

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

November 10, 2011

Sheboygan County Administration Building (Room 119), 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)  
Matt Halada for Will Dorsey (WisDOT Northeast Region, Green Bay)(The WisDOT Northeast Region is also represented on the MPO Technical Advisory Committee)  
Jerald Holub for Mike Vandersteen (Sheboygan County)  
Ron McDonald for Lee Montemayor (Sheboygan Parking and Transit Utility Commission)(The Sheboygan Parking and Transit Utility is also represented on the MPO Technical Advisory Committee)

Technical Advisory Committee: David Jolicoeur (Federal Highway Administration – Wisconsin Division – Ex-Officio)  
Bruce Neerhof (Village of Kohler)  
Ryan Sazama (City of Sheboygan Engineering Dept.)  
Steve Sokolowski (City of Sheboygan Dept. of Planning and Development)  
Emily Vetting for Aaron Brault (Sheboygan County Planning and Conservation Dept.)

MEMBERS EXCUSED: John Nordbo (WisDOT Bureau of Planning and Economic Development – Madison)  
Allen Price for Charles Born (Town of Lima)  
James Schuette (Village of Howards Grove)

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

1. The meeting was called to order at 1:33 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 noted committee members who had asked to be excused from the meeting.

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

3. **Moved** by David Gartman and seconded by Steven Bauer that both committees approve the minutes of the October 6, 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. Jeffrey Agee-Aguayo reviewed the draft schedule for the major update to the *Sheboygan Area Transportation Plan (SATP)* due in April 2015 with members of both committees in attendance (*Note: this draft schedule is attached to the paper version of these minutes*).

Jeffrey Agee-Aguayo made sure that everyone in attendance had a copy of the draft schedule. Jeffrey Agee-Aguayo stated that this schedule was a work in progress, and would be adjusted (as needed) over the next several months. Jeffrey Agee-Aguayo commented that the schedule was added as an appendix to the *2012 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*, and was adapted from a schedule template developed by FHWA Wisconsin Division staff. Jeffrey Agee-Aguayo then reviewed the draft schedule with everyone in attendance.

The only comments on the draft schedule for the major update to the *SATP* came from Matt Halada. Matt Halada gave an update on WisDOT's work in completing functional classification work for the non-urbanized portions of each county, and also indicated that WisDOT was updating the functional classification guidance for the MPOs. In addition, Matt Halada suggested that the public comment period and public hearing for the next *SATP* be moved up to late 2014.

6. Jeffrey Agee-Aguayo provided an update on recent transit planning activities (including the *Sheboygan Transit Development Program*, or *TDP*) to members of both committees in attendance.

Jeffrey Agee-Aguayo stated that he and other Commission staff provided technical assistance to the Sheboygan Parking and Transit Utility in October. In early October; this assistance involved preparation of a quarterly report regarding Shoreline Metro's CDBG funding for the period from July 1, 2011, to September 30, 2011. Through October 18, 2011, this assistance involved continuous mapping of and revisions to Shoreline Metro's proposed transit routes for 2012, as well as evaluation of four scenarios for the provision of transit service on Saturdays in 2012 (in response to comments received at the public information meetings on October 6, 2011).

Jeffrey Agee-Aguayo noted that he answered routing-related questions at public information meetings concerning proposed changes to transit service at Shoreline Metro; these public information meetings were held on October 6, 2011, in Sheboygan.

Jeffrey Agee-Aguayo indicated that he answered routing-related questions at a meeting of the Sheboygan Transit Commission on October 18, 2011. At this meeting, the Sheboygan Transit Commission approved Shoreline Metro's 2012 budget, and also approved Shoreline Metro's level of service for 2012. In addition to route consolidation and revisions, there will be one less hour of transit service each weekday evening. On the other hand, there will be hourly service along with North and South Shuttles throughout the service day on Saturdays.

Jeffrey Agee-Aguayo commented that Commission staff continued final mapping of Shoreline Metro's revised transit routes in early November, and also recently prepared an updated ADA paratransit map for Shoreline Metro.

Jeffrey Agee-Aguayo stated that he was in the process of finalizing the Alternatives Analysis chapter of the TDP, and also indicated that he has started to write the Recommended Plan chapter of the TDP.

Discussion then turned to service changes for Shoreline Metro in 2012. Ron McDonald stated that the changes in service for 2012 will take effect on December 5, 2011. Ron McDonald summarized the budget cuts, indicating that about \$380,000 is being saved. Ron McDonald commented that Shoreline Metro was originally looking at about \$1.2 million in cuts, but negotiations with the drivers' union led to a smaller shortfall.

