

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

December 8, 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)
Matt Halada for Will Dorsey (by phone)(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)
Allen Price for Charles Born (Town of Lima)

Technical Advisory Committee: David Biebel (City of Sheboygan Dept. of Public Works)
Mark Leibham for Greg Schnell (Sheboygan County Highway
Dept.)
Michael Mersberger (City of Sheboygan Falls Dept. of Public
Works)
Bruce Neerhof (Village of Kohler)
Traci Robinson (Sheboygan Parking and Transit Utility)
Ryan Sazama (City of Sheboygan Engineering Dept.)
James Schuette (Village of Howards Grove)
Steve Sokolowski (City of Sheboygan Dept. of Planning and
Development)
Emily Vetting for Aaron Brault (Sheboygan County Planning
and Conservation Dept.)

MEMBERS EXCUSED: David Gartman (Town of Wilson)
LaVerne Hoerig (Sheboygan County Traffic Safety Commission
Representative to the MPO Technical Advisory Committee)
David Jolicoeur (Federal Highway Administration – Wisconsin
Division – Ex-Officio)
Lee Montemayor (Sheboygan Parking and Transit Utility
Commission)
John Nordbo (WisDOT Bureau of Planning and Economic
Development – Madison)

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

1. The meeting was called to order at 1:30 p.m. by Policy Advisory Committee Chairperson Wayne Warnecke.

Members of both committees and staff 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 Steve Sokolowski that both committees approve the agenda for the December 8, 2011, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. **Moved** by Steven Bauer and seconded by Jerald Holub that both committees approve the minutes of the November 10, 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 proposed administrative modifications to Table 6 of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2011 – 2014* with members of both committees in attendance. (These changes were mailed to all members of both committees).

Administrative modifications that were made could be found on pages 1, 2 and 4 of Table 6, and were shaded in gray. Essentially, the Sheboygan County Highway Department notified MPO staff that the County Highway OK reconstruction project would be completed in 2013 (as opposed to the original schedule of 2012 completion). Normally, there is flexibility in moving the timing of projects within the four year window of the TIP, but the Update to the *Year 2035 Sheboygan Area Transportation Plan (SATP)*, which was adopted in March, assumed that this project would be completed in 2012, and the project was now being moved to the next implementation period in the plan (2013 to 2020). In addition, this project was originally considered to NOT be exempt from regional emissions analysis in the air quality conformity analysis for the plan and TIP, but outreach with FHWA Wisconsin Division staff and other Wisconsin air quality conformity stakeholders (USEPA, WDNR, WisDOT and SEWRPC) determined that projects that merely add a center turning lane should be considered “exempt from regional emissions analysis” in the air quality conformity analysis.

These administrative modifications do the following:

- Move completion of the County Highway OK reconstruction project from 2012 to 2013;
- Redefine the “year open” (year of air quality conformity analysis) for the County Highway OK reconstruction project as 2020;

- Redefine the air quality status of both the County Highway OK project as well as a reconstruction project for a similar reconstruction project on County Highway O (which has already been completed) from “non-exempt” to “exempt from regional emissions analysis;”
- Redefine the project type for the County Highway OK and O projects from “highway improvement” to “highway preservation;” and
- Revise the “2011 – 2014 funding summary” to reflect the fact that two projects that were originally defined as “highway improvement” projects are now considered “highway preservation” projects.

Jeffrey Agee-Aguayo then distributed and reviewed changes (shaded in gray) made to Table 7.1 (Recommended Capacity Modifying Street and Highway Improvement Projects) in the Update to the *Year 2035 SATP* with members of both committees in attendance. These changes (1) moved the County Highway OK reconstruction project from the 2010 – 2012 implementation period to the 2013 – 2020 implementation period; and (2) reduced the scope and cost of the County Highway O reconstruction project which was recently completed.

Jeffrey Agee-Aguayo also distributed and reviewed the financial plan redemonstration for these administrative modifications to the *2011 – 2014 TIP* with members of both committees in attendance. Basically, the financial plan was revised to reflect the new completion year for the County Highway OK reconstruction project.

Finally, Jeffrey Agee-Aguayo distributed and reviewed the proposed resolution of adoption for the two administrative modifications to the *2011 – 2014 TIP*. The Bay-Lake Regional Planning Commission is scheduled to endorse the administrative modifications through this resolution at their meeting on December 9, 2011.

The only comments regarding these administrative modifications came from Ryan Sazama and Steve Sokolowski, who suggested that Table 6 also be modified so that the Eisner Avenue reconstruction project is moved from 2012 to 2013, and so that design costs for this project get split between 2011 and 2012. Emily Vetting suggested that similar changes be made to Table 5 of the *2011 – 2014 TIP* for the Eisner Avenue bicycle and pedestrian facility project. Jeffrey Agee-Aguayo noted that these changes could be made as administrative modifications to the *2011 – 2014 TIP* that do not require formal action (since all project elements are exempt from regional emissions analysis), and added that he would make these changes in separate correspondence from the administrative modifications on the agenda at this meeting.

Moved by Steve Sokolowski and seconded by Allen Price that both committees recommend approval of the proposed administrative modifications to Table 6 of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2011 – 2014* to the Bay-Lake Regional Planning Commission, and that administrative modifications to Tables 5 and 6 of the *2011 – 2014 TIP* related to projects on Eisner Avenue be processed by MPO staff. Motion carried, with all voting aye on a voice vote.

