

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

January 26, 2012

Sheboygan County Administration Building (Room 119), Sheboygan

MEMBERS PRESENT: Steven Bauer, Policy Advisory Committee Vice Chairperson,
Presiding

Policy Advisory Committee: Matt Halada for Will Dorsey (WisDOT Northeast Region, Green Bay)(The WisDOT Northeast Region is also represented on the MPO Technical Advisory Committee)
Allen Price for Charles Born (Town of Lima)
Mike Vandersteen (Sheboygan County)
Dirk Zylman (Town of Mosel)

Technical Advisory Committee: David Biebel (City of Sheboygan Dept. of Public Works)
Michael Mersberger (City of Sheboygan Falls Dept. of Public Works)
Traci Robinson (Sheboygan Parking and Transit Utility)
Ryan Sazama (City of Sheboygan Dept. of Public Works – Engineering Division)
James Schuette (Village of Howards Grove)
Emily Vetting for Aaron Brault (Sheboygan County Planning and Conservation Dept.)

MEMBERS EXCUSED: Bill Blashka for Daniel Hein (Town of Sheboygan)
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, Jr. (Sheboygan Parking and Transit Utility Commission)
Bruce Neerhof (Village of Kohler)
Steve Sokolowski (City of Sheboygan Dept. of Planning and Development)
Wayne Warnecke (Town of Mosel)

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 Vice Chairperson Steven Bauer.

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 David Biebel and seconded by Mike Vandersteen that both committees approve the agenda for the January 26, 2012, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. **Moved** by Ryan Sazama and seconded by Matt Halada that both committees approve the minutes of the December 8, 2011, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

4. Policy Advisory Committee Vice Chairperson Steven Bauer asked if there was any public input; none was received.

5. Jeffrey Agee-Aguayo distributed copies of the *2030 Sheboygan Urbanized Area Sewer Service Plan* to members of the MPO Technical and Policy Advisory Committees who were also on the Sewer Service Plan Technical Advisory Committee. Plan recipients signed that they received a copy of the plan. The following members of the MPO advisory committees received copies of the plan:

- Ryan Sazama for Mayor Bob Ryan;
- David Biebel for himself and for Wastewater Treatment Plant Superintendent Dale Doerr (two copies);
- Mike Mersberger for Ken Sonntag;
- Dirk Zylman for himself;
- Steven Bauer for himself; and
- Emily Vetting for Aaron Brault.

Jeffrey Agee-Aguayo stated that he would attempt delivery of the remaining copies of the plan to the City of Sheboygan Department of Planning and Development (Steve Sokolowski), the Town of Sheboygan (Jeff Dederling), the Village of Kohler (Bruce Neerhof), and to the Town of Wilson (David Senkbeil) after the meeting.

6. Jeffrey Agee-Aguayo provided an update on recently processed administrative modifications 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* to members of both committees in attendance.

Jeffrey Agee-Aguayo reviewed Eisner Avenue project changes on Tables 5 and 6 with members of both committees. Both the bicycle/pedestrian accommodation and street reconstruction project elements are being moved from 2012 to 2013. In addition, about 75 percent of preliminary engineering for both project elements will be taking place in 2011, with 25 percent

of preliminary engineering occurring in 2012. Jeffrey Agee-Aguayo then distributed and reviewed a letter dated January 12, 2012, that was sent to Sandra Beaupre of the WisDOT Bureau of Planning and Economic Development documenting these administrative modifications. Jeffrey Agee-Aguayo also distributed and briefly reviewed the financial plan redemonstration pertinent to these administrative modifications to the *2011 – 2014 TIP*.