Matt Halada had questions regarding the nature of the service cuts which Ron McDonald answered. Steven Bauer had questions pertinent to estimated ridership losses resulting from these cuts which Ron McDonald and Jeffrey Agee-Aguayo answered.

Ron McDonald also shared several positive developments at Shoreline Metro. Ron McDonald discussed how the Kohler Company wants Shoreline Metro to provide additional service to their plant in Kohler. Ron McDonald also discussed the increased demand for Shoreline Metro's services with the changing economy, and mentioned the recently approved \$3 day pass. In addition, Ron McDonald discussed new transit service to the River Oaks subdivision on the Kohler/Sheboygan Falls Route on one trip each weekday that will serve students returning home from school; Steven Bauer discussed some trip generators in and around that subdivision.

Members of both committees discussed potential transit service to outlying areas, and also had discussion regarding service to larger employers (such as Bemis). In regard to the additional service to the Kohler Company, Steve Sokolowski had questions regarding the number of Kohler Company employees residing in the City of Sheboygan; Ron McDonald was not able to immediately answer this question, but added that this question will likely be answered as the issue of additional service to that area is further investigated. Bruce Neerhof discussed worker shift issues and transit service.

7. Matt Halada gave a report on WisDOT Northeast Region planning studies and construction projects in Sheboygan County to members of both committees in attendance.

Matt Halada stated that a meeting for local businesses regarding the Interstate Highway 43 reconstruction between State Highways 23 and 42 in 2012 will be held on December 5, 2011, between 5:00 and 7:00 p.m. at the Sheboygan County Chamber of Commerce. Wayne Warnecke had questions regarding the planned bridge deck replacements on Interstate Highway 43 over County Highways J and O in terms of their timing and the early July LPGA tournament; Jerald Holub, Matt Halada and others in attendance responded that this work would not occur during the LPGA tournament. Steve Sokolowski suggested that County Highway O be studied in terms of traffic movement before this work begins.

Matt Halada noted that the remaining work on the Interstate Highway 43 “event only” half interchange will start after July 9, 2012, in order to accommodate an LPGA tournament at Whistling Straits Golf Course in early July.

Matt Halada asked about significant questions and comments raised at the recent State Highway 28 public information meeting. David Gartman discussed the need for a sidewalk in the area (between Deer Trace Shopping Center and Taylor Drive) and which jurisdictions would maintain the sidewalk; several in attendance discussed this issue.

Matt Halada briefly discussed the State Highway 57 project public information meetings scheduled for November 10, 2011, and November 17, 2011.

There was also discussion among members of both committees regarding the status of the Plymouth to Sheboygan Falls rail line restoration project.

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

Jeffrey Agee-Aguayo stated that he helped facilitate a meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) at the Bay-Lake Regional Planning Commission office on October 12, 2011. Minutes for this meeting were also drafted in October.

Jeffrey Agee-Aguayo noted that he participated in a quarterly MPO Directors’ meeting in Madison on October 25, 2011.

Jeffrey Agee-Aguayo indicated that he and other Commission staff continued to learn about the characteristics of the Cube travel demand forecast model software and its interactions and limitations with the Commission’s GIS software during the month of October.

Jeffrey Agee-Aguayo commented that he and other Commission staff continued to explore software options that could potentially be used in visualizing growth scenarios and transportation projects in the long-range transportation planning process in October.

Jeffrey Agee-Aguayo stated that he continued to monitor the progress of projects in the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2011 – 2014* in October.

Jeffrey Agee-Aguayo noted that he participated in the Governor's Freight Industry Summit on November 9, 2011, in Appleton.

Jeffrey Agee-Aguayo indicated that he would be participating in a meeting of the Wisconsin Department of Natural Resources' Conformity Transportation Work Group in Madison on November 15, 2011. One of the agenda items at this meeting will involve discussion of the "exempt" or "non-exempt" conformity status of projects that add a center turning lane (such as County Highway OK).

Jeffrey Agee-Aguayo commented that he would be participating in a meeting of the WisDOT Northeast Region travel demand forecast model users' group on November 30, 2011.

Finally, Jeffrey Agee-Aguayo stated that Commission staff would be participating in training regarding the travel demand forecast model on December 7 and 8, 2011, in Madison.

8. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for December 8, 2011, at 1:30 p.m.

Matt Halada requested that Jeffrey Agee-Aguayo check on the ability to participate in this meeting via teleconference.

9. **Moved** by David Gartman and seconded by Matt Halada 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 2:45 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

