

# West Central Wisconsin Regional Planning Commission

## Public Participation Plan

for Title VI compliance

Adopted September 11, 2014  
(as updated November, 09, 2023)

## **Contact Information/Program Administration**

### Chief Executive

WCWRPC Chair will ensure compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

Name: John Frank

Email: [wcrpc@wcrpc.org](mailto:wcrpc@wcrpc.org)

Phone: 715.836.2918

### Executive Director

WCWRPC's Executive Director will ensure implementation of WCWRPC's federally funded transportation program. The Executive Director has other duties and responsibilities in addition to Title VI.

Name: Scott Allen

Email: [sallen@wcrpc.org](mailto:sallen@wcrpc.org)

Phone: 715.836.2918

### Civil Rights Coordinator

WCWRPC's Civil Rights Coordinator ensures Title VI compliance in accordance with the WCWRPC's federally funded transportation program. The Civil Rights Coordinator has other duties and responsibilities in addition to Title VI. This position has a direct reporting relationship and access to WCWRPC's Executive Director.

Name: Eric Anderson

Email: [eanderson@wcrpc.org](mailto:eanderson@wcrpc.org)

Phone: 715.836.2918

The Civil Rights Coordinator is responsible for initiating, monitoring, and ensuring compliance of WCWRPC's Title VI requirements, including the following activities:

#### Program Administration

- Ensure compliance with federal Title VI requirements
- Develop and implement WCWRPC's Title VI Plan
- Update and maintain Title VI program policies and procedures

#### Complaints

- Review, track, investigate and close Title VI complaints

#### Employee Training

- Educate staff on Title VI issues and regulations

#### Reporting

- Prepare and submit Title reports per state and federal regulations

#### Public Dissemination

• Notify the public of WCWRPC's Title VI program requirements via WCWRPC's public area, on its website, in vehicles, etc.

#### Oversight

- Ensure contractors and lessees adhere to Title VI requirements

## Notice to the Public

WCWRPC's Notice to the Public is as follows:

### Public Notice

The West Central Wisconsin Regional Planning Commission (WCWRPC) will consider public input on a required update to the *West Central Wisconsin Regional Planning Commission Title VI Plan*, which includes the *Language Assistance Plan*, and also an update to the *Public Participation Plan (PPP)*. These documents lay out the WCWRPC's process to allow for, encourage, and monitor participation of all citizens, including but not limited to low income and minority individuals, and those with limited English proficiency, in the agency's planning activities. An update to the Title VI Plan and Language Assistance Plan are required every three years.

To review the Title VI, Language Assistance, and Public Participation plans, visit the WCWRPC webpage [www.wcwrpc.org/commission-meeting-minutes-agendas](http://www.wcwrpc.org/commission-meeting-minutes-agendas), or call 715.836.2918 to request the plans. Comments on the amendment to the plans can be submitted by email to [eanderson@wcwrpc.org](mailto:eanderson@wcwrpc.org), mailed to WCWRPC, 800 Wisconsin Street, Banbury Place, Mailbox #9, Eau Claire, WI 54703-3606, or by calling 715.836.2918. Deadline for comments is November 7, 2023. The WCWRPC Council will be considering the updates for their approval, contingent on public comments, at an open meeting scheduled for Wednesday, November 9, 2023, at 10AM, in the Eau Claire Room, 3<sup>rd</sup> floor, Banbury Place, Building 2, 800 Wisconsin St., Eau Claire, WI. This notice is also intended to provide the public with the opportunity to request a public hearing concerning said updates, if circumstances warrant.

If information is needed in another language, contact 715.836.2918, Ext. 18.

*Si se necesita informacion en otro idioma de contacto, 715.836.2918, Ext.18.*

*Yog hais tias cov lus qhia uas yuav tsum tau nyob rau hauv lwm hom lus, hu rau 715.836.2918, Ext. 18.*

WCWRPC's Notice to the Public is posted in the following locations: (check all that apply)

- X Agency website [[wcwrpc.org](http://wcwrpc.org)]
- X Public areas of the agency office (common area, public meeting rooms, etc.)
- Inside vehicles
- Rider Guides/Schedules
- Transit shelters and stations
- Other, \_\_\_\_\_

**West Central Wisconsin Regional Planning Commission  
Public Participation Plan**

Subrecipient: West Central Wisconsin Regional Planning Commission (WCWRPC)

Contact Person: Eric Anderson

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Strategies and Desired Outcomes

To promote inclusive public participation, WCWRPC will use its resources available to employ the following strategies, as appropriate:

- Provide for early, frequent and continuous engagement by the public.
- Expand traditional outreach methods to include internet options, such as website, social media, etc.
- Select accessible and varied meeting locations and times.
- Employ different meeting sizes and formats.
- Use radio, television or newspaper ads on stations and in publications that serve LEP populations, as well as local agencies that serve LEP and other underserved populations.

Documented Public Outreach

The direct public outreach and involvement activities conducted by the WCWRPC are summarized in the table below. Efforts include meetings, surveys, focus groups, etc. Information pertinent to each event and/or activity will be provided to WisDOT upon request. Examples include copies of: meeting announcements, agendas, posters, attendee list, etc.

Complaint Procedure

For complaints regarding the Public Participation Plan, please reference the Complaint Procedure in the Title VI Plan, which can be found on the website [www.wcwrpc.org](http://www.wcwrpc.org).

