

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

May 26, 2011

Sheboygan County Administration Building (Room 302), Sheboygan

MEMBERS PRESENT: Greg Schnell, Technical Advisory Committee Vice Chairperson,
Presiding

Policy Advisory Committee: Steven Bauer (Town of Sheboygan Falls)
Bill Blashka for Daniel Hein (Town of Sheboygan)
David Gartman (Town of Wilson)
Allen Price for Charles Born (Town of Lima)
Mike Vandersteen (Sheboygan County)
Derek Weyer for Will Dorsey (WisDOT Northeast Region,
Green Bay)(The WisDOT Northeast Region is also represented
on the MPO Technical Advisory Committee)

Technical Advisory Committee: David Biebel (City of Sheboygan Dept. of Public Works)
Aaron Brault (Sheboygan County Planning and Conservation
Dept.)
Ryan Sazama (City of Sheboygan Engineering 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)
David Jolicoeur (Federal Highway Administration – Wisconsin
Division – Ex-Officio)
Ron McDonald (Sheboygan Parking and Transit Utility)
Michael Mersberger (City of Sheboygan Falls Dept. of Public
Works)
Lee Montemayor, Jr. (Sheboygan Parking and Transit Utility
Commission)
Bruce Neerhof (Village of Kohler)
John Nordbo (WisDOT Bureau of Planning and Economic
Development – Madison)
Wayne Warnecke for Dirk Zylman (Town of Mosel)

OTHERS PRESENT: Kathleen Drews (WisDOT Northeast Region, Green Bay)
Glenn Landis (WisDOT Northeast Region, Green Bay)

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

1. The meeting was called to order at 1:33 p.m. by Technical Advisory Committee Vice Chairperson Greg Schnell.

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

2. **Moved** by Aaron Brault and seconded by Bill Blashka that both committees approve the agenda for the May 26, 2011, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. **Moved** by Aaron Brault and seconded by James Schuette that both committees approve the minutes of the April 14, 2011, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

4. Technical Advisory Committee Vice Chairperson Greg Schnell asked if there any public input; none was received.

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

5. The election of MPO Policy Advisory Committee and Technical Advisory Committee officers (Chairperson and Vice Chairperson for each committee) was held.

Moved by Steve Sokolowski and seconded by Bill Blashka that both committees retain their respective officers, as follows:

- MPO Policy Advisory Committee Chairperson – Wayne Warnecke;
- MPO Policy Advisory Committee Vice Chairperson – Steven Bauer;
- MPO Technical Advisory Committee Chairperson – David Biebel; and
- MPO Technical Advisory Committee Vice Chairperson – Greg Schnell.

Motion carried, with all voting aye on a voice vote.

Jeffrey Agee-Aguayo briefly verified the membership of the MPO Policy Advisory Committee in light of the April municipal elections. Jeffrey Agee-Aguayo asked that Allen Price obtain a letter from the new Lima Town Chair reappointing him as the town's representative on the MPO Policy Advisory Committee.

6. Members of both committees discussed and took action on proposed administrative modifications and amendments to Tables 5 (Bicycle and Pedestrian Transportation Projects) and 6 (Street and Highway Improvement Projects) of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2011 – 2014*.

Jeffrey Agee-Aguayo reviewed changes that were made to Table 5, as follows:

- Funding for program oversight activities in the Sheboygan County Non-Motorized Transportation Pilot Program (NMTTPP, including education and outreach) was extended to 2013 and 2014;
- Costs were modified for the Eisner Avenue bicycle lane and sidewalk project (after discussions with the management consultant for this project); and
- Two (2) “illustrative” projects that would extend the Union Pacific Rail/Trail conversion project to the south (if eventually programmed) were added to the table.

Aaron Brault suggested that the Union Pacific Rail/Trail conversion extension from Pennsylvania Avenue to Indiana Avenue (including an eastern extension paralleling Indiana Avenue to South 9th Street) be added as a regular project in Table 5 of the *2011 – 2014 TIP*, and that the refined costs prepared for the Sheboygan County NMTTPP Citizens’ Advisory and Technical Committee (CATC) be used to refine costs in Table 5 as well.

Moved by Aaron Brault and seconded by James Schuette that both committees recommend that the administrative modifications and amendments to Table 5 of the *2011 – 2014 TIP* be approved by the Bay-Lake Regional Planning Commission, subject to the suggestions made by Aaron Brault at the meeting. Motion carried, with all voting aye on a voice vote.

Jeffrey Agee-Aguayo reviewed changes that were made to Table 6, as follows:

- The changes in Table 6 were mostly cost changes that were suggested by WisDOT Northeast Region staff for existing projects. One change in Table 6 was the same dollar amount, but the type of work was shifted from preliminary engineering to right-of-way acquisition; and
- Costs were modified for the Eisner Avenue reconstruction project (after discussions with the management consultant for this project).

Greg Schnell thought the local share for the County Highway OK reconstruction project was lower than what was indicated in the revised version of Table 6. Greg Schnell, Kathleen Drews and Glenn Landis discussed the costs shares for this project. Greg Schnell indicated that he would visit with WisDOT Northeast Region staff to obtain reasonable cost estimates and shares for this project, which could then be included in the amended TIP.

