

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
WORK PROGRAM COMMITTEE
February 8, 2008
Commission Office
Green Bay, Wisconsin

MEMBERS PRESENT: Bill Clancy, Bob Ryan (for Jaime Forest), Ed Kelley, Tom Kussow, Toni Loch, Don Markwardt, Mary Meyer, Lois Trever and Chuck Wagner

MEMBERS ABSENT: Bruce Osterberg

STAFF PRESENT: Jeff Agee-Aguayo, Angela Pierce and Ker Vang

- I. Chairperson Lois Trever called the meeting to order at 10:00 a.m.
- II. **Moved** by Chuck Wagner and seconded by Don Markwardt that the agenda be approved as presented. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Bill Clancy and seconded by Tom Kussow that the minutes of the December 14, 2007 meeting be approved as presented. Motion carried, with all voting aye on a voice vote.
- IV. Chairperson Lois Trever asked if there was any public input; none was received. Committee members and staff in attendance introduced themselves for the benefit of everyone in attendance.
- V. Chairperson Lois Trever asked if there were any guest presentations; none were presented.
- VI. Angela Pierce provided committee members with a staff report on Wisconsin Coastal Management Program (WCMP) planning activities, and distributed a list of grant applications in the Bay-Lake Region recommended for funding for 2008-2009. Two of the applications that were submitted by the Commission have been recommended for funding, including Technical Assistance for \$20,000 and the Road-End & Public Access Inventory, Green Bay East Shore for \$29,995. Final determinations of funding will be made on February 14, 2008, by the WCMP Coastal Council.

Lois Trever had a question concerning cost shares for WCMP grants; Angela Pierce responded that grants with a total cost below \$60,000 are funded at 50% WCMP and 50% local share, while grants with a total cost over \$60,000 are funded at 40% WCMP and 60% local share.

Chuck Wagner had a question concerning the Door County Coastal Terrestrial Invasive Species Control project which Angela Pierce and Bob Ryan answered; Bob Ryan added that he was on a steering committee for this project. Bill Clancy had questions concerning coastal pollution in Door County which Angela Pierce, Lois Trever and Bob Ryan discussed. Chuck Wagner discussed phosphorus discharge issues; there was considerable discussion concerning this topic. Tom Kussow stated that phosphorus has been removed from many commercial fertilizers.

- VII. Angela Pierce updated committee members on the Commission's involvement in Multi-Hazards Mitigation Planning. Since 2003, the Commission has assisted with grant submission and/or plan development for multi-hazards mitigation plans for the City of Sheboygan, the counties of Brown, Florence, Manitowoc, Marinette, Oconto and Sheboygan, and for the Oneida Nation of Wisconsin. Currently, plans have been adopted and approved by WEM and FEMA for the City of Sheboygan, and for Florence and Brown Counties. Marinette County's plan has been adopted and

is awaiting WEM and FEMA approval. The Sheboygan County plan was “pre-reviewed” by WEM, and should be adopted in the near future by the County Board; following adoption, the final plan will be submitted to WEM and to FEMA for final approval. Manitowoc County is finalizing its plan for adoption. The Oconto County and Oneida Nation plans are underway, and will continue over the next year.

Chuck Wagner had a question concerning the Oconto County All Hazards Mitigation Plan process which Angela Pierce answered. Lois Trever discussed efforts to clean up and rebuild in the aftermath of a tornado that hit a portion of Oconto County.

Bob Ryan asked how Door County could apply to the proper state or federal authorities to complete such a plan; Angela Pierce responded that the Commission has extended an offer to assist Door County with its plan over the last two grant cycles, but there has been no interest to-date. The Commission's offer to assist the county with grant submission or plan development is always available should the county ever be interested. If the county would like to pursue the process on its own, it can begin by submitting a grant proposal to FEMA under the Pre-Disaster Mitigation Grant Program; assistance is also available through Wisconsin Emergency Management.

- VIII. A. Ker Vang provided committee members with a powerpoint presentation on the Safe Routes to School Program (SRTS) in Florence County, including the goals of the program and the five elements of the program, which include: education, enforcement, encouragement, engineering and evaluation. Handouts on the powerpoint presentation (attached to these minutes) and an introduction to SRTS were distributed to committee members in attendance

Ker Vang stated that the 2006-2007 total enrollment in the Florence County School District was 554 students, which consists of grades 4K-12. Ker Vang added that the results from a recent parent survey (of which approximately 65 parents responded) indicated that 51 percent of the parents would never allow their child to walk or bike alone to school, 51 percent indicated that walking and biking to school is fun and another 61 percent indicated that walking and biking to school is very healthy. According to the parent survey, the top issue affecting school travel decisions is the distance between home and school.