6. Jeffrey Agee-Aguayo reviewed changes made to 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: The revised draft schedule was mailed to all members of both committees, and is also attached to the paper version of these minutes.*)

Jeffrey Agee-Aguayo noted that Matt Halada suggested these changes at the November 10, 2011, joint meeting of the MPO advisory committees. Essentially, the schedule was revised so that public comment related to plan adoption was moved up to November and December of 2014 as well as January 2015; no other substantive changes were made to the schedule. This schedule was reviewed in detail at the November 10, 2011, joint meeting of the MPO advisory committees. The horizon year for the next plan update was recently confirmed as being 2045.

Jeffrey Agee-Aguayo asked members of both committees if they had any other comments or suggestions regarding the schedule; none were received.

7. 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 now that Shoreline Metro's 2012 budget and level of service have been determined after several months of effort, work has now turned to finalizing the *Sheboygan Transit Development Program (TDP)*. Commission staff has completed the full draft Alternatives Analysis chapter of the TDP. Commission staff also started writing the Recommended Plan chapter of the TDP. Commission staff met with Shoreline Metro staff on December 1, 2011, to discuss several elements of the Recommended Plan chapter, including a multiyear financial plan, fare policy, and recommended capital improvements (including passenger shelters). A meeting of the TDP Review Committee will be called once a complete draft is prepared.

Jeffrey Agee-Aguayo noted that he was assisting Shoreline Metro staff in preparing portions of Shoreline Metro's Community Development Block Grant (CDBG) application, which is due to the City of Sheboygan Department of Planning and Development on December 28, 2011.

Finally, Jeffrey Agee-Aguayo commented that after over nine years of service, Ron McDonald was leaving Shoreline Metro to relocate to Florida. Jeffrey Agee-Aguayo noted that Traci Robinson was named Interim Transit Director at Shoreline Metro (Traci has been managing the Metro Connection/paratransit component of Shoreline Metro). Jeffrey Agee-Aguayo commended Ron McDonald for his years of service to Shoreline Metro and for his participation on the MPO committees and as a Bay-Lake Commissioner.

8. 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 reported on the Interstate Highway 43 "event only" half interchange at Rowe Road in the Town of Mosel. FHWA has given permission to the town fire department to use the ramps at this interchange in the event of emergencies. Construction of the remaining ramp (the northbound off ramp) should take place in 2012.

Matt Halada announced that a stakeholders' meeting regarding the State Highway 23 Freeway Designation and Corridor Preservation Study would be held at the Sheboygan Falls Town Hall on December 12, 2011, at 5:00 p.m. Jeffrey Agee-Aguayo distributed an invitation letter that he received for this meeting to everyone in attendance.

Matt Halada stated that the State Highway 23 "major" project (a four lane facility from Plymouth to Fond du Lac) was still scheduled for 2013. Matt Halada also discussed the one year stay on this project based on pending litigation by "1,000 Friends of Wisconsin."

Matt Halada discussed several state highway projects coming up in 2012 in Sheboygan County. One of these projects involves reconstruction of Interstate Highway 43 (including replacement of overpasses over County Highways O and J) in much of Sheboygan County, including the urbanized area. A website for the Interstate Highway 43 has been developed (<http://www.dot.wisconsin.gov/projects/neregion/43/index.htm>), and another public information meeting may be held regarding this project in the near future. This project will be completed between March and May, as well as immediately following the end of the LPGA tournament scheduled for early July at Whistling Straits. Ryan Sazama discussed attendance at a recent project information meeting for businesses near the corridor that WisDOT held at the Sheboygan County Chamber of Commerce.

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 participated in a quarterly meeting of the Wisconsin Department of Natural Resources Bureau of Air Management's Conformity Transportation Work Group (CTWG) in Madison on November 15, 2011. The air quality status of two lane plus center turning lane projects was discussed at this meeting.

Jeffrey Agee-Aguayo commented that 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 November.

Jeffrey Agee-Aguayo noted that Commission staff participated in a meeting of the WisDOT Northeast Region Travel Demand Forecast Model Users' Group on November 30, 2011.

Jeffrey Agee-Aguayo indicated that Commission staff was participating in travel demand forecast model training on December 7 and 8, 2011, in Madison. Jeffrey Agee-Aguayo participated in this training on December 7, while the Commission's GIS Coordinator was participating in both days of the training.

Jeffrey Agee-Aguayo stated that the Bay-Lake Regional Planning Commission would be meeting at the Commission office in Green Bay on December 9, 2011. The Commission is scheduled to endorse the administrative modifications to the *2011 – 2014 TIP* (recommended by the MPO advisory committees under agenda item #5) at this meeting.

Jeffrey Agee-Aguayo noted that a Plymouth to Kohler railroad project coordination meeting would be held on December 14, 2011, at the City of Plymouth Fire Department.

Finally, Jeffrey Agee-Aguayo indicated that the Wisconsin DNR Bureau of Air Management would be holding a public hearing on a transportation conformity memorandum of agreement (MOA) on December 21, 2011, in Madison. The letter announcing this public hearing was distributed to everyone in attendance. The draft transportation conformity MOA is available upon request.

9. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for January 26, 2012, at 1:30 p.m.

10. **Moved** by Matt Halada and seconded by Allen Price 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 2:03 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo