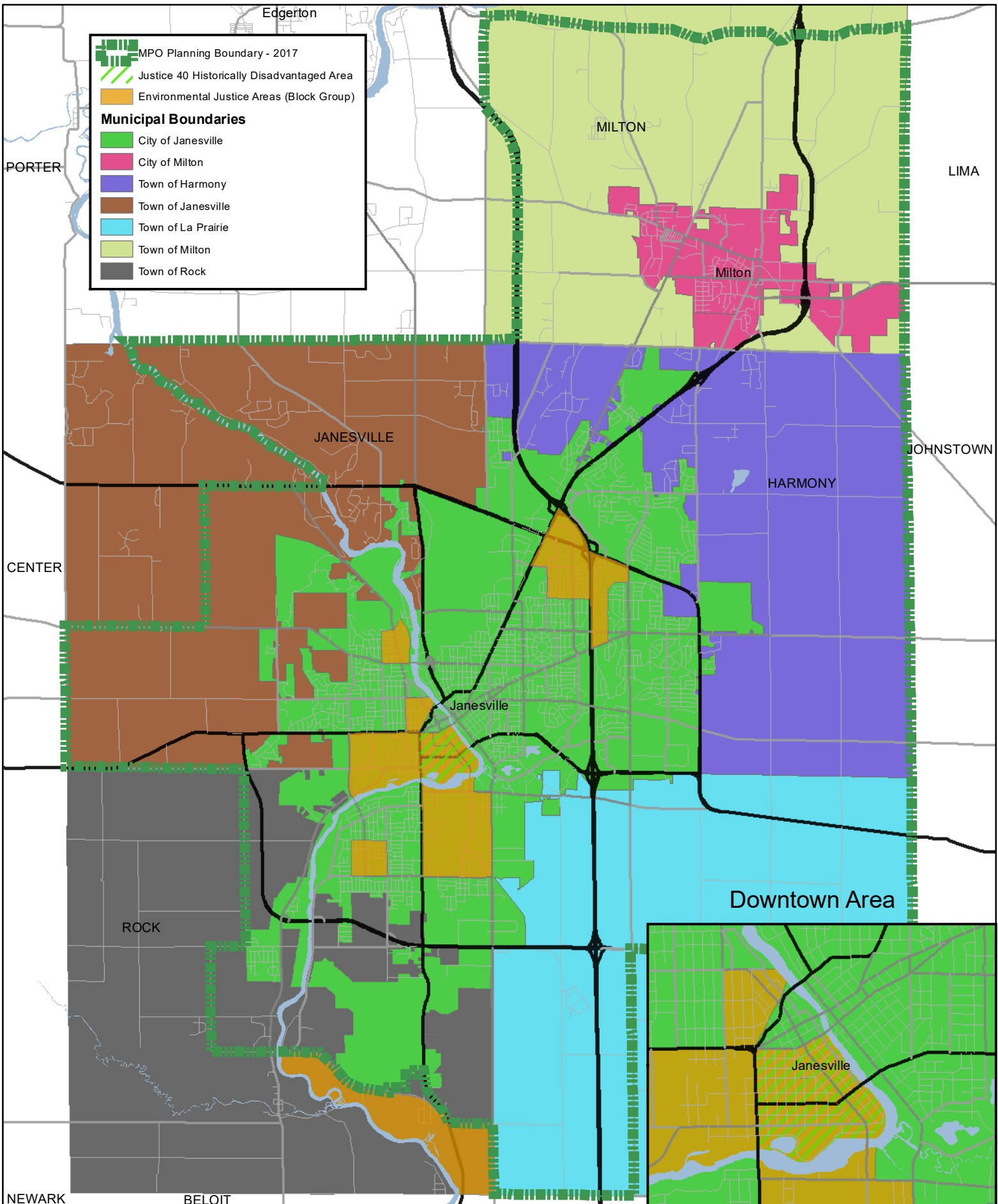
Poverty score: Points were awarded based on the percentage of residents with household incomes below 150% of poverty level based on American Community Survey (ACS) 2017-2021 block group data. Scores were assigned as follows: 23.6%-31.4% (1.5-2x MPO Average) = 2 pts; 31.5%-39.3% (2-2.5x MPO Average) = 3 pts; 39.4%+ (>2.5x MPO Average) = 4 pts.

Because of the large margin of error in the ACS household income data, some block groups were awarded additional points to correct what MPO staff believed to be underestimates of their low-income population. Adjustments were only made to zones that initially scored below 6 - the minimum threshold for designation as an EJ Priority Area - in cases where a higher estimate within the margin of error would result in a score of at least 6. Additional points were only awarded to zones with a high proportion of students eligible for free and reduced-price school lunch⁹. Zones receiving additional points in their adjusted index score were awarded the minimum number of points to reach a score of 6. No scores were adjusted downward. Because of the imprecision inherent in the estimates and adjustments used to define EJ Priority Areas, they should not be compared to one another based on their index scores.

The Justice40 Initiative is a federal effort to direct 40% of federal climate investments directly to frontline communities most affected by poverty and pollution. Using the Justice40 data, areas that have been historically disadvantaged in Janesville are also identified¹⁰.

⁹ Staff identified block groups that had received a 4 or 5 and had received points for both low-income and minority concentrations. Schools that served these block groups were identified and if they had a proportion of students eligible for free and reduced lunch higher than the Janesville School District average, that block group received a score boost. Four block groups were added to the EJ Area using this method.

¹⁰ Find out more about the Justice40 Initiative [here](#) and about how US DOT is using Justice40 [here](#)



MPO Planning Boundary - 2017
 Justice 40 Historically Disadvantaged Area
 Environmental Justice Areas (Block Group)

Municipal Boundaries

- City of Janesville
- City of Milton
- Town of Harmony
- Town of Janesville
- Town of La Prairie
- Town of Milton
- Town of Rock

Figure 3 - Janesville Area MPO Environmental Justice Areas



6/2/2023; D.Salmon, Planning Division
 S:\Projects\MPO\Urbanized Area Boundary\PPP Figure 3 Environmental Justice Areas.mxd

DISCLAIMER: This data is provided by the City of Janesville for informational purposes only. The City does not warrant or guarantee the accuracy or reliability of this data. The recipient of this data assumes any risk of its use for any purpose.

Appendix C: Public Comments for PPP

PUBLIC NOTICE

The Janesville Area Metropolitan Planning Organization is in the process of updating its Public Participation Plan (PPP) and seeks input from the public. The PPP outlines procedures for engaging the community during the development of transportation plans.

Federal Code requires a 45-day public comment period prior to formal action on the plan. The public comment period will end on September 15th, 2023 at 11:59pm. Comments can be provided online at www.janesvillewi.gov/mpo, or written comments can be emailed to salmond@janesvillewi.gov or delivered to the 3rd floor of Janesville City Hall, 18 North Jackson Street, Janesville, WI between 7:30 a.m. and 4:30 p.m. Monday – Friday.

The draft Public Participation Plan is available at www.janesvillewi.gov/mpo and hard copies are available upon request at 3rd floor Janesville City Hall in the Planning Division, 18 North Jackson Street, Janesville, between 7:30 & 4:30 p.m., Monday – Friday, and at the Hedberg and Milton libraries.

