

MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
SHEBOYGAN METROPOLITAN AREA  
TECHNICAL AND POLICY ADVISORY COMMITTEES  
April 27, 2017  
Maywood Environmental Park, Sheboygan

MEMBERS PRESENT: Steven Bauer, Policy Advisory Committee Chairperson,  
Presiding

Policy Advisory Committee: Bill Blashka for Daniel Hein (Town of Sheboygan)  
Charles Born (Town of Lima)  
Matt Halada for Will Dorsey (WisDOT Northeast Region, Green Bay)  
George Marthenze for Tom Wegner (Sheboygan County)  
Mayor Mike Vandersteen (City of Sheboygan)

Technical Advisory Committee: Aaron Brault (Sheboygan County Planning and Conservation Department)  
Kristofer Canto (WisDOT Bureau of Planning and Economic Development, Madison, by phone)  
Sandy Carpenter for Lynn Warpinski (WisDOT Northeast Region, Green Bay)  
Brett Edgerle (Village of Kohler)  
David Smith (Bicycle and Pedestrian Transportation Advocate)  
Steve Sokolowski (City of Sheboygan Department of Planning and Development)

MEMBERS EXCUSED: Jerry Benzschawel (City of Sheboygan Falls Department of Public Works)  
David Biebel (City of Sheboygan Department of Public Works)  
Mary Forlenza (Federal Highway Administration – Wisconsin Division – Ex-Officio)  
Derek Muench (Shoreline Metro)  
Ryan Sazama (City of Sheboygan Department of Public Works – Engineering Division)

OTHERS PRESENT: None

STAFF PRESENT: Jeffrey Agee-Aguayo (Bay-Lake Regional Planning Commission)

1. The meeting was called to order at 1:05 p.m. by Policy Advisory Committee Chairperson Steven Bauer.

Members of both committees and staff in attendance introduced themselves for the benefit of everyone in attendance.

Members of both committees and staff present noted committee members who had asked to be excused from the meeting.

2. Matt Halada asked if his report on WisDOT Northeast Region planning activities and construction projects in Sheboygan County could take place under agenda item #4 (Public Input).

**Moved** by Bill Blashka and seconded by Aaron Brault that both committees approve the agenda for the April 27, 2017, joint Technical Advisory Committee/Policy Advisory Committee meeting, as amended. Motion carried, with all voting aye on a voice vote.

3. **Moved** by George Marthenze and seconded by Matt Halada that both committees approve the minutes of the February 23, 2017, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

4. Policy Advisory Committee Chairperson Steven Bauer asked if there was any public input.

Matt Halada discussed WisDOT Northeast Region planning activities and construction projects in Sheboygan County with everyone in attendance.

Matt Halada stated that the State Highway 32 resurfacing project from State Highway 42 in Howards Grove to the intersection with State Highway 57 near Kiel would take place from July through mid-September. George Marthenze had a question regarding this project that Matt Halada answered.

Matt Halada discussed the State Highway 144 project taking place in southern Sheboygan County (outside the metropolitan planning area). This project will begin on July 10, 2017, and will run through late November.

Matt Halada discussed the State Highway 42 projects from Interstate Highway 43 to Mueller Road in the Town of Sheboygan and from Main Avenue to North 26<sup>th</sup> Street in the City of Sheboygan. These projects start in late May and end in late October. Jeffrey Agee-Aguayo noted that a public information meeting regarding these projects was taking place at the Quarry Park, just a short distance from the site of this meeting.

Charles Born had questions regarding the State Highway 28/County Highway EE roundabout project and its timing that Matt Halada answered.

There was no additional public input received.

5. Members of both committees reviewed and recommended approval of several minor amendments to the street and highway improvement project component of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020* to the Bay-Lake Regional Planning Commission.

Jeffrey Agee-Aguayo distributed changes to Table 6 (Street and Highway Improvement Projects) to members of both committees in attendance, and then proceeded to review these changes. The following projects had cost and/or cost share adjustments, which were reviewed:

- North Avenue: State Highway 42/Calumet Drive to North 15<sup>th</sup> Street in the City of Sheboygan: Reconstruction with no Increase in Capacity and Rail Work (2017 and 2018);
- Meadowlark Road: Fischer Creek Bridge and Approaches in the Town of Herman: Bridge Replacement (2017);
- South 8<sup>th</sup> Street: Sheboygan River Bridge in the City of Sheboygan: Bridge Rehabilitation (2017);
- Interstate Highway 43: Wilson Lima Road to Fischer Creek Road: Installation of Miscellaneous Cable Guard (2017);
- Meadowlark Road: Sheboygan River Bridge and Approaches in the Town of Sheboygan Falls: Bridge Replacement (2018); and
- Superior Avenue: North Taylor Drive to North 29<sup>th</sup> Street: Reconstruction with no Increase in Capacity (2019).