Ed Kelley discussed various local issues in Florence County related to school transportation/SRTS barriers. The town of Florence is supportive of the recommended infrastructure improvements, but there are some objections from county board supervisors with respect to eventual maintenance costs that would be borne in the county related to these improvements.

Ker Vang demonstrated SRTS issues on two air photo display maps of the developed portion of the town of Florence. These included a sidewalk inventory and a two-mile radius of the Florence Schools. Some recommendations were shown with illustrations in the powerpoint presentation. A Task Force Member has identified sidewalks that need upgrading and crosswalks that need to be added which would make walking or biking to school safer for children.

Don Markwardt commented on the use of crossing guards in Manitowoc, and stated that education is key in SRTS programs. Ed Kelley discussed local conditions in Florence that may impact the successful implementation of the SRTS program. Mary Meyer had questions concerning the availability of grants to complete new sidewalks or repair or

reconstruct existing sidewalks which Ker Vang and Jeffrey Agee-Aguayo answered.

- (B) Jeffrey Agee-Aguayo discussed the Maritime Metro (City of Manitowoc) Transit Development Program (TDP) and Manitowoc County Mobility Manager with committee members.

Maritime Metro Transit Development Program (TDP) Update

Jeffrey Agee-Aguayo distributed and reviewed an outline for the TDP Update for the Maritime Metro Transit System (MMT) with committee members. The TDP Update will cover the 2010 to 2014 period, including the latter part of 2009. The planning process will start soon, and the TDP Update should be completed around mid-2009.

Typical elements in a TDP include: an overview of the transit system; a community profile; completion of ridership opinion and boarding and alighting surveys (and their documentation in ridership opinion and route ridership patterns chapters); transit system performance (including peer system analysis, development of a cost allocation model, and route productivity analysis); goals, objectives and standards for the transit operation; alternatives analysis; and the recommended plan. In addition to the survey research, focus groups with the transit drivers and public information meetings are an important part of the TDP planning process. A local review committee will oversee TDP completion; that review committee is currently being selected by the MMT and City of Manitowoc staff.

Bill Clancy had a question concerning the “breaking point” (in terms of the cost of a gallon of fuel) in which motorists would get out of their cars and ride the bus; Jeffrey Agee-Aguayo responded that some of this dynamic is already occurring with \$3 per gallon gasoline, but added that the price of gasoline would need to increase further in order to see a larger switch to transit usage. Jeffrey Agee-Aguayo also noted that transit operations are facing higher diesel costs, adding that if they increase greatly, some of these costs may need to be passed onto passengers. Jeffrey Agee-Aguayo also noted that Ron McDonald (Sheboygan Transit Director and Commissioner representing Sheboygan County) may be able to discuss these issues further.

Don Markwardt asked if there was a greater variety of smaller buses on the market today. Jeffrey Agee-Aguayo responded that transit operations struggled with obtaining available good, smaller buses in the 1990s, recounting Sheboygan Transit’s experience with smaller buses from that era. Jeffrey Agee-Aguayo added that he believed that there was greater variety in the small bus market than there was a decade ago.

Manitowoc County Mobility Manager

Jeffrey Agee-Aguayo also discussed efforts the Commission staff has taken to assist Manitowoc County’s Aging and Disability Resource Center (ADRC) in securing a mobility manager for the county. Commission staff assisted the Manitowoc County ADRC in amending the county’s *Public Transit – Human Services Transportation Coordination Plan* to include a recommendation for hiring a mobility manager; this assistance included meeting with stakeholders on August 29, 2007, as well as submitting a plan amendment to WisDOT in December of 2007. New Freedom grant funding was awarded for a mobility manager by WisDOT on November 20, 2007. Commission staff assisted the county’s ADRC staff in reviewing the job description for the mobility manager in late November and in December of 2007.

Commission staff met with the city and county staff on January 11 to discuss logistics

and outcomes (by year's end) of the mobility manager. A mobility manager was hired, and will start work on February 11; the mobility manager will be an employee of the Manitowoc County ADRC, but will be housed at Maritime Metro Transit. A strategic planning meeting to provide direction for the newly hired mobility manager will take place on February 12; Commission staff plan to participate in this meeting. Commission staff has also been asked to participate (with a team from Manitowoc County) in the Mobility Planning Services (MPS) Institute in Washington, DC April 21 through 24.