For information about the Public Participation Plan, please contact the Janesville Area MPO at 755-3095; FAX 755-3196; P.O. Box 5005 18 North Jackson Street, Janesville, WI 53547; email salmond@janesvillewi.gov

Publish once: Wednesday, July 26th, 2023

Comments Received:

1. From Heather Miller, Community Member and Policy Board Member. Date: 8/5/2023 received via MPO Public Comment Form on Survey123
The plan lacks a workable plan for bicycle transportation from the south side of Janesville to downtown. To simply suggest people ride a mile or more out of their way to use Crosby Ave. or Beloit Ave. as a trek to downtown or to the shopping corridor on Milton Ave. is ridiculous. Center Ave./Hwy. 51 is a main arterial street that is an entryway into the city from the south as well as the main, most direct route, from south to north sides of the city. How many battery-operated wheelchairs can travel a mile out of their way to a destination? The goal is to include bike travel in both the Comprehensive Plan and in all transportation plans. The plans lack this from the south and it's clear that every person that addresses this has chosen to kick the can down the road for some other department. This is a big fail at the expense of residents and many of which are of lower income status. It's telling of the MPO priorities as well as the City that implementation of bicycle or non-motorized traffic is not important for our south side.
2. From Duane Gau, Interim Administrator of City of Milton and Technical Advisory Committee Member. Date: 8/7/2023 received via MPO Public Comment Form on Survey123
If you are going to attached appendix D dated 2007 to this document by now it should be updated and have correct officials' names on it.
3. From Cathy Erdman, SNOW Janesville. Date 9/20/2023 received via MPO Public Comment Form on Survey123
Per your document:
"Public Notice and Comment. The public notice process for new and amended LRTP, and related modal plans includes:
 - Publishing the draft plan along with a public notice in the Janesville Gazette and on the Janesville

Area MPO website at www.janesvillewi.gov/MPO to begin a 30-day public comment period on the plan document.

- Emailing the public notice to all Janesville Area MPO Committee members and interested parties as maintained in a public notice distribution list.
- Email agenda and materials to public notice distribution list two weeks in advance of TAC and PB meetings.

The public comment period ends the day before the Janesville Area MPO TAC meeting. The TAC considers comments received during the comment period and any comments offered at the TAC meeting before acting on a recommendation to the Policy Board. The Policy Board at its meeting considers the TAC recommendation to the Policy Board before making a final approval. Significant comments received by staff during the review period are documented and included in an appendix. An additional 30-day public comment period will be provided in cases where the final LRTP differs significantly from the version that was made available for public comment and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts."

This is not sufficient.

This plan (and similar related plans) should be presented to each of 5 main geographic divisions in Janesville at a community forums. That is the only way to ensure that those without vehicles, without regular access to computers or the internet, or those that don't use computers have the ability to comment. It is an imperative social justice initiative to ensure that those underrepresented populations (and underrepresented sections of the city) have a voice in long-term planning for our community.

I'd like to remind the City that we are in the middle of an age of technology. Your document states: "Contact lists of "interested-public" are maintained for the MPO Committees and general outreach. Anyone interested in being added to the contact list for any MPO committees may do so at www.janesvillewi.gov/MPO or by contacting the MPO Staff at (608) 755-3095."

1. It is absurd that citizens have to directly contact staff to be added to your public notice distribution list. This should be an available link at the city's website. Provide your information, and select which list-servs to which you would like to subscribe.
2. The link to comment online for this plan (and others like the comprehensive plan) is buried in layers of tabs on the city of Janesville webpage. A link to draft being considered as well as the public comment form should be front and center on the city's website.
3. In today's day and age, technology to maintain email subscriber lists and schedule/automate emails and messages to the community is readily available. There shouldn't be any problem with maintaining a system of scheduled reminders sent to your email contact list including a link to the online comment form as well as reminders about important project dates and deadlines for ALL of the city of Janesville's major policy and plan updates (MPO, LRTP, Comprehensive Plan, etc.)

This Public Participation Plan provides the bare minimum yet legally acceptable amount of work to reach out to citizens for their input. This is exceptionally disappointing. I ask that you modify this

plan to reflect an actual interest in citizen involvement, rather than just going through the motions to meet the letter of the law.

4. From Joshua Erdman, Community Member. Date 9/21/2023 received via MPO Public Comment Form on Survey123.

My commentary regarding the PPP is coming later than the Sept 15 deadline, as there was very little advertisement of the commentary portion of the document (it was not in any COJ press releases or on the Facebook page as far as I was able to tell, especially not in any meaningful way based on the end date for commentary). This is a tad bit ironic, and I should hope that further public participation will be advertised in a more meaningful way with the upcoming portions of the MPO documents.

Looking over the PPP, it appears that there is a good deal of intended engagement, but I feel that the "consideration" of going out to seek input from certain groups, especially those in environmental justice areas, members of underrepresented groups, and geographical areas that may not be historically participating is not enough - this is a necessary element that HAS to be done if you are going to ensure that the LRTP and other documents are meeting the full needs of the population served. Silence from a particular sector should never be considered to be an indication of their "disinterest" in the topic or that they are fine with the "status quo". I believe that a thorough analysis of the projects in the 2020 bicycle and pedestrian plan would find that most of the respondents that participate are from areas that are already better served by the current bicycle and pedestrian transportation corridors on the northeast and downtown areas in Janesville. This is not at all surprising. However, when that weight is used to support further shorter range projects in those same areas instead of other projects to the south or west of the city, that is a major problem. Business owners on the southside already do not engage with city government due to feeling disenfranchised.... would it be surprising to find citizens living in areas that so far have no real bicycle facilities to feel similarly and just not participate? Going forward, there needs to be geographical engagement for these plans and especially a thorough analysis of the needs of the most disadvantaged areas of the city, such as in the Fourth Ward (especially given that areas most likely inclusion in Federal infrastructure funding) - do they really need more bridges to Downtown, or would they like a way to get to a grocery store in an expedient and safe manner?

I hope that the MPO will not just "consider" this opportunity to get out and engage these areas during the next go around, and instead commit to these opportunities by various means.

5. From Cathy Erdman, Resident and SNOW Janesville representative. Date 10/2/2023 received via email.

David,

I am writing today to comment on the slate of documents (the public participation plan, the UPWP for 2024 and the TIP for 2024) that will be discussed at the TAC meeting on October 4. I am disappointed to note that, with the exception of the US. 51 'reconstruction', none of the projects identified in the most recent LRTP are slated for immediate study, funding, research or implementation in the UPWP or the TIP for 2024-2029. A number of neighborhoods South of Five-Points are clearly outlined as areas that have social justice concerns, yet projects for these areas are not front and center in the TIP/UPWP for 2024- 2029. See below for *samples*:

- Bus Transit to/from Southeast industrial area - LRTP - Social Justice Analysis Portion (p. 13) - "The Southeast industrial area is a growing job center, with new and expanding industries offering a wide range of jobs, including lower skilled and lower wage work. Although the lack of transit service is due to financial constraints of the City, it is an area of employment not easily accessible to transportation-disadvantaged individuals." (Happy to discuss a possible low-cost solution to this with the appropriate city staff).
- Rock River Bridge - LRTP - Social Justice Analysis Portion (p. 18/19), Bicycle Pedestrian Plan (p. 27/28) - "would provide a valuable connection between the City of Janesville's South Side and Downtown Areas."
- Centennial Industrial Park Trail - LRTP - Social Justice Analysis Portion (18/19), Bicycle Pedestrian Plan (p. 27/28)
- Beloit Avenue and Ice Age Trail Crossing – LRTP - Bicycle Pedestrian Plan (p. 31) "Beloit Avenue has four driving lanes of traffic. The Ice Age Trail crosses Beloit Avenue just south of the river, and many participants in the public engagement process noted that this was a dangerous crossing with poor sightlines."
- Multiple locations along Beloit Avenue W. Delavan Drive, and Rockport Road are identified as roads in Fair or Poor condition with flood risk. South Pearl Street, Wilson Avenue and others are similarly identified. LRTP – Streets/Highways (p. 56/59)
- Todd Drive, Bingham Rd. south of Delavan and Park Avenue have "FAILED" PASER ratings – LRTP Streets/Highways (p. 56-59)

I'd like to ask that these projects be considered in the short term, rather than pushed off in deference to projects from more prosperous and better-served areas of the city. Based on the public comment provided in the LRTP Appendix, thorough analysis of the projects in the 2020 Bicycle and Pedestrian Plan will likely find that most of the respondents that participated are from areas that are already served by well-developed bicycle and pedestrian transportation corridors. Advocating for continued development is easy. South side residents and business owners, however, and those citizens located in underserved areas on both sides of the Rock River lack a presence in these community decisions. The existing and proposed Public Participation Plans do not make an effort to find ways to engage these underserved geographic or minority communities in important transit-related decisions. This needs to change.

In addition to the projects listed above that would help connect the geographically isolated South side to Downtown and the rest of the city, I'd also like to draw your attention to two additional projects that could and should be considered for the South Side of Janesville. First, Delavan Drive from Center Avenue to Beloit is in poor condition. The sidewalks are inconsistent at best, the road is in poor shape, and, according to recent communications with city staff, Delavan is supposed to function as an on-street bicycle facility to route bike traffic off of Center Avenue. Given the current conditions of the area, that is a hard sell. Just the slope of the hill from leading up to Center Avenue precludes it from being an appropriate bicycle route. Since the incorporation of bike lanes on Center Avenue was not included in the US 51 reconstruction, alternatives are necessary to ensure that pedestrians can navigate safely and the city can meet its stated Bicycle and Pedestrian Plan goals.

Secondly, the city has multiple pieces of property for sale along Delavan Drive between Delavan Drive and the River that could conceivably be utilized to assist in the creation of the Rock Bridge referenced in the LRTP in both the Social Justice Analysis (p. 17/18) and the Bicycle and Pedestrian Plan (p. 27/28). These are being marketed by city staff as appropriate for residential (presumably single-family) building; they could be used just as effectively as a flooding buffer and off-street bike trail/connectors to a future bridge. But only if the city of Janesville doesn't forfeit their usefulness by selling them. If they have been deemed inappropriate for trail-building, then they shouldn't be sold to the general public for building. This current circumstance has the potential to undermine the "greater Monterey Area River Restoration Project" (P. 28), the Bicycle and Pedestrian plan goals (LRTP), or any further planning done as a part of the recommended creation of a Monterey Park Master Plan (2016 Parks and Open Space Plan - p. 50).

Please consider modifications to the TIP and the UPWP that reflect the needs of the South side and the stated goals of the LRTP.

Please confirm that this commentary has been received and shared at the TAC meeting on October 4, 2023.

Thank you,

Cathy Erdman

Appendix D: Public Comment Policy Regarding Transit Major Service Reductions and Fare Increases

Purpose

The purpose of this policy statement is to describe how the Janesville Transit System (JTS) solicits and considers public comments prior to a fare increase or major service reduction.

This policy sets forth planning and public comment processes related to transit service and fare structure changes. Whenever appropriate, the following policy refers to and relies upon existing City of Janesville ordinances or public participation processes used by the Janesville Area Metropolitan Planning Organization (MPO) in transportation planning studies and projects.

Major Service Change Definition

A major service change is defined as the elimination of one or more regular year-round routes or other reductions equal to 15% of the overall service level of the system.

Minor Service Change Definition

Service changes that do not meet the definition of a major service change shall follow the minor service change notice procedure as described below.

Minor Service Change Notice Procedure

- Notice shall be posted at the Janesville Transfer Center at least one week prior to change.
- Notice shall be posted on the City of Janesville website at least one week prior to change.
- Notice shall be posted on the bus(es) or route that is/are affected by the change, if appropriate, at least one week prior to change.

Major Service Change Procedure

Major service changes are typically the result of a special study or a Transit Development Plan (TDP) directed by the MPO with significant involvement from JTS staff. The Public Participation Plan (PPP) adopted by the MPO outlines the goals and objectives of public participation as well as provides a set of guidelines and standards to follow when soliciting public comments on local transportation plans and programs. The following procedures include PPP language with additional participation and notice activities specific for transit studies.

Plan Development

A report of existing conditions of the transit system is the first stage in the development of service recommendations. The existing conditions report will be developed with direct public involvement from bus riders and transportation stakeholders as well as the collection of data such as ridership counts. Methods of involvement to solicit comments may include but are not limited to on-board surveys, online surveys, hosting an information booth at the Transit Transfer Center or other locations, public open house, one-on-one interviews, and focus groups.

Notice of direct public involvement opportunities, such as on-board surveys, will be posted at the Transit Transfer Center and on buses at least one week prior to the activity. A public open house meeting will follow procedures described in the public meetings section of this policy.

Draft Plan Recommendations

City staff and any TDP consultants will use the existing conditions report; and the public comments obtained through the public's involvement to develop draft plan recommendations. Once recommendations have been drafted, a public open house meeting will be scheduled to solicit public comments. A summary of proposed changes will be posted at the Transit Transfer Center. The summary will include a map depicting the proposed changes, and text describing the change. Contact information will be provided for those wishing to make public comment and the comment period will last a minimum of two weeks before the MPO Policy Board meets to consider adoption of the Plan.

Plan Adoption and Service Change Implementation

After considering any comments received from the public, the final draft Plan will be presented to the MPO Policy Board for adoption. All MPO meetings are advertised as public meetings. Implementation of changes will occur no less than 30 days from adoption of the final Plan in order to give sufficient notice of changes. Notice of changes to occur will be given in the following ways:

- Notice shall be posted at the Janesville Transfer Center at least 30 days prior to change.
- Notice shall be posted on the City of Janesville website at least 30 days prior to change.
- Notice shall be posted on the bus(es) or route that is/are affected by the change, if appropriate, at least 30 days prior to change.

In the event that major service changes become necessary due to citywide financial constraints or other circumstances not related to a special study or updating the Transit Development Plan, JTS will scale the major service change procedures to meet the requisite timeline. The report on existing conditions would be developed using city staff personnel. The report on existing conditions would include less rigorous analysis in comparison to the level of analysis used when completing a special study or updating the TDP. The existing conditions report may include significantly less direct public involvement opportunities. In addition, the public comment period regarding draft service changes may also be shortened to meet the necessary timeline. At minimum, a two week period to comment on the draft recommendations would occur. Changes would be adopted at a City Council meeting, in which a public hearing would precede action on the item. The service change implementation process shall remain the same and the notice period for implementing changes shall remain at 30 days.