Costs for the above noted projects were compared to costs for these projects in Table 6 in the original *2017 – 2020 TIP* (and subsequent amendments to that table).

In addition, Jeffrey Agee-Aguayo noted that future resurfacing of Interstate Highway 43 from State Highway 42 to the Manitowoc County line (a second phase beyond the range of this TIP) would now take place in 2025 (this was previously scheduled for 2022).

Jeffrey Agee-Aguayo also distributed and reviewed the fiscal constraint redemonstration (revised financial plan) for these minor amendments to the *2017 – 2020 TIP*. Emphasis was placed on review of revised Table 7 (and comparing it to Table 7 in the original *2017 – 2020 TIP* and subsequent amendments to that table).

Jeffrey Agee-Aguayo discussed the State Highway 32 resurfacing project from Howards Grove to Kiel that was taking place in 2017. The project was advanced in WisDOT's program. The project involves 100 percent state funding (no Federal funding), so the WisDOT Northeast Region staff informed Jeffrey Agee-Aguayo that this project did not need to be added to the *2017 – 2020 TIP*.

**Moved** by Aaron Brault and seconded by Bill Blashka that both committees recommend approval of the above noted minor amendments to the street and highway improvement project component of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020* to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

6. Jeffrey Agee-Aguayo distributed the revised *Annual Listing of Obligated Projects for Calendar Year 2016* to members of both committees in attendance. Jeffrey Agee-Aguayo then reviewed changes to this listing since it was reviewed at the previous meeting. These changes involved increases in total cost and the Federal share of the Calumet Drive reconstruction project from Main Avenue to North 26<sup>th</sup> Street in the City of Sheboygan.

Jeffrey Agee-Aguayo noted that the revised *Annual Listing of Obligated Projects for Calendar Year 2016* was provided to the Sheboygan County Planning and Conservation Department for permanent public display locally, and added that this revised listing had also been placed on the MPO webpage in March.

There were no questions from members of either committee regarding the revised *Annual Listing of Obligated Projects for Calendar Year 2016*.

7. Members of both committees discussed upcoming funding cycles (STP Urban, Congestion Mitigation and Air Quality, etc.).

Sandy Carpenter (Local Program Manager at the WisDOT Northeast Region) was present to discuss the status of the STP Urban program. Sandy Carpenter explained that currently, the Sheboygan Urbanized Area had a negative STP Urban balance (according to WisDOT's latest calculations), which meant that no projects would likely be able to be added to the program in this latest funding cycle. Jeffrey Agee-Aguayo noted that he visited with the statewide local program manager, who indicated that these numbers would not be final until the next biennial budget is in place, and that if the legislature allocated additional funding for projects, this balance could end up being positive. Sandy Carpenter commented that even if this became a positive balance, only the amount available could be allocated, in which case it might be best to allocate the funding to existing projects or to smaller items (such as bus acquisitions). Sandy Carpenter distributed and reviewed a handout that explained the impacts of the STP Urban program in each fiscal year over time, cycle by cycle. Essentially, as long as "big ticket" projects remain on the books for long periods of time without being built and closed out, the ability to fund future projects is diminished.

As far as the Congestion Mitigation and Air Quality improvement program (CMAQ) was concerned, Jeffrey Agee-Aguayo distributed the following items to interested members of both committees: (1) a CMAQ program fact sheet; (2) WisDOT 2018 – 2022 CMAQ program guidelines; (3) WisDOT 2018 – 2022 CMAQ program application instructions; (4) the WisDOT 2018 – 2022 CMAQ program application; and (5) the WisDOT schedule for the 2018 – 2022

CMAQ program cycle. Jeffrey Agee-Aguayo reviewed the final distributed item with members of both committees, noting that the application deadline is June 19, 2017. There was brief discussion of some potential projects in the MPO area for this grant cycle, including additional bus replacements at Shoreline Metro, bicycle and pedestrian transportation projects, and signal timing projects.

Jeffrey Agee-Aguayo noted that members of both committees should visit with the Sheboygan County Highway Commissioner (Greg Schnell) if they wanted to learn more about the two other local programs (STP Rural and Local Bridge).