Moved by Aaron Brault and seconded by Bill Blashka that both committees recommend that the administrative modifications to Table 6 of the *2011 – 2014 TIP* be approved by the Bay-Lake Regional Planning Commission, subject to obtaining refined cost estimates and shares for the County Highway OK reconstruction project from the Sheboygan County Highway Department. Motion carried, with all voting aye on a voice vote.

7. Jeffrey Agee-Aguayo provided a brief update on the delineation of traffic analysis zones (TAZs) and traffic analysis districts (TADs) for the 2010 Census to members of both committees in attendance.

Jeffrey Agee-Aguayo stated that he and other Commission staff were delineating TAZs and TADs in order to be able to fully utilize the 2010 Census to develop socioeconomic data at the

TAZ level in order to feed the travel demand forecast model. The minimum threshold for a TAZ is 600 residents or workers (but not a combination of 600 residents and workers); a threshold of 1,200 residents or workers is preferred (but not required) for a TAZ. In addition, the minimum threshold for a TAD is 20,000 residents or workers (but not a combination of 20,000 residents and workers).

Jeffrey Agee-Aguayo showed a display map of the proposed TAZs and TADs to members of both committees in attendance, and stated that there were 469 TAZs in Sheboygan County that were submitted for the 2000 Census, while there are proposed to be 145 TAZs (as well as five TADs) for the 2010 Census.

Jeffrey Agee-Aguayo indicated that the TAZs and TADs would be submitted to WisDOT for review on June 3, 2011. Final submittal of the TAZs and TADs to the Bureau of the Census would take place on or before June 22, 2011. Jeffrey Agee-Aguayo concluded by noting that the Commission was also working on TAZs and TADs for Manitowoc County.

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

Jeffrey Agee-Aguayo stated that urban transit operations will likely be impacted by the upcoming biennial state budget; this includes a cut in state aid. In addition, cuts in programs such as state shared revenue mean that municipalities that participate in Shoreline Metro will likely need to reduce their level of financial participation somewhat as well.

Jeffrey Agee-Aguayo commented that he was working with Shoreline Metro to examine several budget cutting scenarios. Jeffrey Agee-Aguayo added that there was a working meeting on May 5, 2011, to examine a revised route structure as one possible tool to reduce costs.

9. Derek Weyer gave a report on WisDOT Northeast Region planning studies and construction projects in Sheboygan County to everyone in attendance.

Derek Weyer stated that there will be a public information meeting regarding the State Highway 23 Freeway Designation and Corridor Preservation Study this summer.

Derek Weyer noted that the State Highway 23 “major” project from Plymouth to Fond du Lac will involve construction in 2013.

Derek Weyer indicated that the remainder of the “event only” half interchange in the Town of Mosel should be completed in 2012, and added that discussions regarding provision of access to the half interchange in the case of emergencies are still ongoing. Greg Schnell and Steve Sokolowski discussed the provision of access to the “event only” half interchange in the Town of Mosel in the case of emergencies.

Derek Weyer also discussed the current project on Interstate Highway 43, adding that comments regarding this project should be directed to Paul Brauer of the WisDOT Northeast Region staff.

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

Upon the recommendation of the Sheboygan MPO Technical and Policy Advisory Committees, the Bay-Lake Regional Planning Commission adopted the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2011 – 2014* at a meeting of its Executive Committee on April 15, 2011.

Jeffrey Agee-Aguayo stated that he and other Commission staff participated in a working meeting regarding delineation of traffic analysis zones (TAZs) for the 2010 Census on April 25, 2011, at the WisDOT Northeast Region office.

Jeffrey Agee-Aguayo commented that he participated in an MPO Directors' meeting in Madison on April 26, 2011.

Jeffrey Agee-Aguayo noted that Commission staff participated in a mid-year review meeting of the Sheboygan MPO 2011 Work Program with WisDOT and FHWA staff in Sheboygan on May 24, 2011. The review meeting took place in the morning, followed by a tour of major developments and transportation projects in the Sheboygan area in the afternoon. Jeffrey Agee-Aguayo thanked all parties who made this a successful event (Aaron Brault and Steve Sokolowski for providing commentary on the tour, Shoreline Metro for providing transportation for the tour and for providing a tour of the transit operation, and Sheboygan County for providing meeting space).

Jeffrey Agee-Aguayo indicated that he participated in what is likely to be the final meeting of the Sheboygan County Non-Motorized Transportation Pilot Program (NMTTP) Citizens' Advisory and Technical Committee (CATC) in Sheboygan the morning of May 26, 2011. Aaron Brault and Steve Sokolowski discussed this meeting with everyone in attendance.

Jeffrey Agee-Aguayo stated that he and other Commission staff planned to participate in a TAZ/TAD status update meeting (via teleconference) the morning of June 9, 2011.

Finally, Jeffrey Agee-Aguayo noted that he planned to participate in a meeting of the full Bay-Lake Regional Planning Commission the morning of June 10, 2011. The administrative modifications and amendments to the *2011 – 2014 TIP* that were recommended for approval at this meeting are scheduled for adoption at the Commission meeting.

10. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for June 23, 2011, at 1:30 p.m.

11. **Moved** by David Biebel and seconded by Aaron Brault 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 2:13 p.m.

Recording secretary,
Jeffrey C. Agee-Aguayo