Jeffrey Agee-Aguayo then indicated that he was notified by Emily Vetting earlier in the week that additional administrative modifications would need to be made to Table 5 of the *2011 – 2014 TIP*. Jeffrey Agee-Aguayo distributed and reviewed a copy of the proposed changes to Table 5 to members of both committees in attendance, and Emily Vetting explained the proposed changes to everyone. The proposed changes to Table 5 were as follows:

- Construction of Sidewalks and Striping of Bicycle Lanes on Millersville Avenue/CTH JJ, Audubon Road and Mill Street in the Village of Howards Grove (TIP ID Number 372-07-106): Construction has been moved from 2011 to 2013, with preliminary engineering costs split evenly between 2011 and 2012;
- Bicycle Facilities Network in the City of Sheboygan Falls (TIP ID Number 372-08-106): Construction has been moved from 2012 to 2013, with preliminary engineering costs split evenly between 2011 and 2012;
- Bicycle/Pedestrian Path on Taylor Drive in the City of Sheboygan (TIP ID Number 372-08-112): Construction has been moved from 2012 to 2013, with preliminary engineering costs split evenly between 2011 and 2012;
- Union Pacific Rail/Trail Conversion in the City of Sheboygan (TIP ID Number 372-08-115): Construction has been moved from 2012 to 2013, but right-of-way acquisition will still occur in 2012, and preliminary engineering costs will be split evenly between 2011 and 2012;
- Non-Motorized Transportation Pilot Program (NMTTP) Marketing/Branding (TIP ID Number 372-08-117): Originally, this activity was to occur in 2011 and 2012; it has now been moved to 2012 and 2013;
- Sheboygan Area School District Safe Routes to School Safety Upgrades (TIP ID Number 372-08-118): Construction has been moved from 2011 to 2013, with preliminary engineering costs split evenly between 2011 and 2012;
- Village of Kohler Comprehensive Pedestrian and Bicycle Plan (TIP ID Number 372-08-119): Construction has been moved from 2012 to 2013, with preliminary engineering costs split evenly between 2011 and 2012; and
- Interurban Trail Extension (TIP ID Number 372-11-102): Preliminary engineering has been moved from 2011 to 2012, with construction still taking place in 2013.

Matt Halada had a question concerning engineering for the above noted projects which Emily Vetting answered.

Moved by Allen Price and seconded by Mike Vandersteen that the MPO Technical and Policy Advisory Committees recommend processing of administrative modifications to Table 5 as proposed by the Sheboygan Planning and Conservation Department staff. Motion carried, with all voting aye on a voice vote.

7. Jeffrey Agee-Aguayo discussed tasks pertinent to completion of the *Year 2045 Sheboygan Area Transportation Plan (SATP)* that are scheduled for early 2012 with members of both committees in attendance.

Jeffrey Agee-Aguayo asked members of both committees in attendance to refer to the multiyear schedule for completion of the long-range transportation plan attached to the December 8, 2011, minutes. Jeffrey Agee-Aguayo noted that the following tasks related to updating the long-range transportation plan were scheduled through June:

- Update of the *Sheboygan MPO Public Participation Plan*;
- Analysis of “completeness” of the last plan update;
- Implementation status of the currently adopted plan (land use and transportation); and
- Continued tracking of performance of indicators.

Jeffrey Agee-Aguayo distributed and briefly reviewed the previous *Sheboygan MPO Public Participation Plan* (adopted in June of 2007) with members of both committees in attendance. Jeffrey Agee-Aguayo asked members of both committees if they had any thoughts on changes to the *Sheboygan MPO Public Participation Plan*, and indicated that he learned in a recent teleconference with other Wisconsin MPOs that some MPOs are deemphasizing advertising in newspapers, but are emphasizing more publicity regarding plans, programs and projects on their websites.

As far as comments from members of the MPO advisory committees were concerned, Dirk Zylman suggested that MPO material be placed on local governmental websites as well; Jeffrey Agee-Aguayo noted that some major MPO draft documents (like the original *Year 2035 SATP* adopted in 2006) were linked from the Sheboygan County Planning and Conservation Department and City of Sheboygan Planning and Development Department websites, and added that these opportunities need to be pursued more for all MPO draft and final documents. Mike Vandersteen suggested that the MPO emphasize more web and social media; Jeffrey Agee-Aguayo indicated that the Bay-Lake Regional Planning Commission has a presence on Facebook and Twitter, but added that to date, this has primarily involved the Commission’s Natural Resources program, and also stated that he needs to tap into these resources to better publicize MPO activities.

8. 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 spent much of December 2011 preparing the Recommended Plan chapter of the *Sheboygan TDP*. Jeffrey Agee-Aguayo indicated that he also wrote the Introduction chapter for the *Sheboygan TDP* in December, and also edited previously prepared chapters of that document in December. Jeffrey Agee-Aguayo noted that in January, he has been in the process of writing the Executive Summary, preparing appendices and assembling the full draft of the *Sheboygan TDP*. A meeting of the TDP Review Committee will be called once a complete draft is prepared.

Jeffrey Agee-Aguayo commented that he assisted Shoreline Metro staff with portions of a Community Development Block Grant (CDBG) application for the 2012 – 2013 program year in December 2011.

Finally, Jeffrey Agee-Aguayo reported that he assisted Shoreline Metro staff with a CDBG quarterly progress report in early January.

9. 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 discussed the State Highway 23 Freeway Designation and Corridor Preservation Study stakeholders' meeting held at the Sheboygan Falls Town Hall on December 12, 2011. Final recommendations have been made, and preliminary design has started.

Matt Halada stated that there were no changes to the status of the State Highway 23 “majors” project from Plymouth to Fond du Lac since the last meeting of the MPO advisory committees.

Matt Halada commented that the Federal Highway Administration (FHWA) has given permission to the Haven Fire Department to utilize the on ramp at the “event only” half interchange at Interstate Highway 43 and Rowe Road in case of emergencies. Matt Halada also reported that the off ramp for this half interchange will now be built in July and August. Dirk Zylman also discussed this project.

Matt Halada indicated that most of the Interstate Highway 43 project passing through the Sheboygan Urbanized Area will be completed by Memorial Day, adding that the project work involving the overpasses over County Highways O and J will take a bit longer, but should be done by the end of June.

Finally, Matt Halada briefly discussed the State Highway 57 project in Sheboygan County.

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 stakeholder meeting regarding the State Highway 23 Freeway Designation and Corridor Preservation Study at the Sheboygan Falls Town Hall on December 12, 2011.

Jeffrey Agee-Aguayo reported that the Bay-Lake Regional Planning Commission endorsed administrative modifications to the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2011 – 2014* at its meeting on December 9, 2011. The administrative modifications change the air quality status of two projects that involve the addition of a center turning lane from “non-exempt” to “not regionally significant for purposes of regional emissions analysis.” In addition, one street and highway improvement project had its year of implementation moved from 2012 to 2013. The administrative modifications were submitted to pertinent state and federal officials in mid December.

Jeffrey Agee-Aguayo noted that he participated in a coordination meeting regarding the Plymouth to Kohler railroad renovation project on December 14, 2011. This meeting was held at the City of Plymouth Fire Department.

Jeffrey Agee-Aguayo commented that he helped facilitate a meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRTC) at the East Central Wisconsin Regional Planning Commission (ECWRPC) office in Menasha on January 11, 2012. The charge of this committee is “to coordinate and develop a regional committee to systematically address access to transportation for at-risk populations with special needs.” Generally, counties covered by the Bay-Lake and East Central Wisconsin RPC regions are represented on this committee.

Jeffrey Agee-Aguayo stated that he participated on an “expert panel” regarding an Indirect and Cumulative Effects (ICE) study for the State Highway 23 “majors” project at the Fond du Lac County Airport on January 17, 2012.

Jeffrey Agee-Aguayo indicated that he participated in a quarterly meeting of Wisconsin’s MPO Directors (via teleconference) on January 24, 2012.

Jeffrey Agee-Aguayo noted that he participated on a panel (along with Traci Robinson and staff from the Sheboygan County Aging and Disability Resource Center) to discuss transportation options for the elderly in the City of Plymouth. This panel discussion was held with the City of Plymouth’s Committee on Aging at their meeting on January 25, 2012.

Finally, Jeffrey Agee-Aguayo commented that he would be reporting on the various administrative modifications to the *2011 – 2014 TIP* that were reviewed at this meeting at a meeting of the Bay-Lake Regional Planning Commission’s Executive Committee (to be held via teleconference) on January 27, 2012.

10. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for February 23, 2012, at 1:30 p.m.

11. **Moved** by Matt Halada and seconded by James Schuette 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 2:09 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo