

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

December 8, 2016

Sheboygan County Administration Building (Room 119), Sheboygan

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

Policy Advisory Committee: Bill Blashka for Daniel Hein (Town of Sheboygan)  
Charles Born (Town of Lima)  
Matt Halada for Will Dorsey (WisDOT Northeast Region, Green Bay)(The WisDOT Northeast Region is also represented on the MPO Technical Advisory Committee)  
Dirk Zylman (Town of Mosel)

Technical Advisory Committee: Jerry Benzschawel (City of Sheboygan Falls Department of Public Works)  
David Biebel (City of Sheboygan Department of Public Works)  
Aaron Brault (Sheboygan County Planning and Conservation Department)  
Brett Edgerle (Village of Kohler)  
Mark Leibham for Greg Schnell (Sheboygan County Transportation Department)  
Peter McMullen (WDNR Southeast Region, Milwaukee)  
Ryan Sazama (City of Sheboygan Department of Public Works – Engineering Division)  
David Smith (Bicycle and Pedestrian Transportation Advocate)  
Ryan Welsing (Village of Howards Grove)

MEMBERS EXCUSED: Steve Sokolowski (City of Sheboygan Department of Planning and Development)  
Mayor Michael Vandersteen (City of Sheboygan)  
Lynn Warpinski (WisDOT Northeast Region, Green Bay)

OTHERS PRESENT: None

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

1. The meeting was called to order at 1:02 p.m. by Policy Advisory Committee Chairperson Steven Bauer.

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 Aaron Brault and seconded by Bill Blashka that both committees approve the agenda for the December 8, 2016, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. **Moved** by Matt Halada and seconded by Aaron Brault that both committees approve the minutes of the October 27, 2016, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

4. Policy Advisory Committee Chairperson Steven Bauer asked if there was any public input.

David Smith stated that the bicycle and pedestrian trail along the Lake Michigan shoreline (along Broughton Drive) needed to be better marked, adding that this comment had been raised at previous joint meetings of the MPO advisory committees. David Smith also commented that when streets get repaved, sharrow and bike lane markings need to be repainted on the streets. Dirk Zylman concurred with David Smith's comments.

No additional public input was received.

5. Jeffrey Agee-Aguayo distributed final copies of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020* to members of both committees in attendance.

Jeffrey Agee-Aguayo distributed one paper copy of the *2017 – 2020 TIP* (complete with a CD copy of that document) to each jurisdiction participating in the MPO, as follows:

- City of Sheboygan – Ryan Sazama;
- City of Sheboygan Falls – Jerry Benzschawel;
- Village of Howards Grove – Ryan Welsing;
- Village of Kohler – Brett Edgerle;
- Town of Herman – not present (Aaron Brault indicated that he could deliver a copy of the *2017 – 2020 TIP* to the town, and was given their copy);
- Town of Lima – Charles Born;
- Town of Mosel – Dirk Zylman;
- Town of Sheboygan – Bill Blashka;
- Town of Sheboygan Falls – Steven Bauer;

- Town of Wilson – not present;
- Sheboygan County – Mark Leibham;
- Shoreline Metro – not present; and
- WisDOT Northeast Region – Matt Halada.

Jeffrey Agee-Aguayo stated that he would drop off paper copies of the *2017 – 2020 TIP* to representatives of local jurisdictions not attending this meeting (Shoreline Metro and Town of Wilson). Jeffrey Agee-Aguayo noted that staff of the WisDOT Bureau of Planning and Economic Development (Kris Canto) and of the Federal Highway Administration (FHWA) Wisconsin Division office (Mary Forlenza) would have their paper copies of the *2017 – 2020 TIP* mailed to them. Jeffrey Agee-Aguayo indicated that he would be dropping off a paper copy of the *2017 – 2020 TIP* at the Mead Public Library after this meeting.

Jeffrey Agee-Aguayo distributed CD copies of the *2017 – 2020 TIP* to all other members of both committees in attendance. Jeffrey Agee-Aguayo commented that he would mail CD copies of the *2017 – 2020 TIP* to members of both committees not receiving a paper copy and not attending this meeting.

6. Members of both committees gave final review to and recommended approval of the *2016 Public Participation Plan Update* for the Sheboygan MPO to the Bay-Lake Regional Planning Commission.

Jeffrey Agee-Aguayo distributed the draft *2016 Public Participation Plan Update* for the Sheboygan MPO to members of both committees in attendance who needed the document. (The document was also e-mailed to members of both committees in advance of the meeting).

Jeffrey Agee-Aguayo stated that the public comment period on the draft *2016 Public Participation Plan Update* for the Sheboygan MPO ran from October 7, 2016, through November 23, 2016. A legal notice announcing the public comment period was placed in the October 7, 2016, edition of the *Sheboygan Press*. Copies of the draft *2016 Public Participation Plan Update* for the Sheboygan MPO were delivered to the five area locations for public review during the public comment period, including:

- Mead Public Library;
- City of Sheboygan Department of Planning and Development;
- Shoreline Metro;
- Village of Kohler Clerk’s Office; and
- City of Sheboygan Falls Clerk’s Office.

Jeffrey Agee-Aguayo noted that the draft *2016 Public Participation Plan Update* was placed on the Sheboygan MPO webpage portion of the Bay-Lake Regional Planning Commission website for the public comment period. Notice of the public comment period was also provided via the Bay-Lake Regional Planning Commission Facebook page and Twitter account.

Jeffrey Agee-Aguayo indicated that no comments were received on the draft *2016 Public Participation Plan* for the Sheboygan MPO during the public comment period.

Jeffrey Agee-Aguayo reviewed minor changes that would need to be made to the document before it was finalized; these changes involved the front cover, title page, addition of language to Appendix B, and the back cover. No changes were proposed for the main body of the document.

Jeffrey Agee-Aguayo asked if there were any questions or comments regarding the *2016 Public Participation Plan Update* for the Sheboygan MPO. Members of the MPO advisory committees in attendance had no questions or comments concerning the document.

**Moved** by Aaron Brault and seconded by Brett Edgerle that both committees recommend approval of the *2016 Public Participation Plan Update* for the Sheboygan MPO to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

7. Members of both committees reviewed the updated *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan, Wisconsin, Metropolitan Area*.

Jeffrey Agee-Aguayo distributed the *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan, Wisconsin, Metropolitan Area* to members of both committees in attendance who needed the document. (The document was also e-mailed to members of both committees in advance of the meeting).

Jeffrey Agee-Aguayo briefly reviewed the *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan, Wisconsin, Metropolitan Area* with members of both committees in attendance. Emphasis was placed on MPO responsibilities in Article II (pages 2 – 4), although all portions of the agreement were reviewed.

Jeffrey Agee-Aguayo stated that the Sheboygan Transit Commission approved and signed the *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan, Wisconsin, Metropolitan Area* at its meeting on November 22, 2016. Jeffrey Agee-Aguayo also noted that the Bay-Lake Regional Planning Commission was scheduled to approve and sign the *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan, Wisconsin, Metropolitan Area* at its meeting on December 9, 2016. Jeffrey Agee-Aguayo indicated that WisDOT Secretary Gottlieb would sign the *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan, Wisconsin, Metropolitan Area* once it has been signed by the other two parties.

Jeffrey Agee-Aguayo commented that this was the first time that the *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan, Wisconsin, Metropolitan Area* had been updated in over 10 years. The agreement reflects the most current Federal transportation legislation (MAP-21 and the FAST Act).

The only question or comment regarding the *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan, Wisconsin, Metropolitan Area* came from Dirk Zylman, who asked if local units of government that participate in the MPO were held to the lobbying standards noted in Article XII of the agreement (page 12); Jeffrey Agee-Aguayo responded that he believed that this language primarily applies to MPO staff, and that local units of government would only be held to these standards if they have similar language in their own local contractual agreements with state or Federal agencies.

8. Jeffrey Agee-Aguayo distributed and reviewed the preliminary draft of a report on Transportation System Performance Indicators for the Sheboygan Metropolitan Planning Area for 2016 with members of both committees in attendance.

Jeffrey Agee-Aguayo distributed the preliminary draft report to everyone in attendance, then reviewed the report. Maps showing (1) Pavement Condition Index (PCI) ratings for state trunk highway segments in the communities of the Sheboygan metropolitan planning area; and (2) the sufficiency rating based general condition of bridges and ratings of culverts in the communities of the Sheboygan metropolitan planning area were also reviewed. Jeffrey Agee-Aguayo stated that MPO GIS staff was working on a PASER-based map of pavement conditions for local streets and roads and for county trunk highways in the communities of the Sheboygan metropolitan planning area; Aaron Brault commented that Sheboygan County had already mapped the pavement condition of the county trunk highway network, so this file should be able to be imported in the creation of the overall pavement condition map.

As far as questions and comments from members of both committees were concerned:

- Under “Safety – Streets and Highways” (p. 1), regarding Table 1, David Biebel suggested reporting the number of crashes involving towed vehicles.
- David Smith asked how other MPOs compare with the Sheboygan MPO in terms of how they are doing with their performance indicators; Jeffrey Agee-Aguayo responded that in an internet search of Wisconsin MPOs, there was not much information that could be used to make comparisons, but added that he would follow up with other MPOs in the future (or with WisDOT or FHWA if they start to collect this data from the MPOs) to attempt to obtain this information.
- Under “Accessibility and Mobility of People and Freight – Transit” (p. 2), David Biebel suggested inclusion of an inventory of private taxi providers in the area; Jeffrey Agee-Aguayo responded that he would be able to import that information from the recently completed *2016 Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County*.
- Under “Integration and Connectivity of the Transportation System, Across and Between Modes, for People and Freight – Intercity Bus” (p. 5), David Biebel asked how many passengers use the intercity bus services cited in the report. Jeffrey Agee-Aguayo responded that he would attempt to collect information regarding such demand, either on

site in Sheboygan or by working with WisDOT staff that manage intercity bus service grants.

- Under “System Preservation – Streets and Highways,” in the area of WisDOT sufficiency ratings of bridges (pp. 9 – 10), Bill Blashka thought that the second entry (Orchard Road over the Pigeon River) was actually Range Line Road. Bill Blashka also stated that Lakeshore Road (formerly County Highway LS) over the Pigeon River was actually located in the City of Sheboygan.
- Under “System Preservation – Transit,” in the area of number of road calls divided by miles of service (p. 11), Brett Edgerle offered an editorial comment.
- Under “Regional Trends – Households” (pp. 11 – 12), regarding Table 3, Dirk Zylman suggested looking into the U.S. Bureau of the Census’ definition of “vacant housing unit.” Charles Born thought that the Town of Lima had a high vacancy rate, and wondered if that rate was accurate.

Jeffrey Agee-Aguayo concluded by stating that a revised draft of this report would be reviewed at a future meeting of both committees.

9. Matt Halada discussed WisDOT Northeast Region planning activities and construction projects in Sheboygan County with everyone in attendance.

Matt Halada stated that reports on projects would resume in January 2017.

Matt Halada noted that WisDOT would be hosting a public hearing on the State Freight Plan the evening of December 13, 2016, in DePere.

Jeffrey Agee-Aguayo then gave an update on MPO activities to everyone in attendance.

Jeffrey Agee-Aguayo stated that he continued to monitor proposed national performance management measure regulations during this period, including assessment of the performance of the National Highway System (NHS), freight movement on the Interstate system, and the Congestion Mitigation and Air Quality improvement program (CMAQ).

Jeffrey Agee-Aguayo noted that he participated in a meeting at the Sheboygan County Chamber of Commerce in which WDNR Bureau of Air Management staff discussed Sheboygan County’s air quality nonattainment status with local stakeholders on November 2, 2016. Jeffrey Agee-Aguayo also participated in a similar meeting regarding air quality nonattainment area issues with local stakeholders at the Sheboygan County Chamber of Commerce the morning of December 8, 2016.

Jeffrey Agee-Aguayo indicated that he provided technical assistance to Shoreline Metro in recent weeks. This technical assistance consisted of review of questions in which the Federal Transit Administration (FTA) will need answers from the MPO in regard to its planned 2017 triennial review of Shoreline Metro.

Jeffrey Agee-Aguayo commented that he continued the process of updating the *Sheboygan County Coordinated Public Transit – Human Services Transportation Plan* in recent weeks. The final plan was transmitted to WisDOT in mid-November.

Jeffrey Agee-Aguayo stated that he would be participating in a meeting of the full Bay-Lake Regional Planning Commission on December 9, 2016. Final approval of the *2016 Public Participation Plan Update* for the Sheboygan MPO and of the *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan, Wisconsin, Metropolitan Area* are on the agenda for this meeting.

Jeffrey Agee-Aguayo noted that a public hearing regarding the State Highway 23 Corridor Preservation and Freeway Designation Study would be held the evening of December 13, 2016, at Riverview Middle School in Plymouth. Jeffrey Agee-Aguayo distributed a copy of the public hearing notice to members of both committees in attendance.

Jeffrey Agee-Aguayo indicated that the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) was scheduled to have its next quarterly meeting in Menasha on January 11, 2017.

Finally, Jeffrey Agee-Aguayo commented that the Wisconsin Department of Natural Resources (WDNR) Transportation Conformity Work Group was scheduled to have its next quarterly meeting in Madison on January 18, 2017. Jeffrey Agee-Aguayo stated that he would likely participate in this meeting via teleconference.

10. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for **Thursday, January 26, 2017, at 1:00 p.m.**

Jeffrey Agee-Aguayo distributed and briefly reviewed the 2017 meeting schedule with members of both committees in attendance. Jeffrey Agee-Aguayo asked members of both committees to save this meeting schedule for their records.

11. **Moved** by David Biebel and seconded by Mark Leibham 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 2:14 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