**WCWRPC Public Participation Opportunities**  
**July 1, 2022 to June 30, 2023**

Event Date	WCWRPC Staffer(s)	Event	Date Publicized & Communication Method (Public Notice, Posters, Social Media)	Outreach Method (Meeting, Focus Group, Survey, etc.)	Notes (Meeting size and format, location, Number of Attendees, etc.)
7/12/2022; 11/28/2022; 12/5/2022, 3/21/2023, 4/5/2023, 4/24/2023	Susan Badtke	Menomonie, Boyceville & Dunn County Housing Advisory Committee Meetings	Public notice and postings	Meetings with Housing Advisory Committees	Only committee members
7/26/2022, 9/8/2022, 11/16/2022, 12/19/2022, 3/30/2023	Susan Badtke	Village of New Auburn Plan Commission - Comp Plan & Zoning	Public notice and postings	Public Meetings Joint Public Hearing on Zoning Ordinance	Plan Commission & Village Board members at public hearing along with a few residents.
8/4/2022 to 9/19/2022	Susan Badtke	Dunn County Housing Survey	Social media, press release, flyer	Community flyer	798 survey responses collected
1/30/2023, 1/31/2023, 2/6/2023	Susan Badtke, Craig Johnson, Michael Mills	Menomonie, Boyceville, Dunn Co Housing Forums	Press release, flyer, public notices and postings	Public forum	Forums were well attended.
2/16/2023	Susan Badtke, Chris Straight	Village of Roberts / Town of Warren Joint Planning Committee	Public notice and posting	Public Meeting	Only committee members
3/20/2023	Susan Badtke	Town of Lake Holcombe Plan Commission; Community Survey	Public notice and postings, Mailed survey to 914 property owners	Public Meeting	Planning Committee members, ~380 of the 914 surveys returned
5/11/2023	Susan Badtke	Chippewa Falls Senior Focus Group	Public notice and posting	Public forum	18 forum attendees
6/5/2023, 6/12/2023	Susan Badtke	Housing Presentations to Menomonie Council & Boyceville Village Board	Public notice and posting	Public Meetings	Elected officials
6/20/2023	Susan Badtke, Chris Straight	Chippewa Falls Housing Focus Group	Public notice and posting	Public forum	13 forum attendees
7/14/2022	Craig Johnson	WCWRPC Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	Provided a presentation on the FEMA Community Safe Room at Prairie Lake Estates in Barron County
8/15/2022	Craig Johnson	City of Menomonie Public Hearing	Met notice requirements for public meetings by the City of Menomonie	Public Hearing	Public Hearing re. Stepping Stones Homeless Shelter Project
11/10/2022	Craig Johnson	WCWRPC Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	Provided a presentation on the CEDS Annual Performance Report
3/14/2023	Craig Johnson	CDBG Public Hearing for City of Augusta	Published meeting notice in Tri-County Area Times, the City of Augusta's newspaper of record, more than 2 weeks prior to the meeting, which meets CDBG requirements	Public Hearing	Held 2nd public hearing to review project progress for the City of Augusta's CDBG project related to the construction of Well #11
7/14/2022	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	28 attendees
7/14/2022	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	11 attendees
8/11/2022	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	8 attendees
9/8/2022	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	19 attendees
9/8/2022	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	9 attendees
11/10/2022	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	21 attendees
11/10/2022	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	9 attendees
12/8/2022	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	10 attendees
12/14/2022	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	7 attendees
1/12/2023	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	23 attending

Event Date	WCWRPC Staffer(s)	Event	Date Publicized & Communication Method (Public Notice, Posters, Social Media)	Outreach Method (Meeting, Focus Group, Survey, etc.)	Notes (Meeting size and format, location, Number of Attendees, etc.)
1/21/2023	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	7 attending
1/26/2023	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	9 attending
1/30/2023	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	9 attending
3/10/2023	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	27 attending
3/10/2023	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	10 attending
3/17/2023	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	10 attending
3/21/2023	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	8 attending
3/23/2023	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	6 attending
4/6/2023	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	18 attending
4/13/2023	Lynn Nelson	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	9 attending
5/11/2023	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	20 attending
6/8/2023	Lynn Nelson & Scott Allen	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	10 attending
6/27/2023	Scott Allen	Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	8 attending
12/27/2023	Chris Straight	Hillcrest Estates Safe Room	public notice in Leader Telegram	notice inviting comment	NEPA/NHPA requirement
Feb-Mar '23	Chris Straight	Chippewa Falls Comp Plan	various dates via press release, flyers, and social media	Community Online Survey	825 responses
4/26/2023	Chris Straight	Chippewa Falls Comp Plan	public notice & personal invites	Young Adults Focus Group	City Hall
4/26/2023	Chris Straight	Chippewa Falls Comp Plan	public notice & personal invites	Downtown Focus Group	City Hall
5/9/2023	Chris Straight	Chippewa Falls Comp Plan	public notice & personal invites	History & Culture Focus Gp	CF History Center
5/9/2023	Eric Anderson	Chippewa Falls Comp Plan	public notice & personal invites	Energy & Sustain. Focus Gp	City Hall
5/10/2023	Chris Straight	Chippewa Falls Comp Plan	public notice & personal invites	Economic Dvlpmt Focus Gp	City Hall
5/10/2023	Chris Straight	Chippewa Falls Comp Plan	public notice & personal invites	Intergvmntl Focus Gp	City Hall
5/11/2023	Susan Badtke	Chippewa Falls Comp Plan	public notice & personal invites	Seniors Focus Group	City Hall
12/5/2022, 12/6/2022	Edwin Rothrock	Polk County Transit Feasibility Study	Posted on Polk County ADRC website, flyers posted at County Buildings, word of mouth to ADRC clients	Meetings to obtain public input on transportation needs	Forums were very poorly attended. The county was responsible for promoting the meetings. The County Planner position was recently vacant so was lacking in marketing expertise.

**West Central Wisconsin Regional Planning Commission  
Approval of Update Resolution (2023)**