

**Agenda Items 1-14**

**Mississippi River Regional Planning Commission Staff Report on Projects for the Bimonthly Meeting on 04.11.2018**

	<b>Agenda Topic or Project Name</b>	<b>Purpose, Benefit, Project deliverables, and Contract Amount</b>	<b>Project Time Period</b>	<b>Project Status and Next Steps</b>	<b>Contact</b>
1	Roll Call	Confirm a quorum	Today's Meeting	NA	NA
2	Minutes of last MRRPC Bimonthly Meeting	Confirm past meetings decisions and outcomes	Today's Meeting	NA	NA
3	Treasurer's Report	Present all financial activities occurring on the MRRPC accounts and the four business Revolving Loan Funds since last Bimonthly Meeting.	Today's Meeting	The MRRPC administers four federally funded business revolving loan funds that were awarded to the MRRPC between 1989 and 1995 to assist in overcoming rural economic distress and flooding. The loan funds cover all nine MRRPC counties. On April 6, 2018 Driftless Brewery Company's \$100,000 loan was closed on.	Greg Flogstad, Director 608.785.9396 <a href="mailto:greg@mrrpc.com">greg@mrrpc.com</a>
4	2017 Audit	To ensure MRRPC funds and transactions are being administered appropriately	Today's Meeting	Decision to accept audit needs to be acted on during the Bimonthly Meeting	Greg Flogstad Director 608.785.9396 <a href="mailto:greg@mrrpc.com">greg@mrrpc.com</a>
5.	Decision to Accept 2018 Audit	To ensure MRRPC funds and transactions are being administered appropriately	Today's Meeting	Decision to accept audit needs to be acted on during the Bimonthly Meeting	Greg Flogstad Director 608.785.9396 <a href="mailto:greg@mrrpc.com">greg@mrrpc.com</a>
6.	Decision on Executive Committee's recommendation on staff wage adjustments	Determine appropriate wages for staff.	Today's Meeting	Decision by Commission on Executive and Administration's Committee's recommendations	Greg Flogstad Director 608.785.9396 <a href="mailto:greg@mrrpc.com">greg@mrrpc.com</a>
7	Decision on Executive Committee's recommendation on 2019 county contributions	Determine appropriate amount of funds made available to MRRPC in 2018 for operations.	Today's Meeting	Decision by Commission on Executive and Administration's Committee's recommendations	Greg Flogstad Director 608.785.9396 <a href="mailto:greg@mrrpc.com">greg@mrrpc.com</a>
8	EDA Revolving Loan Fund Excess Cash	US Department of Commerce – Economic Development Administration indicated in a December 2017 letter the MRRPC has excess RLF funds available and would like the MRRPC to indicate extenuating circumstances and steps to resolve this issue. MRRPC director responded with a letter in January 2018 listing extenuating circumstances and steps that will be taken to remedy this situation. EDA responded in letter of March 20, 2018 that they want a portion of the RLF funds in the sequester account back	Continual	To remain compliant with EDA regulations the MRRPC needs to return a portion of the MRRPC funds in the BCF 1 sequester account to EDA.	Greg Flogstad, Director 608.785.9396 <a href="mailto:greg@mrrpc.com">greg@mrrpc.com</a>
9.	Decision on contract to administer the Pierce County Community Development Block Grant Revolving Loan Fund	Pierce County has requested that we administer their Community Development Block Grant Revolving Loan Fund	Continual	Pierce County has signed the contract and a decision needs to be made by MRRPC regarding approving the contract for signing and execution.	Greg Flogstad, Director 608.785.9396 <a href="mailto:greg@mrrpc.com">greg@mrrpc.com</a>

10	Decision on contract to prepare the City of Mondovi Comprehensive Plan	Assist Mondovi in having a up to date Comprehensive Plan that meets Wisconsin Statutes. Total contract is for \$12,000	June 2018 – August 2019	Make Decision on contract	Greg Flogstad, Director 608.785.9396 <a href="mailto:greg@mrrpc.com">greg@mrrpc.com</a>
11	Decision on lending policies for US Department of Commerce EDA Revolving Loan Funds	EDA is requiring that we update the BCF1 and CMV Growth Development Fund RLFs. Policy decisions need to be made on interest rates, loan terms, size of loans, whether targeting specific business sectors will occur, job creation etc.	Draft provide to EDA by May 26,2018	Make decisions on policies and procedures	Greg Flogstad, Director 608.785.9396 <a href="mailto:greg@mrrpc.com">greg@mrrpc.com</a>