- (C) Jeffrey Agee-Aguayo updated committee members on activities in the Sheboygan Metropolitan Planning Organization (MPO) program.

SAFETEA-LU Compliance Amendment to the Year 2035 Sheboygan Area Transportation Plan (SATP)

Jeffrey Agee-Aguayo discussed work on the SAFETEA-LU compliance amendment to the *Year 2035 SATP*. The original *Year 2035 SATP* was adopted in October 2006, and this amendment is primarily being developed to fill gaps to assure compliance with the "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" (SAFETEA-LU) and its implementing metropolitan transportation planning regulations. One part of this amendment includes bicycle and pedestrian recommendations from the recently adopted *Sheboygan County Pedestrian and Bicycle Comprehensive Plan: 2035* as they apply to the Sheboygan metropolitan planning area.

An outline of the SAFETEA-LU compliance amendment to the *Year 2035 SATP* was distributed and reviewed with committee members. The amendment has five sections. Sections 1 (Transportation Safety), 2 (Transportation Security) and 3 (Mitigation of Environmental Impacts of Major Transportation Projects) have generally been completed. A packet of available environmental mitigation/consultation maps in Section 3 was distributed and reviewed with committee members.

A draft of Section 4 (Update of Bicycle and Pedestrian Recommendations to be Consistent with the *Sheboygan County Pedestrian and Bicycle Comprehensive Plan: 2035*) has been completed. However, some of the MPO Technical and Policy Advisory Committee members thought that some of the recommendations for the long-term implementation period (2018 – 2035) needed to be moved to the mid-term implementation period (2013 – 2017). Commission staff is attempting to resolve this issue with members of the MPO advisory committees.

A draft of Section 5 (Updated Financial Plan) has been completed. This section was updated to account for "year of expenditure" dollars (annualized inflation) in adjusting the original financial plan in the *Year 2035 SATP*. The one item that needs to be resolved in this section is how to deal with funding shortfalls for bicycle and pedestrian transportation projects recommended in the mid-term (2013 – 2017) and long-term (2018 – 2035) implementation periods.

Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP):
Calendar Years 2008 – 2011

Jeffrey Agee-Aguayo discussed the range of projects being included in the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2008 – 2011 (2008 – 2011 TIP)*. These projects include: transit operating expenses and capital items; elderly and disabled transportation operating expenses and capital projects; bicycle and pedestrian transportation projects; and street and highway projects.

It was noted that all elements of the draft *2008 – 2011 TIP* have been completed with the exception of the air quality conformity analysis. Commission staff has been coordinating with the WisDOT Travel Forecasts and Analysis Section and with the Wisconsin DNR Bureau of Air Management in an effort to obtain needed data elements in order to complete the air quality conformity analysis. The *2008 – 2011 TIP* has been the subject of constant updates; much of this problem is due to the fact that WisDOT has varying approval dates for the numerous programs it administers, but expects MPOs to have TIPs to them typically by a fixed date, even though approvals for several critical programs often have not taken place at the time the TIPs are due, precipitating the need for increased TIP amendments precisely at a time when funding for TIP development is minimal.

Once a full draft of the *2008 – 2011 TIP* is completed (including the air quality conformity analysis), there will be a 30 day public review period and public hearing on the draft TIP.

Other Projects (from the 2008 MPO Work Program)

Other MPO activities scheduled for 2008 will include: nearly monthly joint meetings of the MPO Technical and Policy Advisory Committees; the start of traffic analysis zone (TAZ) development in preparation for the 2010 Census; the start of preparations for an update to the Sheboygan Area Transportation Plan (SATP) that is due at the end of 2010; an abbreviated land use inventory in rapidly growing portions of the Sheboygan metropolitan planning area; development of performance measures that will help determine the extent to which the *Year 2035 SATP* needs to be updated in 2010; and completion of boarding and alighting and passenger opinion surveys for the Sheboygan Transit Utility.

Committee members had questions concerning progress on the Town of Mosel “event only” interchange study that Jeffrey Agee-Aguayo answered. WisDOT planned to have a public information meeting on the study on February 6 at the Mosel Town Hall (this was later rescheduled to February 13 due to inclement weather).

- IX. There were no comments on the January 2008 Monthly Work Program Activity Report.
- X. **Lois Trever** adjourned the Work Program Committee at 11:45 a.m.

Respectfully submitted,

Jeffrey C. Agee-Aguayo, AICP,
Recording Secretary