Public Meetings

A Class One Public Notice will be printed in the *Janesville Gazette* and included in the City of Janesville weekly press release, which is sent to media outlets and citizens. Each meeting will be published on the online City of Janesville Public Meeting Calendar to announce meetings. The notice shall state the purpose, time, and location of the meeting as well as staff contact information. The public notice shall be printed in the newspaper, sent with the City of Janesville weekly press release, and published on the online City of Janesville Public Meeting Calendar at least one week prior to the meeting.

The site for all meetings will be adequate in size for the audience, accessible to persons with disabilities, located on or convenient to the public transportation routes and provide adequate parking. The special needs of the population being served will be considered when choosing meeting locations. An effort will be made to choose a time that will accommodate the majority of the public, while still allowing the voting members to participate fully. Meetings will be scheduled so that persons who must rely on public or specialized transit can attend and still return home during the hours of operation of those systems.

Public requests for alternate meeting locations will be considered and every attempt at accommodation will be made. Any applicable handouts will be available to the public as they enter the meeting room. Individuals may make oral comments, submit written comments, or send comments to the MPO staff at the appropriate postal or email address.

A sign language interpreter for hearing impaired persons will be made available if requested at least 48 hours in advance. If requested, staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired person or those with other disabilities. An interpreter will be provided to persons of limited English proficiency (LEP) if requested at least 48 hours in advance.

When possible the MPO shall use visualization techniques such as maps, transportation models, drawings, photographs, or illustrative renderings of proposals to present the projects, plans or topics being discussed at each meeting.

All documents, including maps can be viewed at the City of Janesville Planning Services Division (City Hall), the City of Janesville Hedberg Public Library and on the City of Janesville website. Individuals can obtain paper copies of the documents or CDs containing the documents at the City of Janesville Planning Services Division (City Hall). Visualization aids used in presentations can be viewed at the City of Janesville Planning Service Division (City Hall). The aids specific to the meeting will be kept for at least 2 weeks after the meeting.

Solicitation of Comments

Input at all stages of the process will be collected by the MPO through written comment, through direct contact with staff, or by calling or emailing MPO staff directly. These comments will be discussed at the technical meetings, city council meetings or open houses held during the plan development stage. All comments will be incorporated in the final document as an appendix. The final plan document will include a summary of public feedback and what steps were taken to address concerns or issues raised by the public.

Fare Change Procedures

Transit service fares are set by Janesville city ordinance. Changes to city ordinance are brought forth by City Administration to the Janesville City Council in the following manner:

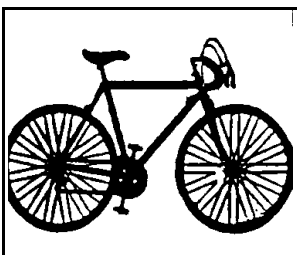
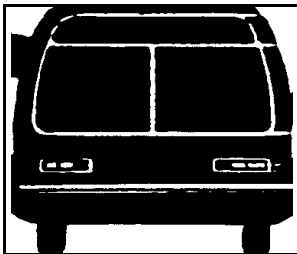
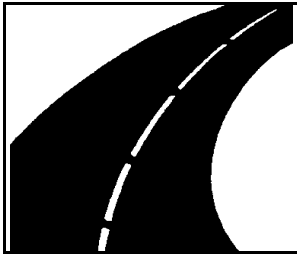
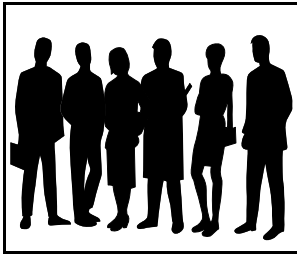
1. The agenda for Janesville City Council meeting is made public on the Wednesday before a regular City Council meeting, which meets every second and fourth Monday of the month. Agenda materials are posted to the City's website. Hard copies of the agenda are posted in the entry of City Hall; in the rack on the Council Chambers door at City Hall; at the Rock County Courthouse and at the Hedberg Public Library.
2. A proposed fare change is first set on the agenda under "New Business". At this meeting, the City Clerk reads aloud the proposed ordinance change and the City Council schedules the item for a public hearing.

Members of the public may speak at a City Council meeting during the regular agenda item "Public comments on items on the Agenda not requiring a public hearing and on matters which can be affected by Council action". The speaker is allowed four minutes to make comments.

Comments are directed to the City Council and are noted in the meeting minutes. Council meetings are recorded for live transmittal and on demand re-broadcast.

3. On the date of the City Council meeting in which the scheduled public hearing takes place, the agenda item is set on the agenda under “Old Business”. The ordinance is read aloud a second time and then the Council President opens the public hearing. Anyone wishing to speak is allowed three minutes. Comments are directed to the City Council and are noted in the meeting minutes. Council meetings are recorded for live transmittal and on demand re-broadcast. After the public hearing, City Council may choose to approve, reject, refer for further study, continue until a later meeting, table, or take other action on the item.
4. If the ordinance change is approved, the new ordinance language is published in the Janesville Gazette within ten days. The transit service fares would go into effect on the date listed in the ordinance.
5. After a fare change is approved by the City Council, notice to riders of the impending fare change is posted on buses, at the Transit Transfer Center, and on the City’s website at least one week prior to the implementation.

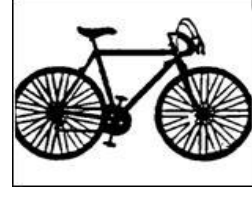
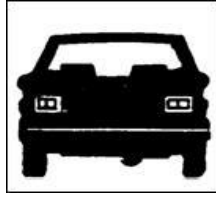
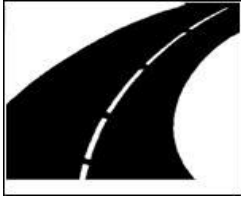
Appendix E: Environmental Consultation Plan



Janesville Area Metropolitan
Planning Organization

www.ci.janesville.wi.us

November 2007



MPO ORGANIZATION

The Janesville Area MPO includes the following units of government: City of Janesville, City of Milton, Rock County, and the Towns of Harmony, Janesville LaPrairie, Milton and Rock. The work of the Janesville Area MPO is directed by a Policy Board which is advised by a Technical Advisory Committee. The City of Janesville Community Development is the staff for the MPO.