12	Update on Buffalo County zoning ordinance public hearing and county board meeting. DB	New zoning ordinance is needed to deal with growing development activity. Zoning Ordinance and Maps are to be completed on or prior to May 2018. Contract amount is for \$43,964.	May 2015 – May 2018	Staff has worked with the Buffalo County Zoning Department and has completed the first draft of the revised Zoning Ordinance. The Town's each created their own draft zoning maps and submitted them to the County in the Spring. A first draft of the Buffalo County ordinance was completed. Public input meetings on the first draft were held on 1/23, 2/1, 2/5, 2/13 and 2/22. The part of the ordinance that has caused the most concern in the first meetings was a requirement for a cement floor in new poultry barns. Farmers expressed their opinion that this requirement drastically increased the cost of a new poultry barn and there is no documentation that there is any leaching from poultry barns that could get into aquifers. Comments from those meetings were compiled and modifications were made to the plan and a 2 <sup>nd</sup> draft was completed. Two additional open house meetings were held on the revised draft ordinance and zoning maps. A final draft of the plan has been completed based upon comments received from the public and a public hearing was held on April 5 <sup>th</sup> . The County Zoning Committee will then consider recommending to the full county board adoption of the plan at an April 16 <sup>th</sup> meeting. The County Board could consider the adoption at their May meeting.	Dave Bonifas, Planner 608.785.9396 <a href="mailto:dave@mrrpc.com">dave@mrrpc.com</a>
13	Report on the Association of Wisconsin Regional Planning Commissions First Annual Summit on Thursday June 14, 2018, in Wisconsin Rapids at the Meade Inn.	The Association of Wisconsin Regional Planning Commissions or AWRPC that is comprised of the state's nine regional planning commissions is going to hold a conference on Thursday June 14 that is targeted to regional planning commission commissioners and staff. The purpose of the conference is to help commissioners and staff become more familiar with RPCs network with each other to help them do their job better	June 14, 2018	Need to get an estimate on the number of commissioners and staff that will attend	Greg Flogstad, Director 608.785.9396 <a href="mailto:greg@mrrpc.com">greg@mrrpc.com</a>

14a	Crawford County Hazard Mitigation Plan Update	<p>Update the Crawford County Multi-Hazard Mitigation Plan. \$30,000 federal grant approved requiring a \$10,000 match from MRRPC and Crawford County. The original plan was prepared to reduce costs and losses from natural disasters and some manmade disasters. This is an update to the existing plan. Inventories county's vulnerabilities to various types of disasters. The Plan Inventories and maps critical facilities and all structures in floodplains. The Plan Develops projects and strategies to reduce losses from future disasters. Plans must be approved by DHS-FEMA and Wisconsin Emergency Management. Once the updated plan is approved, the county and other participating local governments are eligible for Federal and State Hazard Mitigation Grant programs.</p>	2016-2018	<p>A grant has been approved by FEMA and the money has been awarded. The grant cycle ends October 30, 2018. A contract with the Planning Commission for an amount not to exceed \$29,000 has been signed. A public hearing explaining the update process was held on 4/27/16. A hazard risk assessment survey was mailed to all municipalities and first responders with a May 31<sup>st</sup> deadline for return. Staff has completed updating the demographic information such as populations, land use, employment and updating the risk assessment portion of the plan, i.e. number of times each hazard has occurred within the county and the amount of damage caused by the hazard. In addition, staff has also compiled the returned surveys. A second survey has been sent out to those municipalities which did not return the first survey. Staff has completed the social-economic data and hazard assessment chapters of the plan and has begun updating the maps. This involves migrating from the MapInfo software over to the Arc Info software. Staff has completed identifying structures located in the FEMA100-year and updating their assessed values. Staff has met with the county Zoning and Land Conservation Departments to discuss possible mitigation projects and will be setting up meetings with county staff from highway, public health, and sheriff departments to obtain mitigation ideas from them. Staff will also be meeting with those incorporated communities which have not responded to either survey.</p>	<p>Dave Bonifas, Planner 608.785.9396 <a href="mailto:dave@mrrpc.com">dave@mrrpc.com</a></p>
14b	Trempealeau County Hazard Mitigation Plan update	<p>Update the Trempealeau County Multi-Hazard Mitigation Plan. \$30,000 federal planning grant approved requiring a \$10,000 match from MRRPC and Trempealeau County. The original was prepared to reduce costs and losses from natural disasters and some manmade disasters. This is an update to the existing plan. The Plan inventories the county's vulnerabilities to various types of disasters. The Plan inventories and maps critical facilities and all structures in floodplains. The Plan develops projects and strategies to reduce losses from future disasters. Plans must be</p>	2016-2018	<p>A grant has been approved by FEMA and the money has been awarded. The grant cycle ends October 30, 2018. A contract between the Planning Commission and Trempealeau County for an amount not to exceed \$28,000 has been signed. A public hearing explaining the update process was held on April 12<sup>th</sup>. A hazard risk assessment survey was mailed to all municipalities and first responders with a May 31<sup>st</sup> deadline for return. Staff also made a presentation of the updating process at the April 26<sup>th</sup> Trempealeau County Towns Association meeting. Staff has completed the updating of the demographic information such as populations, land use, employment and updating the risk assessment portion of the</p>	<p>Dave Bonifas, Planner 608.785.9396 <a href="mailto:dave@mrrpc.com">dave@mrrpc.com</a></p>

		approved by DHS-FEMA and Wisconsin Energy Management. Once the updated plan is approved, the county and other participating local governments are eligible for Federal and State Hazard Mitigation Grant programs.		plan, i.e. number of times each hazard has occurred within the county and the amount of damage caused by the hazard. In addition, staff has compiled the returned surveys. A second survey has been sent out to those municipalities which did not return the first survey. Staff has begun the process of updating information on the over 630 structures located within the FEMA 100-year floodplain. Trempealeau County Land Information office has provided updated GIS data as a base for the mapping required for the plan. Staff made a presentation to the Law Enforcement/Emergency Management Committee to update them on the progress of the plan. Staff will be setting up meetings with county staff from highway, public health, and sheriff departments to obtain mitigation ideas from them. In addition staff will be setting up meetings with those incorporated communities which have not responded to either survey.	
14c	Scenic Mississippi Regional Transit (SMRT) bus serving Crawford, Vernon, Monroe, and La Crosse counties	<p>Develop a fixed route public transportation service for Crawford, La Crosse, and Vernon Counties. Bus transportation will service commuters, elderly, disabled, medical appointments, and personal travel.</p> <p>Projected operating costs for 2017 are approximately \$350,000. Funding comes from a federal DOT grant, local governments, corporate donations and the fare box.</p>	Service Began on December 3, 2012 - present	<p>The SMRT Bus has been operating for over five years in La Crosse, Vernon and Crawford Counties. In 2017 ridership decreased by about 6%. In the first two months of 2018 ridership is up by approximately 11% over 2017 ridership.</p> <p>The pilot route that operates two round trips per day between Tomah and La Crosse has been operating since October 2017. Ridership has averaged about ninety rides per month. Minor route and bus stop changes have been made in response to demand and traffic concerns. The addition of a mid-day route would benefit the service providing for schedule flexibility for bus users.</p> <p>Staff assisted La Crosse County in applying for an Bremer Grant for the SMRT Bus in 2018. The Otto Bremer Foundation awarded a grant to the SMRT Bus in March of 2018.</p>	Peter Fletcher, Planner 608.785.9396 <a href="mailto:peter@mrrpc.com">peter@mrrpc.com</a>
14d	Viroqua Outdoor Recreation Planning	Plan for maintenance and expansion of outdoor recreation opportunities in the city of Viroqua. Plan makes the city eligible for State Land and Water Conservation Grants and State Stewardship Grants. The city would like a new bike trail within the city and the development of the old swimming pool property.	2017	Staff has met with the city administrator and explained the process and time frame of developing a plan. Staff also made a presentation to the city parks committee on the process and what information the city will need to provide during the planning process. Staff has updated the old data found in the plan and submitted this data to the city for review. The city reviewed the plan and submitted a list of items to be	Dave Bonifas, Planner 608.785.9396 <a href="mailto:dave@mrrpc.com">dave@mrrpc.com</a>

				changed and provided photos to be included in the new plan. Staff has made changes and sent it back to the city for another review. Staff is waiting for a response from the city.	
