

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
SHEBOYGAN METROPOLITAN AREA
TECHNICAL AND POLICY ADVISORY COMMITTEES

March 10, 2011

Sheboygan County Administration Building (Room 302), Sheboygan

MEMBERS PRESENT: Wayne Warnecke, Policy Advisory Committee Chairperson,
Presiding

Policy Advisory Committee: Steven Bauer (Town of Sheboygan Falls)
Bill Blashka for Daniel Hein (Town of Sheboygan)
David Gartman (Town of Wilson)
Jerald Holub for Mike Vandersteen (Sheboygan County)
Jill Michaelson for Will Dorsey (WisDOT Northeast Region,
Green Bay)(The WisDOT Northeast Region is also represented
on the MPO Technical Advisory Committee)
Jim Scheiber (Village of Howards Grove)

Technical Advisory Committee: David Biebel (City of Sheboygan Dept. of Public Works)
Aaron Brault (Sheboygan County Planning and Conservation
Dept.)
David Jolicoeur (Federal Highway Administration – Wisconsin
Division – Ex-Officio)
Ron McDonald (Sheboygan Parking and Transit Utility)
John Nordbo (WisDOT Bureau of Planning and Economic
Development, Madison)
Ryan Sazama (City of Sheboygan Engineering Dept.)
Greg Schnell (Sheboygan County Highway Dept.)
James Schuette (Village of Howards Grove)
Steve Sokolowski (City of Sheboygan Dept. of Planning and
Development)

MEMBERS EXCUSED: LaVerne Hoerig (Sheboygan County Traffic Safety Commission
Representative to the MPO Technical Advisory Committee)
Michael Mersberger (City of Sheboygan Falls Dept. of Public
Works)
Lee Montemayor, Jr. (Sheboygan Parking and Transit Utility
Commission)
Bruce Neerhof (Village of Kohler)
Allen Price for William Jens (Town of Lima)

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

1. The meeting was called to order at 1:32 p.m. by Policy Advisory Committee Chairperson Wayne Warnecke.

Members of both committees and staff in attendance introduced themselves for the benefit of everyone in attendance. Members of both committees and staff present also noted committee members who had asked to be excused from the meeting.

2. **Moved** by Greg Schnell and seconded by Jerald Holub that both committees approve the agenda for the March 10, 2011, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. **Moved** by Jerald Holub and seconded by Steven Bauer that both committees approve the minutes of the January 27, 2011, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

4. Policy Advisory Committee Chairperson Wayne Warnecke asked if there was any public input; none was received.

5. The MPO Technical and Policy Advisory Committees reviewed the Update to the *Year 2035 Sheboygan Area Transportation Plan (SATP)* and recommended its approval to the Bay-Lake Regional Planning Commission, as follows:

A. The MPO Technical and Policy Advisory Committees reviewed the draft Update to the *Year 2035 SATP* one final time, and also reviewed comments received on the draft plan.

Jeffrey Agee-Aguayo distributed the plan outline to members of both committees in attendance, and reminded members of both committees that they were provided with a CD copy of the draft plan.

Jeffrey Agee-Aguayo stated that Chapters 1 through 7 of the draft plan were reviewed at previous meetings, and asked if there were any further questions or comments on those draft chapters; none were received.

Jeffrey Agee-Aguayo briefly reviewed Chapter 8 of the draft plan (Mitigation of Environmental Impacts of Major Transportation Projects). Jeffrey Agee-Aguayo asked if there were any questions or comments concerning draft Chapter 8; none were received.

Jeffrey Agee-Aguayo briefly reviewed Chapter 9 of the draft plan (Financial Plan). Jeffrey Agee-Aguayo asked if there were any questions or comments concerning draft Chapter 9; none were received.

Jeffrey Agee-Aguayo also reviewed draft Appendices A through H, with an emphasis on Appendices B (Transportation System Performance Indicators), C (Air Quality Conformity Assessment), E (Statement of Impacts of Projects in the Update to the *Year 2035 SATP* on Environmental Justice), and F (Public Participation Process for the Plan Update). Jeffrey Agee-

Aguayo asked if there were any questions or comments concerning any of the draft appendices; none were received.

Jeffrey Agee-Aguayo then reviewed comments received on the draft plan, as follows:

Chapter 5

- In October 2010, Ron McDonald offered various corrections to narrative on Shoreline Metro ADA transportation services and on Sheboygan County Health and Human Services Department transportation activities (p. 5-28).
- In January 2011, Ron McDonald offered comments related to decreases in cost efficiency for Shoreline Metro and how the non-increasing local governmental share of transit revenues in combination with increasing costs has led to such decreases in cost efficiency (p. 5-41).