Policy Board		TECHNICAL ADVISORY COMMITTEE	
COMMON COUNCIL	TOWN CHAIRPERSONS	CITY OF JANESVILLE	CITY OF BELOIT
Tim Wellnitz	Roger Fanning Town of Harmony	Herb Stinski Assistant City Manager	Bob Soltau MPO Coordinator
Paul Williams Policy Board Chair	Mike Saunders Town of La Prairie	Jack Messer Director of Public Works, City Engineer (Vice Chair)	WisDOT
William Truman	Edward Marshall Town of Janesville	David Mumma Transit Director	Arun Rao Bureau of Planning
Russ Steeber	Mark Gunn Town of Rock	Bradley A. Cantrell Director of Community Development (Chair)	Franco Marcos SW Region
Craig DeGarmo	Bryan Meyer Town of Milton	Mike Payne Assistant Engineering Manager	FTA Marisol Simon Region 5 - Regional Administrator
Amy Loasching		Dennis Ryan Traffic Engineer	FHWA
George Brunner Policy Board Vice - Chair	WisDOT	CITY OF MILTON	Dwight McComb Plan. and Prog. Devel. Engineer
CITY OF JANESVILLE	John Vesperman Planning Chief - Southwest Region	Todd Schmidt City Administrator	BICYCLE/PEDESTRIAN
Steve Sheiffer City Manager		Howard Robinson Director of Public Works	Carolyn Brandeen Rock Trail Coalition
CITY OF MILTON		ROCK COUNTY	TOWN CHAIRPERSONS
Nathan Bruce Mayor		Scott Heinig Planning Director	Roger Fanning Town of Harmony
ROCK COUNTY		Ben Coopman Highway Commissioner	Mike Saunders Town of La Prairie
Charles Elliott Rock County Board of Supervisors		Charles Elliott Rock Co. Board of Supervisors	Edward Marshall Town of Janesville
PREPARED BY:	Janesville Area MPO	FREIGHT (non-voting member) Larry Schieve GM freight representative	Mark Gunn Town of Rock
			Bryan Meyer Town of Milton

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INTENT

The purpose of this document is to inform federal, state and local agencies within the Metropolitan Planning Organization (MPO) area with environmental interests (see Figure 1) of the MPO's intent to update the Long Range Transportation Plan (LRTP). This guide specifically outlines the plan development, notification, and involvement process for these groups during the development of the LRTP.

Figure 1.

Roll	Group	Point of Contact
Consulting Agency	City of Janesville City Council	George Brunner, President
Consulting Agency	City of Milton	Nathan Bruce, Mayor
Consulting Agency	DATCP	Peter Nauth, AIS Program, Land Resources Bureau
Consulting Agency	FAA c/o Wisconsin Bureau of Aeronautics	Wendy Hottenstein
Consulting Agency	FHWA	Stephanie Hickmann, Environmental Coordinator
Consulting Agency	Historic Preservation - Public History Rm: 308	Michael Stevens, SHPO
Consulting Agency	National Park Service	Mary Tano, Manager
Consulting Agency	National Resources Conservation Service	David Hvizdak, Soil Scientist
Consulting Agency	Rock County	Craig Knutson, County Administrator
Consulting Agency	Rock County Land Conservation, USDA Service Center	Thomas Sweeney, County Land Conservationist
Consulting Agency	Rock County Land Conservation, USDA Service Center	Roger Allan, County Natural Resource Conservationist
Consulting Agency	Rock County Sheriff's Dept.	Gary Groelle
Consulting Agency	Town of Harmony	Roger Fanning, Chair
Consulting Agency	Town of Janesville	Edward Marshall, Chair
Consulting Agency	Town of La Prairie	Michael Saunders, Chair
Consulting Agency	Town of Milton	Bryan Meyer, Chair
Consulting Agency	Town of Rock	Mark Gunn, Chair
Consulting Agency	US Army Corps of Engineers	Tamara Cameron, Regulatory Branch
Consulting Agency	US Army Corps of Engineers	Stacy Marshall, Regulatory Project Manager
Consulting Agency	US Environmental Protection Agency	Newton Ellens, Environmental Review Branch
Consulting Agency	US Fish and Wildlife	Louise Clemency, Fish and Wildlife Biologist
Consulting Agency	WisDOT - Bureau of Aeronautics	David Greene, Director
Consulting Agency	WisDOT - Southwest Region	Jenny Grimes, Environmental Coordinator
Information	City of Janesville	Brad Cantrell, Community Development Director
Information	City of Janesville	Jack Messer, Director of Public Works
Information	City of Janesville	Tom Presny, Parks Director
Information	City of Janesville	Steve Sheiffer, City Manger
Information	City of Milton	Todd Schmidt, City Administrator
Information	Rock County Planning and Development	Scott Heinig, Director
Information	WisDOT - Southwest Region	Franklin Marcos

METROPOLITAN PLANNING ORGANIZATION

The Janesville Area MPO is responsible for developing transportation plans and programming projects for the Janesville planning area. As part of its responsibilities, the MPO is charged with providing a forum for cooperative transportation planning and decision-making.

The Janesville Area MPO is represented by the following units of government:

- City of Janesville
- City of Milton
- Rock County
- Janesville Township
- Harmony Township
- La Prairie Township
- Milton Township
- Rock Township

The City of Janesville Community Development Department serves as the staff for the MPO, and MPO functions are directed by a 16 member Policy Board. The MPO Policy Board is advised by a 24-member Technical Advisory Committee (TAC). Figure 2 illustrates the membership of the MPO Policy Board and TAC.

INTRODUCTION

Environmental consultation on the LRTP an important part of the Janesville area transportation planning process. This document provides a set of guidelines and standards that the Janesville Area MPO intends to follow when developing the LRTP to ensure that all interested environmental agencies have an opportunity for consultation.

GOALS AND OBJECTIVES FOR THE ENVIRONMENTAL CONSULTATION PROCESS

The following objectives form the foundation for the guidelines included in this document:

- Early and continuing opportunities for involvement by consulting agencies
- Timely dissemination of LRTP information to consulting agencies and feedback from said agencies
- Adequate notice to the consulting agencies regarding public involvement opportunities and activities
- Adequate time for review and comment at important decision points by the consulting agencies.
- Documentation of comments by consulting agencies on the LRTP plan
- Periodic review and revision of the environmental consultation process.

ENVIRONMENTAL CONSULTATION CONTACTS & CONTACT METHOD

The Janesville Area MPO maintains and updates with each new LRTP, an extensive list of federal, state and local agencies with environmental interests within the MPO area, these entities make up the “Environmental Consultation Contact List”, and are listed in Figure 1. The MPO will alert the agencies on the list of the development of the LRTP, and their input will be sought at key decision points. They will also be invited to be involved in the development of the *Environmental Consultation Plan*.

A copy of the most recent “Environmental Consultation Contact List” will be available for review at the City of Janesville Community Development Department (Janesville Municipal Building). Any federal, state or local agency may request to be added to the list for future meeting notification and document distribution, but this does not automatically make them a consulting agency. The list of consulting agencies is to be determined administratively by the MPO Director.

At the federal and/or state level a separate process may be developed to bring the federal and state resource agencies together to for consultation. Should this process be developed, the MPO will work with the appropriate agencies to coordinate efforts.

Whenever feasible, email will be the primary method of notification and information distribution for all stages of consultation.

ENVIRONMENTAL CONSULTATION PLAN DEVELOPMENT PROCESS

The *Environmental Consultation Plan* will be developed in coordination with the MPO’s consulting agencies. The Plan will be developed in 3 phases pre-draft, draft and final draft. The agencies within the MPO area that have an environmental interest will be contacted during the pre-draft phase and alerted of the development of the MPO’s *Environmental Consultation Plan* and their input on a pre-draft will be requested. Interested agencies will have two weeks to submit their comments to the MPO. This can be done in writing, in person, or via the phone. During this phase, the MPO will gather input and ideas on how to formulate the document.

From the work done in the pre-draft phase, the MPO will draft the *Environmental Consultation Plan*. The document will then be distributed to the consulting agencies for their input. The consulting agencies will have 10 working days to submit their comments on the draft to the MPO. This can be done in writing, over the phone, or in person. The MPO will follow up with the consulting agencies when needed, and use the comments received to prepare the final draft of the document.

Upon completion, the final draft will be distributed to the consulting agencies along with the TAC meeting information, 30 days before the associated TAC meeting, and the consulting agencies will have 20 days to submit their comments to the MPO in writing. The comments received will be shared with the TAC at the meeting. After the TAC’s review, the final adoption

of the *Environmental Consultation Plan* is subject to MPO Policy Board (PB) approval. A 20 – day public comment period will be available prior to the adoption of the plan by the Policy Board. During the 20 – day public comment period, a public notice will be printed in the local newspaper. The public notice will state where the document can be reviewed and staff contact information. Contact information for MPO staff will include an address, telephone number, fax number, and email address. The document will be available for review at the City of Janesville Community Development Department (Janesville Municipal Building), the Janesville-Hedberg and Milton libraries, and on the MPO web page. Comments received on the final draft of the *Environmental Consultation Plan* and the MPO’s response to those comments will be attached to the final draft document and made available to policy board committee members.

Amendments to the *Environmental Consultation Plan* will follow the same process as the adoption of the final draft plan. The amendment to the final draft will be distributed to the consulting agencies along with the TAC meeting information, 30 days before the associated TAC meeting, and the consulting agencies will have 20 working days to submit their comments to the MPO in writing. The comments received will be shared with the TAC at the meeting. Following review by the TAC, there will be a 20-day public comment period before final approval of the amendment(s) by the MPO Policy Board.

ENVIRONMENTAL CONSULTATION PROCESS FOR LRTP

The Janesville Area MPO recognizes the importance of considering the environmental impacts of transportation projects and the efficiencies that can be gained by engaging in this process in the early phases of plan development. To this end, the MPO has developed the *Environmental Consultation Plan* to guide environmental coordination and consultation efforts during the LRTP development process.

The elements of the LRTP will be developed in four phases: information gathering, pre-draft, draft, and final draft. The activities within each phase will be as follows:

Information Gathering

- The MPO will review the “Environmental Consultation Contact List,” confirming the appropriateness of the agencies included and the contact information on record.
- The MPO will notify the agencies on the “Environmental Consultation Contact List” that the MPO will be updating the LRTP.
- The MPO will provide the agencies on the “Environmental Consultation Contact List” the opportunity to provide input on the process for development of the LRTP plan.
- The MPO will work with the agencies on the “Environmental Consultation Contact List” to compile the available environmental data that is relevant to the MPO planning area.

Pre – Draft

- The MPO will utilize the data provided in the information gathering stage to create the infrastructure expansion recommendations of the element.

- The MPO will map the infrastructure expansion recommendations of the plan against the known environmental resources provided by the consulting agencies in the pre-draft stage, and share the maps with the consulting agencies.
- The consulting agencies will provide the MPO with feedback on the infrastructure expansion recommendations of the plan.

Draft

- The MPO will utilize the feedback provided by the consulting agencies in the pre-draft phase to create a draft of the element to be presented to the TAC.
- The draft element will be presented to the consulting agencies 30 days prior to the associated TAC meeting, and the consulting agencies will have 20 days to submit their comments in writing. The MPO will be available to meet to review the consulting agencies written comments, up to 5 working days before the associated TAC meeting.
- The MPO will share the comments received with the TAC at the meeting.

Final Draft

- Based on the recommendations of the TAC, the MPO will create the final draft for MPO Policy Board review.
- There will be a 45-day public comment period between TAC review and final Policy Board adoption.
- The MPO will alert the consulting agencies of the element's availability and the date of the MPO Policy Board meeting.

The intent of the consultation plan is to provide all interested parties with the opportunity to comment on the plan early and often. It may become appropriate to work with other jurisdictions or entities to bring the interested parties together, requiring a deviation from the timelines outlined above. The MPO director has the authority to authorize these changes in order to facilitate the scheduling and staging of document review.

Documentation of Comments Received During Each Stage

In an appendix to the LRTP, the MPO will document the consulting agencies contacted throughout the plan's development, and the agencies that submit comments at each stage. The comments submitted at public meetings will be recorded as part of the meetings and recorded accordingly.

Result of Consultation

When applicable, the MPO will utilize the comments received through the consultation process to develop the plan recommendations and project mitigation recommendations.

COMPLAINTS

All complaints regarding the *Environmental Consultation Processes* shall be filed with the Janesville Area MPO Coordinator. Complaints are reviewed by the MPO Coordinator and Community Development Director. If the MPO Coordinator and Community Development Director are unable to resolve the issue the complaint will be reviewed by the City Attorney. Complaints may also be heard by jurisdictions included within the MPO Planning Boundary. Those jurisdictions would then file the complaint with the MPO Coordinator.

DOCUMENTATION

Copies of all planning documents will be available for viewing at the City of Janesville Community Development Department (Janesville Municipal Building), and on the MPO web page.

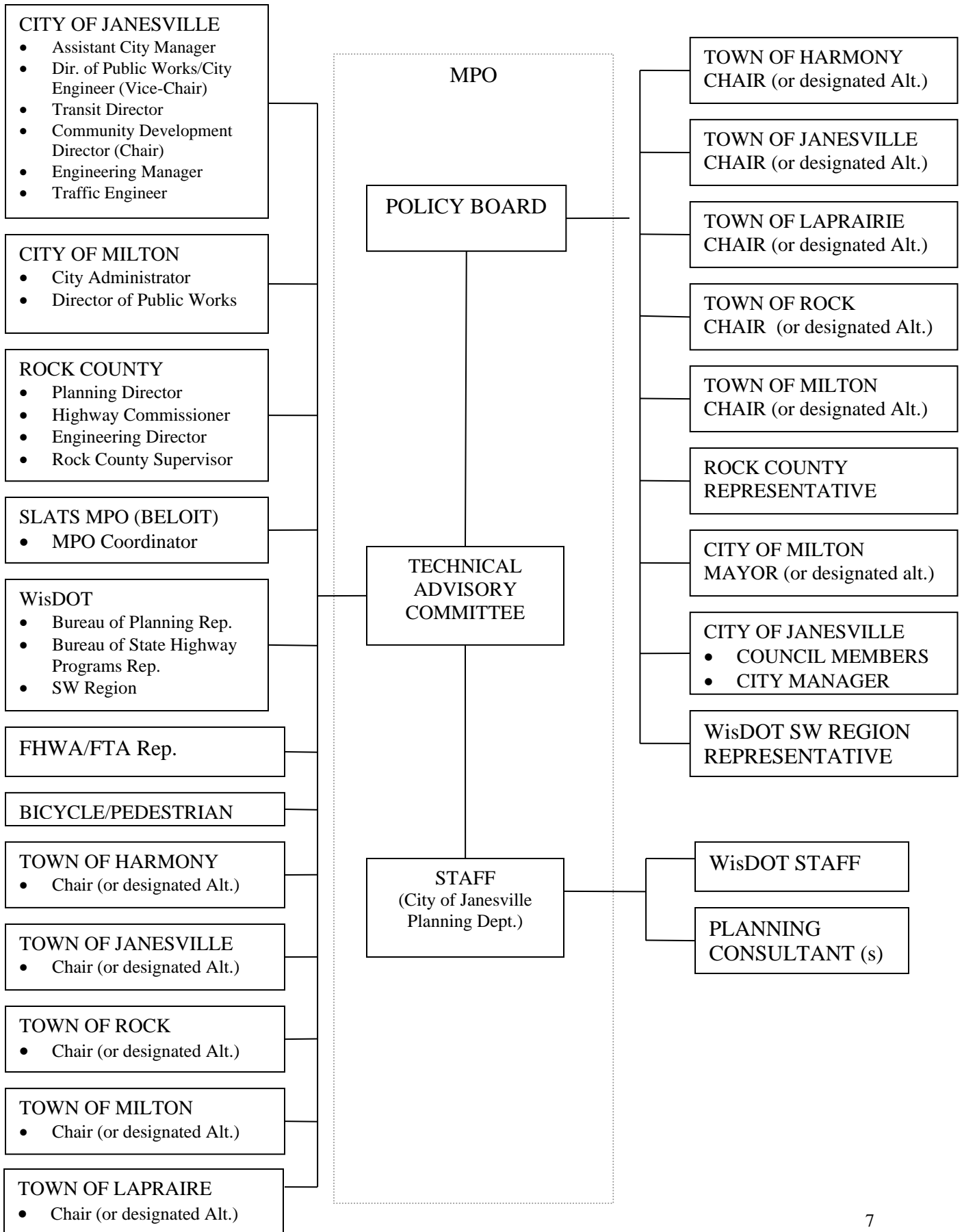
Please submit comments or questions to:

Janesville Area MPO – Community Development Department
18 N. Jackson St.
P.O. Box 5005
Janesville, WI 53545
Telephone: (608)755-3095
Fax: (608) 755-3196
Email: planning@ci.janesville.wi.us

www.ci.janesville.wi.us

May - 2007

FIGURE 2



PLAN APPENDIX

Those listed on the environmental consultation mailing list were notified of the development of the plan and asked to participate in its development. Following the preparation of a draft plan, the plan was posted on the MPO's website and those listed on the mailing list were notified of the documents availability and asked for their comments. Following this, the final draft plan was available for review on the MPO's webpage, at the Janesville Planning Services Department, and at the Janesville Hedberg and Milton Public libraries. A public hearing/open house was held at the TAC and Policy Board meetings, both of which were publicly noticed.

Many groups, such as FHWA and WisDOT submitted suggested changes, which were discussed and then incorporated in to the final document as appropriate. No substantive changes were suggested.

Environmental Consulting Agency Mailing List

Roll	Group	Point of Contact
Consulting Agency	City of Janesville City Council	George Brunner, President
Consulting Agency	City of Milton	Nathan Bruce, Mayor
Consulting Agency	DATCP	Peter Nauth, AIS Program, Land Resources Bureau
Consulting Agency	FAA c/o Wisconsin Bureau of Aeronautics	Wendy Hottenstein
Consulting Agency	FHWA	Stephanie Hickmann, Environmental Coordinator
Consulting Agency	Historic Preservation - Public History Rm: 308	Michael Stevens, SHPO
Consulting Agency	National Park Service	Mary Tano, Manager
Consulting Agency	National Resources Conservation Service	David Hvizdak, Soil Scientist
Consulting Agency	Rock County	Craig Knutson, County Administrator
Consulting Agency	Rock County Land Conservation, USDA Service Center	Thomas Sweeney, County Land Conservationist
Consulting Agency	Rock County Land Conservation, USDA Service Center	Roger Allan, County Natural Resource Conservationist
Consulting Agency	Rock County Sheriff's Dept.	Gary Groelle
Consulting Agency	Town of Harmony	Roger Fanning, Chair
Consulting Agency	Town of Janesville	Edward Marshall, Chair
Consulting Agency	Town of La Prairie	Michael Saunders, Chair
Consulting Agency	Town of Milton	Bryan Meyer, Chair
Consulting Agency	Town of Rock	Mark Gunn, Chair
Consulting Agency	US Army Corps of Engineers	Tamara Cameron, Regulatory Branch
Consulting Agency	US Army Corps of Engineers	Stacy Marshall, Regulatory Project Manager
Consulting Agency	US Environmental Protection Agency	Newton Ellens, Environmental Review Branch
Consulting Agency	US Fish and Wildlife	Louise Clemency, Fish and Wildlife Biologist
Consulting Agency	WisDOT - Bureau of Aeronautics	David Greene, Director
Consulting Agency	WisDOT - Southwest Region	Jenny Grimes, Environmental Coordinator
Information	City of Janesville	Brad Cantrell, Community Development Director
Information	City of Janesville	Jack Messer, Director of Public Works
Information	City of Janesville	Tom Presny, Parks Director
Information	City of Janesville	Steve Sheiffer, City Manger
Information	City of Milton	Todd Schmidt, City Administrator
Information	Rock County Planning and Development	Scott Heinig, Director
Information	WisDOT - Southwest Region	Franklin Marcos

May 21, 2007
Sent via-email

RE: Janesville Area MPO: Invitation to be a Consulting Agency on the Development of the Environmental Consultation Plan

To Whom It May Concern:

As part of SAFETEA-LU the Janesville Area MPO (MPO) is required to initiate consultation efforts with federal, state, local and tribal environmental, regulatory and resource agencies when developing a *Long Range Transportation Plan* (LRTP). To facilitate SAFETEA-LU's required consultation process, the MPO is going to develop an *Environmental Consultation Plan* to guide this process.

The Janesville Area MPO, as shown in Map 1, consists of the City of Janesville, the City of Milton and portions of the towns of Milton, Harmony, LaPrairie, Rock, and Janesville. As an agency involved in planning for this area the MPO would like to invite your organization to be an environmental consulting agency. The responsibilities of an environmental consulting agency will be two fold:

1. Help draft the initial *Environmental Consultation Plan*.
2. Provide feedback and technical assistance on the development of future long-range transportation plans.

If your agency is interested in acting as a consulting agency, please complete the attached form and return it to the MPO by June 14, 2007.

Sincerely,

Alexis Kuklenski
MPO Coordinator

Organization: _____

Main Contact Person: _____

Phone: _____

Email: _____

Mailing Address: _____

Yes, we are interested in acting as an environmental consulting agency for the development of the *Janesville Area Long Range Transportation Plan*, and the staff member listed above is available to assist with the plan's development.

No, we are not interested in acting as an environmental consulting agency for the development of the *Janesville Area Long Range Transportation Plan*.

Signature: _____

Name (Print): _____

Date: _____

Please write any addition questions or comments below. _____

July 11, 2007
Sent via-email

RE: Development of the *Janesville Area MPO Environmental Consultation Plan*

To Whom It May Concern:

In May, the Janesville Area MPO (MPO) contacted you regarding the creation of an *Environmental Consultation Plan*. At this time, the MPO would like your help in creating their *Environmental Consultation Plan*.

If you are interested, please review the DRAFT *Environmental Consultation Plan* posted on the website. You can access the document by visiting <http://www.ci.janesville.wi.us/citysite/mpo.html>, and clicking on the folder at the top of the page. The document is labeled "DRAFT Environmental Consultation Plan". Please provide your comments to the MPO by July 23. If you would like, you can call the MPO and set up a meeting to discuss your comments in person.

Thank you for your assistance in creating the MPO's *Environmental Consultation Plan*.

Sincerely,

Alexis Kuklenski
MPO Coordinator

JANESVILLE AREA METROPOLITAN PLANNING ORGANIZATION



Planning Services Department
18 North Jackson Street

Janesville, WI 53545

Janesville Area MPO Policy Board Meeting
Monday, November 12, 2007
Municipal Building - Room 416
Scheduled for 6:15 p.m.

Meeting Notes

I. Call to Order

Chairman Williams called the meeting to order at 6:15 p.m.

II. Roll Call

Members

Present / Absent		Present / Absent	
<u>x</u>	___ Tim Wellnitz, Janesville Common Council	<u>x</u>	___ Charles Elliot, Rock County (represented by Rich Cannon, Rock County Planning Department)
<u>x</u>	___ Paul Williams, Janesville Common Council (Chair)*	<u>x</u>	___ Mike Saunders, LaPrairie Twp (Arrived late)
<u>x</u>	___ William Truman, Janesville Common Council	<u>x</u>	___ Edward Marshall, Janesville Twp
<u>x</u>	___ Russ Steeber, Janesville Common Council *	<u>x</u>	___ Roger Fanning, Harmony Twp
<u>x</u>	___ Craig DeGarmo, Janesville Common Council	<u>x</u>	___ Mark Gunn, Rock Twp
___	<u>x</u> Amy Loasching, Janesville Common Council	<u>x</u>	___ Bryan Meyer, Milton Twp
<u>x</u>	___ George Brunner, Janesville Common Council (vice-chair)	<u>x</u>	___ John Vesperman, WisDOT
<u>x</u>	___ Steve Sheiffer, Janesville City Manager	<u>x</u>	___ Nathan Bruce, City of Milton Mayor

Others Present: Brad Cantrell (Community Development Director, Janesville), Duane Cherek (Planning Services Manager, Janesville), Alexis Kuklenski (MPO Coordinator), Jack Messer (Public Works Director, Janesville), Jay Winzenz (

III. Approval of Minutes

1. **Approval of the June 25, 2007 minutes.** Chairman Williams noted that Member Brunner's name should have an additional 'n'. On a motion by Member Sheiffer, seconded by Member Steeber, the June 25, 2007 minutes were approved with the noted correction and no other discussion. Motion carried: 11-0-0

IV. New Business

1. **Review and approval of *Environmental Consultation Plan*.** Alexis Kuklenski, MPO Coordinator, presented the proposed *Environmental Consultation Plan*. There was no

discussion from the members. On a motion by Member Steeber, seconded by Member Wellnitz, the Policy Board unanimously agreed to adopt the *Environmental Consultation Plan*. Motion carried: 11-0-0.

2. **Review and approval of the *TIP Prioritization Process*.** Alexis Kuklenski, MPO Coordinator, presented the proposed *TIP Prioritization Process*. There was no discussion from members. On a motion by Member Steeber, seconded by Member Wellnitz, the Policy Board unanimously agreed to adopt the *TIP Prioritization Process*. Motion carried: 11-0-0.
3. **Review and approval of an amendment to the *2005-2035 Long Range Transportation Plan*.** Alexis Kuklenski, MPO Coordinator, presented the proposed amendment to the *2005-2035 Long Range Transportation Plan*. Member Bruce stated that Milton is interested in completing a study to examine the feasibility of extending transit service from Janesville to Milton. Kuklenski noted that there were two appropriate places to note such a project, the long range plan, which is updated every five years, and the Work Program, updated annually. Kuklenski stated that the next logical step would be for the City of Milton to formally contact the MPO with their request so the project could be incorporated into the next Work Program. She also noted that at this time, the City of Janesville pays the local share of MPO planning funds, and should Milton pursue the study, they would have to provide the local share of all funds required for the project. Member Bruce said that that Milton is prepared to pay their share. There was no further discussion from members. On a motion by Member Steeber, seconded by Member Wellnitz, the Policy Board unanimously agreed to adopt MPO resolution 2007-4, approving the amendment to the *2005-2035 Long Range Transportation Plan*. Motion carried: 11-0-0.
4. **Review and approval of the *2008 Work Program*.** Alexis Kuklenski, MPO Coordinator, presented the proposed *2008 Work Program*. There was no discussion from members. On a motion by Member Steeber, seconded by Member Wellnitz, the Policy Board unanimously agreed to adopt the *2008 Work Program*. Motion carried: 11-0-0.
5. **Review and approval of the *2008-2013 Transportation Improvement Plan*.** Alexis Kuklenski, MPO Coordinator, presented the proposed *2008-2013 Transportation Improvement Plan*. The Board asked for additional descriptive detail on a couple of projects. There was no substantive discussion. On a motion by Member Brunner, seconded by Member Bruce, the Policy Board unanimously agreed to adopt MPO Resolution 2007-3, approving the *2008-2013 Transportation Improvement Plan*. Motion carried: 11-0-0.

V. Other items for discussion or action

None

VI. Adjourn

The MPO Policy Board meeting of November 12, 2007 adjourned at 6:40 p.m.

Respectfully submitted,

Alexis Kuklenski
MPO Coordinator

Appendix F: Resolution Adopting Public Participation Plan

RESOLUTION 2023-06

**A Resolution approving amendments to the Public Participation Plan
for the Janesville Metropolitan Planning Area**

WHEREAS, the Janesville Area Metropolitan Planning Organization (MPO) is the MPO for the Janesville Urbanized Area (UA) and the Janesville Area Metropolitan Planning Area; and

WHEREAS, The Janesville Area MPO Policy Board has the responsibility to direct, coordinate, and administer transportation planning throughout the MPA; and

WHEREAS, the Federal Highway Administration and Federal Transit Administration, 23 CFR 450 and 49 CFR 613, have determined the necessity for a Participation Plan that defines a process for involving key stakeholders in the metropolitan transportation planning process; and

WHEREAS, the Policy Board has reviewed the 2023 Public Participation Plan and finds the amendments to the 2023 Public Participation Plan consistent with the 2020-2050 Janesville Area MPO Long Range Transportation Plan and the Janesville Transit System Transit Development Plan of 2023;

WHEREAS, in accordance with 23 CFR 450.334(a) Janesville Area MPO hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

§ 450.336 Self-certifications and Federal certifications.

(a) For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and the FTA as part of the STIP approval, the State and the MPO shall certify at least every 4 years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

- (1) [23 U.S.C. 134](#), [49 U.S.C. 5303](#), and this subpart;
- (2) In nonattainment 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 U.S.C. 2000d-1](#)) and [49 CFR part 21](#);
- (4) [49 U.S.C. 5332](#), prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 11101(e) of the Infrastructure Investment and Jobs Act (Public Law No: 117-58) and [49 CFR part 26](#) regarding the involvement of disadvantaged business enterprises in 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 part 27](#) regarding discrimination against individuals with disabilities; and

NOW, THEREFORE, BE IT RESOLVED, that the Janesville Area Metropolitan Planning Organization Policy Board approves the 2023 Public Participation Plan.

Approved this 23th Day of October, 2023


Chair, MPO Policy Board

ATTESTS:


Planning Director/ MPO Director