14e	The Upper Mississippi River Manufacturing Alliance TUMMA Inc. Industry Cluster Initiative	<p>Manufacturing is a priority economic sector because it is a major economic driver of the region. MRRPC serves a logistical support role by helping convene manufacturers to network in hopes developing joint workforce development services and ventures on new or better products.</p> <p>On November 24, 2015 EMMA voted to change its name and bylaws to TUMMA to invite all manufacturers in the tristate region to join. Its primary focus will be on improving the skill sets and knowledge of the region's manufacturing work force. A TUMMA steering group was established and met regularly. Officer elections were held in January 2016. A fulltime director was hired in February 2016 and resigned in March 2016. Funding for initial position was provided by the Western Wisconsin Workforce Development Board. In June 2016, a \$80,000 Request for Proposals RFP was issued by the Western Wisconsin Workforce Development Board. The RFP was awarded in July to Western Technical College to hire a Business Services Coordinator to assist TUMMA and other industry sectors. The Business Services Coordinator will work directly with technical colleges, universities, Workforce Boards and manufacturers in the region to raise awareness of manufacturing careers and develop workforce development initiatives. Major emphasis will be to increase K-12 students' interests in manufacturing careers. This position will be housed in the new Integrated Technology Center on the WTC campus.</p>	Continual	<p>On July 15, 2015, the EMMA board of directors met with Western Wisconsin Technical College, Workforce Connections, Western Wisconsin Workforce Development Board on the concept of forming a manufacturing alliance organization like the North-East Wisconsin Manufacturing Alliance. The EMMA board was open to the idea of reorganizing under a manufacturing brand that would include all kinds of manufacturers. This concept was popular, and all parties agreed to further pursue this concept. The MRRPC instigated this industry cluster initiative in 2005 and has been serving as a liaison for EMMA since and was instrumental in helping EMMA Incorporate in 2007. In 2015 the MRRPC Director assisted EMMA-TUMMA in preparing amended articles of incorporation and completing the IRS name change form from EMMA to TUMMA so TUMMA could assume EMMA's tax ID number and non-profit 501c 6 status.</p> <p>TUMMA held there Annual meeting on December 14, 2018 at Western Technical College. Officers were elected they then heard presentations on: (1) Tax Law updates, (2) INSPIRE – How and Why it Matters and (3) K-12 Partnerships – Examples of Great Partnering. There next meeting is February 8, 2017 where they will plan 2017 activities including partnership event opportunities and hear a presentation how can TUMMA work with Junior Achievement.</p> <p>Future Agenda items for TUMMA is hearing about the Supply Chain Market Place program in order to be considered for supply chain contracts with Foxconn. In The MRRPC Director also provided a narrative Titled "Why TUMMA Thinks Manufacturing Matters" for their web site - info@tumma.org.</p>	
14f	Contract to Update Comprehensive Plans for Trempealeau County Towns	Trempealeau County contracted with the MRRPC to update the 13 town comprehensive plans and	June 2016 – August 2018	MRRPC staff has completed draft Comprehensive Plan revisions for 13 Towns in Trempealeau County. The	Peter Fletcher, Planner 608.785.9396

		will provide the MRRPC \$2,200 per town to do so. Trempealeau County will be responsible for the mapping. Total contract calls for \$28,600 in funding to MRRPC and completion of all 13 plans by Summer 2018.		revised plans have been forwarded to Trempealeau County and the respective Town's for their review.  Towns are reviewing draft plans and scheduling public hearings to gain public input on the revised plans. The Town of Chimney Rock, Lincoln, and Ettrick have held their public hearings. The Towns of Hale and Albion have public hearings scheduled for April. The remaining towns will be holding public hearings later in 2018.	<a href="mailto:peter@mrrpc.com">peter@mrrpc.com</a>
14g	MRRPC preparing an update the Mississippi River Parkway Commission's corridor management plan. PF	The Wisconsin Mississippi River Parkway has contracted with the MRRPC to prepare an update to the Corridor Management Plan for the Great River Road. The contract for the project is \$7,200.	2017-2018	Staff inventoried public facilities along the Great River Road and presented a draft inventory to the Parkway Commission. MRPC Commissioners finalized rating GRR public facilities last Fall and MRRPC staff tabulated the ratings. The MRRPC is nearing completion of the first draft of the MRPC Corridor Management Plan. Recommendations for facility spacing, way finding signage, long term sustainability of the MRPC will be included in the draft plan. The first draft will be presented to the MRPC at their April commission meeting with the final plan being completed by this Summer.	Peter Fletcher, Planner 608.785.9396 <a href="mailto:peter@mrrpc.com">peter@mrrpc.com</a>
14h	Monroe County Hazard Mitigation Planning	A grant to DHS-FEMA was written by staff to update the Monroe County Multi-Hazard Mitigation Plan. Multi-Hazard Mitigation Plans are prepared to reduce costs and losses from natural disasters for counties and municipalities. This is an update to the existing plan. The plan inventory's the county's vulnerabilities to various types of disasters. Inventories and maps critical facilities and all structures in floodplains. Develops projects and strategies to reduce losses from future disasters. The Plan must be approved by DHS-FEMA and Wisconsin Emergency Management. Once the updated plan is approved, the county and other participating local governments are eligible for Federal and State Hazard Mitigation Grant programs. The total project is in the amount of \$43,744, of which \$32,808 is the grant award and the remaining \$10,936 is a required match.	2016-2018	A contract has been signed and work has begun on this project. Staff has met with the Monroe County Emergency Management Director and a representative from the sheriff's office to work out how the grant will be administered and who will perform what activities. Staff has also began updating the required social – economic data. In addition, 2 surveys have been sent out to all municipalities, first responders, fire departments, and policing departments. A meeting with Monroe County, MRRPC staff and a representative from Fort Mc Coy was held on June 12 <sup>th</sup> . Staff met with the Monroe County Land Information Officer and obtained base maps for the county. Updating the structures located within the FEMA 100-year floodplain has begun. Staff made a presentation at the Monroe County Towns Association meeting on August 17 <sup>th</sup> . Staff has begun creating the maps needed for the project. Staff has also begun updating the risk assessment chapter of the plan. This chapter identifies all the natural hazards along with how often they have occurred in the county and how much damage they have caused.	Dave Bonifas, Planner 608.785.9396 <a href="mailto:dave@mrrpc.com">dave@mrrpc.com</a>



14i	Vernon County Hazard Mitigation Plan	<p>A grant to DHS-FEMA was written by staff to update the Vernon County Multi-Hazard Mitigation Plan and to complete county parcel mapping. The MRRPC will be preparing the plan update and the county will be responsible for completing the parcel mapping. Multi-Hazard Mitigation Plans are prepared to reduce costs and losses from natural disasters for counties and municipalities. This is an update to the existing plan. The plan inventory's the county's vulnerabilities to various types of disasters. Inventories and maps critical facilities and all structures in floodplains. Develops projects and strategies to reduce losses from future disasters. The Plan must be approved by DHS-FEMA and Wisconsin Emergency Management. Once the updated plan is approved, the county and other participating local governments are eligible for Federal and State Hazard Mitigation Grant programs. The total project is in the amount of \$259,793.98, of which \$40,000 of that amount is for the plan update.</p>		<p>A contract has been signed and work has begun on this project. Staff has met with the Vernon County Emergency Management Director and the Vernon County Land Information Officer to work out how the grant will be administered. Staff has also begun updating the required social – economic data. In addition, 2 surveys have been sent out to all municipalities, first responders, fire chiefs and police chiefs. Staff made a presentation at the Vernon County Towns Association meeting on April 27<sup>th</sup>. A second set of surveys have been sent out to those who have not responded to the first set of surveys. Staff met with the Vernon County Land Information Officer to discuss mapping needs. Work on updating the structures located in the FEMA 100-year flood plain has begun. Staff has completed updating approximately 50% of the demographic data (i.e. population data, employment, land use, etc.). In addition staff has begun the process of updating the risk assessment chapter of the plan, i.e. how many times each hazard has occurred within the count and how much damage these events have caused.</p>	<p>Dave Bonifas, Planner 608.785.9396 <a href="mailto:dave@mrrpc.com">dave@mrrpc.com</a></p>
14j.	Coordinated Public Transit-Human Services Transportation Plans	<p>The Wisconsin Department of Transportation has requested Regional Planning Commissions to assist counties in updating their "Coordinated Public Transit-Human Services Transportation Plans". Plans were originally prepared with assistance from the RPC's. The plans are required by WDOT for counties to receive state and federal transportation funding. The plans must be updated by October 15, 2018.</p>	<p>February 2018 – October 2018.</p>	<p>A request was sent to counties in the MRRPC region asking if they would like assistance with updating their "Coordinated Public Transit-Human Services Transportation Plans".</p> <p>The plan update will be done on a regional basis. A regional plan will be prepared with county specific sections. In May and June, the MRRPC will be contacting transportation providers in the region and request vehicle information. Demographic data will also be updated on a county and regional level.</p> <p>A public input meeting is required and will be facilitated by MRRPC staff. Staff will continue communication with counties on the plan update process. Staff will schedule a regional planning public input meeting for July 2018.</p>	<p>Peter Fletcher, Planner 608.785.9396 <a href="mailto:peter@mrrpc.com">peter@mrrpc.com</a></p>

14k	Report on the successful Coulee Region' Business Center and Western Wisconsin Workforce Development Board's Joint Application of \$45,000 to the U.S. Department of Commerce - Economic Development Administration to fund a feasibility study on development of a fabrication lab, food processing, packaging and distribution center and a transitional jobs program to assist persons with barriers to employment.	This feasibility study was funded by EDA for \$45,000 and is being matched by an additional \$45,000 from the City of La Crosse, the CRBC and the La Crosse Industrial Park Corporation, each providing \$15,000. The funding will be used to hire a consultant(s) to research the development of a fab lab, a food processing, packaging and distribution operation and training opportunities for hard to employ persons as well as look for additional space because the Coulee Region Business Center is always at or near full capacity. The MRRPC Director assisted in writing this grant.	2017-2018	The MRRPC wrote a Request for Proposal (RFP) that was mailed out in late November to consultants. The consultants were required to submit their proposals by December 18, 2018. Consultants were interviewed on January 12. Place Dynamics was selected as the consultant and the contract was signed in early February. The MRRPC staff will continue to provide assistance where needed to help administer this grant and help implement the recommendations from the feasibility study.	Greg Flogstad, Director 608.785.9396 <a href="mailto:greg@mrrpc.com">greg@mrrpc.com</a>
15	Old Business				
16	New Business				
17	Adjourn				