Chapter 7

- In February 2011, WisDOT Northeast Region Staff (Kathy Drews) suggested that in Table 7.2, the State Highway 28 project (the final project in that table) be moved to the 2013 – 2020 implementation period, since that project will be implemented in 2015. In this same comment, WisDOT Northeast Region Staff (Kathy Drews) recommended that in Table 7.9, the State Highway 28 project that involved construction of roundabouts in the 2021 – 2030 implementation period be removed from that table.

Chapter 9

- Modify Chapter 9 based on comments received on Chapter 7 so that the plan update is internally consistent.

Appendix C

- Jeffrey Agee-Aguayo reviewed comments received on draft Appendix C from the Wisconsin Department of Natural Resources Bureau of Air Management staff in a telephone conversation on March 4, 2011.
- Jeffrey Agee-Aguayo also noted that Wisconsin Department of Natural Resources Bureau of Air Management staff provided their assumptions used in developing emission factors for the conformity analysis the afternoon of March 4, 2011 (Table C.2 will be included in the conformity analysis, and a memorandum from DNR staff will be added to the end of the conformity analysis).

Jeffrey Agee-Aguayo stated that these comments would be used to complete a final edit of the Update to the *Year 2035 SATP*.

Jeffrey Agee-Aguayo asked if members of either committee had any final comments on the Update to the *Year 2035 SATP*; the following comments were received:

- John Nordbo asked that references to the *Wisconsin Rail Plan 2030* be removed from Chapter 2;
- John Nordbo asked that portions of Chapters 3 and 5 be modified in terms of tense (this mainly related to narrative and tables referring to the *2005 – 2009 American Community Survey (ACS)* that was released in late 2010, but was referred to as a time in the future in previous drafts of these chapters);
- John Nordbo asked that all strategies listed in Chapter 7 be written in active voice; and
- John Nordbo asked that an e-mail from Claudia Orvis of his staff dated June 22, 2010, related to using an inflation rate of 2.8 percent through the remainder of the 2009 – 2011 state budget biennium be added to Appendix D.

B. **Moved** by Greg Schnell and seconded by Aaron Brault that the Technical Advisory Committee recommend approval of the Update to the *Year 2035 SATP* (with corrections/edits based on comments received) to the Bay-Lake Regional Planning Commission. Motion carried, with all Technical Advisory Committee members present voting aye on a voice vote.

C. **Moved** by Steven Bauer and seconded by Jim Scheiber that the Policy Advisory Committee recommend approval of the Update to the *Year 2035 SATP* (with corrections/edits based on comments received) to the Bay-Lake Regional Planning Commission. Motion carried, with all Policy Advisory Committee members present voting aye on a voice vote.

6. The MPO Technical and Policy Advisory Committees reviewed the draft *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2011 – 2014* and released it for a 30 day public review/comment period, as follows:

A. Members of the MPO Technical and Policy Advisory Committees reviewed key tables in the draft *2011 – 2014 TIP*.

Jeffrey Agee-Aguayo distributed and reviewed draft Tables 1 (Transit Operating Funds) and 2 (Transit Capital Items) of the *2011 – 2014 TIP* with members of both committees in attendance. Jeffrey Agee-Aguayo commented that the proposed state biennial budget for 2011 – 2013 would likely mean changes to some of the assumptions in draft Table 1 in the near future, but added that it was premature to speculate on these impacts at this time. Members of the MPO advisory committees had no questions or comments regarding draft Tables 1 and 2.

Jeffrey Agee-Aguayo distributed and reviewed draft Tables 3 (Elderly and Disabled Transportation Projects in 2011) and 4 (Elderly and Disabled Transportation Capital Projects) of the *2011 – 2014 TIP* with members of both committees in attendance. Jeffrey Agee-Aguayo commented that the proposed state biennial budget for 2011 – 2013 could have impacts on Table 3, and would have impacts on future year versions of Table 3, but again added that it was premature to speculate on these impacts at this time. Members of the MPO advisory committees had no questions or comments regarding draft Tables 3 and 4.