8. Matt Halada discussed WisDOT Northeast Region planning activities and construction projects in Sheboygan County under agenda item #4 (Public Input).

Jeffrey Agee-Aguayo gave an update on MPO activities to everyone in attendance.

Jeffrey Agee-Aguayo stated that he participated in a meeting of the full Bay-Lake Regional Planning Commission on March 10, 2017. One of the agenda items at this meeting involved approval of minor amendments to the *2017 – 2020 TIP* that were recommended for approval at the February 23, 2017, joint meeting of the MPO advisory committees.

Jeffrey Agee-Aguayo noted that he participated in a quarterly meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) at Green Bay Metro on April 12, 2017.

Jeffrey Agee-Aguayo indicated that he participated in a quarterly meeting of the Wisconsin Department of Natural Resources Bureau of Air Management's Transportation Conformity Work Group (via teleconference) on April 19, 2017.

Jeffrey Agee-Aguayo commented that he participated in a quarterly MPO Directors' meeting in Madison on April 25, 2017.

Jeffrey Agee-Aguayo stated that he would be participating in a meeting of the Bay-Lake Regional Planning Commission's Executive Committee on April 28, 2017. One of the agenda items at this meeting will involve approval of minor amendments to the *2017 – 2020 TIP* that were recommended for approval at today's meeting of the MPO advisory committees.

Jeffrey Agee-Aguayo noted that he would be meeting with Derek Muench the morning of May 2, 2017, to begin to formulate "State of Good Repair" performance targets for Shoreline Metro, which will also be the MPO's performance targets in this area.

Jeffrey Agee-Aguayo indicated that he would likely be participating in portions of the Federal Transit Administration's triennial review of Shoreline Metro, which will take place at the Shoreline Metro garage and offices on May 24 – 25, 2017.

Jeffrey Agee-Aguayo discussed his progress (to date) on the Shoreline Metro Transit Development Program (TDP) Update. Draft Chapters 3 (Transit System Overview), 4 (Community Profile), 5 (Ridership Opinion – repackaged from early 2016 and based on the survey conducted in December 2015), and 7 (Transit System Performance) have been completed. It is hoped that a boarding and alighting survey can be completed either by the end of the school year or in September; findings from this survey would be reported in draft Chapter 6 (Route Ridership Patterns). Jeffrey Agee-Aguayo commented that staff was utilizing MPO funds to complete this project to date, but was waiting on the WisDOT Transit Section to obtain additional funding in order to complete the project. Draft chapters will be presented to the MPO advisory committees once a TDP Review Committee has been formed and has also had the opportunity to review these chapters. The Sheboygan Transit Commission will also have opportunities to review items in the TDP Update.

Jeffrey Agee-Aguayo also discussed his progress (to date) on the Title VI Non-Discrimination Program/Limited English Proficiency (LEP) Plan Update. Much of this plan has been completed, with the exception on reporting on ethnicity and race of MPO advisory committee members and Bay-Lake Commissioners. Jeffrey Agee-Aguayo distributed a survey on ethnicity and race of MPO Technical and Policy Advisory Committee members that needed to be completed. Jeffrey Agee-Aguayo noted those who previously completed the survey (in 2014), adding that those individuals did not need to complete the survey again. Jeffrey Agee-Aguayo indicated that he would be mailing and e-mailing this survey early the week of May 1 – 5, 2017, to those who did not attend this meeting and who did not previously complete the survey. Jeffrey Agee-Aguayo commented that Bay-Lake Regional Planning Commissioners were being asked to complete a similar survey.

Finally, Jeffrey Agee-Aguayo discussed the hiring process for a new Planner I at the Bay-Lake Regional Planning Commission. Commission staff decided on the top candidate for this position in early March. This new employee is scheduled to begin work with the Commission in early June. This position is expected to involve 40 percent Sheboygan MPO duties, 40 percent regional transportation planning activities (including completion of the Regional Bicycle and Pedestrian Transportation Plan under a separate contract), and 20 percent other duties as assigned. Jeffrey Agee-Aguayo commented that he was looking forward to the graphic design skills that this new planner (who is graduating with a master's degree in planning) would bring to the MPO program and to the Commission's other programs.

9. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for **Thursday, May 25, 2017, at 1:00 p.m.**, and will be returning to **Room 119, Sheboygan County Administration Building, 508 New York Avenue, Sheboygan.**

10. **Moved** by George Marthenze and seconded by Bill Blashka that the joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees be adjourned. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 1:56 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