Jeffrey Agee-Aguayo distributed and reviewed draft Table 5 (Bicycle and Pedestrian Transportation Projects) of the *2011 – 2014 TIP* with members of both committees in attendance. Members of the MPO advisory committees offered the following comments on draft Table 5:

- Aaron Brault asked that the construction work on the sidewalks and striping of bicycle lanes on Millersville Avenue/County Highway JJ, Audubon Road and Mill Street in the Village of Howards Grove be moved to 2011.
- Aaron Brault asked that some funding be reserved for engineering for the bicycle facilities network in the City of Sheboygan Falls, adding that he would look into the appropriate amount of engineering funding for this project; the engineering work would take place in 2011.
- Aaron Brault asked that the construction work for the Sheboygan Area School District Safe Routes to School safety upgrades be moved to 2011.
- Aaron Brault suggested that the preliminary engineering costs for the Interurban Trail extension project be split evenly between 2011 and 2012. David Gartman had questions on details related to this project which Aaron Brault answered.
- Aaron Brault stated that the Non-Motorized Transportation Pilot Program (NMTTP) could not match Congestion Mitigation and Air Quality (CMAQ) program funds for the Union Pacific Rail/Trail Conversion project or for the Interurban Trail extension project, such that local funds will match the CMAQ funding for these two projects. Therefore, the footnote at the end of Table 5 can be deleted.
- David Gartman thought that Weeden Creek Road would be as good an option as the Alliant Energy utility corridor for a bicycle and pedestrian facility at the south end of the urban area; Steve Sokolowski and Aaron Brault also discussed the proposed multi-use pathway in the Alliant Energy utility corridor on the south side of the City of Sheboygan.
- Aaron Brault stated that he still needs local approval on the five NMTTP projects that he is proposing be added to the TIP (the last four projects on page three, and the first project on page four of Table 5).

Jeffrey Agee-Aguayo distributed and reviewed draft Table 6 (Street and Highway Improvement Projects) of the *2011 – 2014 TIP* with members of both committees in attendance. Members of the MPO advisory committees offered the following comments on draft Table 6:

- Greg Schnell asked that the County Highway J reconstruction project between State Highway 32 and Highland Road be moved to 2012.
- James Schuette discussed the State Highway 42 state highway rehabilitation and maintenance project scheduled for 2011 north of the Village of Howards Grove.
- James Schuette and Jim Scheiber discussed the two projects affecting the Village of Howards Grove (on State Highways 32 and 42) scheduled for 2013.
- David Gartman discussed the various categories of grouped projects in Table 6, and asked how one would petition WisDOT to complete small jobs in their communities. Greg Schnell responded that he would pursue this matter with WisDOT staff.
- David Biebel discussed an upcoming project involving the 8th Street bridge over the Sheboygan River in the City of Sheboygan, adding that he would like to potentially program this project for 2012; Greg Schnell and Jill Michaelson discussed the procedures involved to get this project programmed by WisDOT.

Jeffrey Agee-Aguayo distributed and briefly reviewed draft Table 7 (Programmed and Available Federal Funding for the *2011 – 2014 TIP*) with members of both committees in attendance. Members of the MPO advisory committees had no questions or comments regarding Table 7.

Finally, Jeffrey Agee-Aguayo distributed and briefly reviewed draft Table 8 (Implementation Status of Projects Recommended for 2008, 2009 and 2010 in the Previous TIP) with members of both committees in attendance. Members of the MPO advisory committees had no questions or comments regarding Table 8. Due to a lack of time, Jeffrey Agee-Aguayo asked members of both committees to review Table 8 outside the meeting and to contact him if they saw any errors in the implementation status of the listed projects.

Jeffrey Agee-Aguayo stated that he hoped to start a 30 day public comment period on the draft *2011 – 2014 TIP* on March 16, 2011. The public hearing on the *2011 – 2014 TIP* is scheduled for March 31, 2011. The MPO Technical and Policy Advisory Committees are scheduled to take action on the *2011 – 2014 TIP* on April 14, 2011, and the Bay-Lake Regional Planning Commission is expected to approve the *2011 – 2014 TIP* at a meeting of its Executive Committee on April 15, 2011.

B. MPO Technical Advisory Committee and Policy Advisory Committee action releasing the *2011 – 2014 TIP* for a 30 day public comment period was as follows:

Moved by Greg Schnell and seconded by Aaron Brault that the MPO Technical Advisory Committee recommend release of the *2011 – 2014 TIP* (with changes to tables recommended at this meeting) for a 30 day public comment period. Motion carried, with all Technical Advisory Committee members present voting aye on a voice vote.

Moved by Bill Blashka and seconded by Steven Bauer that the MPO Policy Advisory Committee recommend release of the *2011 – 2014 TIP* (with changes to tables recommended at this meeting) for a 30 day public comment period. Motion carried, with all Policy Advisory Committee members present voting aye on a voice vote.

7. Jeffrey Agee-Aguayo provided an update on the *Sheboygan Transit Development Program (TDP)* to members of both committees in attendance.

Jeffrey Agee-Aguayo stated that he updated narrative and tables regarding the impacts of alternate configurations for Shoreline Metro that are being considered in the alternatives analysis portion of the Sheboygan TDP; this work occurred in mid January. Jeffrey Agee-Aguayo also noted that he facilitated a meeting of the Sheboygan TDP Review Committee on January 20, 2011; the main agenda item addressed at this meeting was continued review of alternatives being considered in the TDP planning process.

Jeffrey Agee-Aguayo commented that he prepared for the March 3, 2011, meeting of the Sheboygan TDP review committee in late February. Minutes of the January 20, 2011, meeting of the committee were drafted, and an agenda and minutes were transmitted to committee members on February 24, 2011.

Jeffrey Agee-Aguayo reported that at the March 3, 2011, meeting of the Sheboygan TDP Review Committee, there was considerable discussion regarding impacts of the 2009 – 2011 biennial state budget repair bill and of the proposed 2011 – 2013 biennial state budget on urban transit operations. Primary agenda items at this meeting included: a report on survey results from Lakeshore Technical College (LTC) students and staff regarding their level of interest in intermittent transportation to LTC's Cleveland campus; and continued review of alternatives being considered in the TDP planning process. Jeffrey Agee-Aguayo added that alternatives examined at the March 3, 2011, meeting included route deviation during non-peak periods, as well as four different iterations of demand response service during weeknights (these involve variations in the fare and route structure).

Jeffrey Agee-Aguayo announced that the next meeting of the Sheboygan TDP Review Committee would take place on April 14, 2011, at 3:30 p.m., and would be held at the Rocca Meeting Room in the Mead Public Library.

8. Jill Michaelson gave a report on WisDOT Northeast Region planning studies and construction projects in Sheboygan County to everyone in attendance.

Jill Michaelson discussed the status of the Interstate Highway 43 “event only” interchange.

Jill Michaelson stated a public information meeting regarding the State Highway 23 Freeway Conversion/Corridor Preservation Study would be held the evening of March 10, 2011, between 5:00 and 7:00 p.m., at Riverview Middle School in Plymouth.

Jill Michaelson also discussed construction work that was just commencing on Interstate Highway 43 in the Sheboygan area.

Jeffrey Agee-Aguayo then gave an update on other MPO planning activities to members of both committees in attendance.

Jeffrey Agee-Aguayo stated that Commission staff gave a report on Commission activities in Sheboygan County to Sheboygan County department heads at their monthly meeting on February 4, 2011.

Jeffrey Agee-Aguayo noted that Commission staff met with staff of Vandewalle & Associates (the consultant selected to prepare the City of Sheboygan's Comprehensive Plan update) to provide feedback on transportation and economic development issues facing the Sheboygan area on February 17, 2011.

Jeffrey Agee-Aguayo reiterated that a public information meeting regarding the State Highway 23 Freeway Conversion/Corridor Preservation Study would be held the evening of March 10, 2011, between 5:00 and 7:00 p.m., at Riverview Middle School in Plymouth.

Jeffrey Agee-Aguayo indicated that the Bay-Lake Regional Planning Commission was scheduled to approve the Update to the *Year 2035 SATP* at its regular meeting in Green Bay on March 11, 2011.

Jeffrey Agee-Aguayo commented that Commission staff planned to participate in an FHWA/WisDOT sponsored teleconference on the process to develop traffic analysis zones (TAZs) for Wisconsin MPOs the afternoon of March 15, 2011.

Jeffrey Agee-Aguayo stated that he planned to participate in a meeting of the Wisconsin Department of Natural Resources' Conformity Transportation Work Group (CTWG) on March 30, 2011.

Jeffrey Agee-Aguayo noted that he would facilitate a meeting of the Northeastern Wisconsin Regional Access to Transportation Committee (NEWRATC) at the Commission office on April 6, 2011, at 9:30 a.m.

Finally, Jeffrey Agee-Aguayo stated that he would be participating in a meeting of the WisDOT Northeast Region Model Users' Group the morning of April 12, 2011. (Note: the date for this meeting was later changed to March 29, 2011).

9. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for Thursday, April 14, 2011, at 1:30 p.m. (Note: This meeting was originally scheduled for Thursday, April 28, 2011, at 1:30 p.m., but was moved up two weeks so that the *2011 – 2014 TIP* could be recommended for approval closer to the conclusion of the 30 day public comment period for that document).

10. **Moved** by Ron McDonald and seconded by Greg Schnell 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 2:58 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo