

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

October 27, 2016

Sheboygan County Administration Building (Room 119), Sheboygan

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

Policy Advisory Committee: 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)
George Marthenze for Tom Wegner (Sheboygan County)
Dirk Zylman (Town of Mosel)

Technical Advisory Committee: Jerry Benzschawel (City of Sheboygan Falls Department of Public Works)
Kris Canto (WisDOT Bureau of Planning and Economic Development, by phone)
Brett Edgerle (Village of Kohler)
Mary Forlenza (Federal Highway Administration – Wisconsin Division – Ex-Officio, by phone)
Peter McMullen (WDNR Southeast Region, Milwaukee)
Derek Muench (Shoreline Metro)
Ryan Sazama (City of Sheboygan Department of Public Works – Engineering Division)
Greg Schnell (Sheboygan County Transportation Department)
Steve Sokolowski (City of Sheboygan Department of Planning and Development)

MEMBERS EXCUSED: David Biebel (City of Sheboygan Department of Public Works)
Bill Blashka for Daniel Hein (Town of Sheboygan)
Aaron Brault (Sheboygan County Planning and Conservation Department)
David Smith (Bicycle and Pedestrian Transportation Advocate)
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 Matt Halada and seconded by Greg Schnell that both committees approve the agenda for the October 27, 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 Dirk Zylman that both committees approve the minutes of the September 8, 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; none was received.

5. Members of both committees reviewed and recommended approval of the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* to the Bay-Lake Regional Planning Commission.

Jeffrey Agee-Aguayo distributed copies of the draft *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* to members of both committees in attendance. Jeffrey Agee-Aguayo also distributed and reviewed Map 1 (Sheboygan MPO Boundaries, p. v) in the draft 2017 MPO Work Program with members of both committees in attendance.

Jeffrey Agee-Aguayo briefly discussed the “Introduction and Prospectus” (pp. 1 – 2) and the “Summary of 2016 Work Program Activities” (pp. 3 – 10) with members of both committees in attendance. Jeffrey Agee-Aguayo commented that the “Summary of 2016 Work Program Activities” would be updated to include activities completed in September and October.

Jeffrey Agee-Aguayo reviewed the “2017 Work Program Summary” (pp. 11 – 13), the “Summary Budget” (p. 14), and the MPO Work Program detail (pp. 15 – 22) with members of both committees in attendance.

Jeffrey Agee-Aguayo reviewed the various appendices in the draft *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* with members of both committees in attendance. Emphasis was placed on: Appendices B (Metropolitan Planning Factors and the draft *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*, pp. 27 –

30); E (Schedule for the Update to the *Year 2045 Sheboygan Area Transportation Plan* Due in May 2019, pp. 39 - 42); and F (2017 Tentative Schedule of MPO Technical and Policy Advisory Committee Joint Meetings, Bay-Lake RPC Full Commission and Executive Committee Meetings, and Other Meeting Dates, pp. 43 – 46).

Jeffrey Agee-Aguayo stated that he participated in a teleconference meeting with WisDOT and FHWA staff to review the draft *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* on October 21, 2016. Jeffrey Agee-Aguayo reviewed the one substantive comment raised at this meeting (a FHWA staff comment regarding developing Transportation Improvement Programs to be compliant with the FAST Act and its new planning requirements). Jeffrey Agee-Aguayo indicated that the MPO Work Program would be revised in response to this comment before the document is finalized.

There were no questions or comments from members of either committee regarding the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*.

Moved by Greg Schnell and seconded by Charles Born that both committees recommend approval of the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

6. Members of both committees reviewed and recommended approval of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020* to the Bay-Lake Regional Planning Commission.

A./B. Members of both committees reviewed the draft *2017 – 2020 TIP*, reviewed comments received on the TIP, and reviewed changes made to the TIP in response to comments received.

Jeffrey Agee-Aguayo distributed and reviewed a packet with key tables in the main body of the *2017 – 2020 TIP* with members of both committees in attendance. The following tables were reviewed (along with accompanying maps, where applicable):

- Table 1 (Calendar Years 2017 – 2020: Transit Operating Funds) – No changes were made to this table since it was released for public review.
- Table 2 (Calendar Years 2017 – 2020: Transit Capital Items) – Illustrative projects were moved to the back of the table and such illustrative projects were more clearly defined in response to a FHWA Wisconsin Division staff comment.
- Table 3 (Calendar Year 2017: Elderly and Disabled Transportation Projects) – No changes were made to this table since it was released for public review.
- Table 4 (Calendar Years 2017 – 2020: Elderly and Disabled Transportation Capital Projects) – Illustrative projects were more clearly defined in response to a FHWA Wisconsin Division staff comment.

- Table 5 (Calendar Year 2017 – 2020: Bicycle and Pedestrian Transportation Projects) – Illustrative projects were moved to the back of the table and such illustrative projects were more clearly defined in response to a FHWA Wisconsin Division staff comment.
- Table 6 (Calendar Years 2017 – 2020: Street and Highway Improvement Projects) – The dates were changed for the North Avenue reconstruction project to match the WisDOT Northeast Region let schedule. Maps 1 and 2 which show the various projects in Table 6 by year of implementation were also reviewed.
- Table 7 (Programmed and Available Federal Funding for the 2017 – 2020 TIP) – This table was modified to match the changes made to Table 6. In addition, the financial plan was modified slightly in response to a FHWA Wisconsin Division staff comment regarding state trunk highway operations and maintenance costs.
- Table 8 (Implementation Status of Projects Recommended for 2016 in the TIP for the Sheboygan Metropolitan Planning Area) – No changes were made to this table since it was released for public review. Map 3 which showed the street and highway projects implemented in 2016 was also reviewed.

Jeffrey Agee-Aguayo also reviewed the various appendices in the 2017 – 2020 TIP with members of both committees in attendance. The following appendices were emphasized in this review:

- Appendix C (Air Quality Conformity Statement) – This appendix was shortened considerably in response to a FHWA Wisconsin Division staff comment).
- Appendix D (Financial Capacity Assessment of Shoreline Metro).
- Appendix E (Statement of Impacts of TIP Projects on Environmental Justice), including review of three maps showing recommended street and highway projects, recommended bicycle and pedestrian transportation projects, and the Shoreline Metro route structure overlaid over census block groups with high or very high concentrations of minority population and/or population in poverty.
- Appendix H (Transition in Programming from MAP-21 to FAST Act Funding Programs).

Jeffrey Agee-Aguayo discussed the public hearing held on October 26, 2016 in which one person was in attendance (the same individual who provided written comments). Jeffrey Agee-Aguayo also reviewed one written comment; that comment came from Edward Procek, Sheboygan County Board Supervisor (District 7) and Bay-Lake Regional Planning Commissioner. Mr. Procek discussed the need to expand transit services in the metropolitan planning area and elsewhere in Sheboygan County to better meet economic development and employment needs in the area. Mr. Procek also discussed the important transit capital needs of Shoreline Metro in order to maintain existing transit service and hopefully expand such service to meet economic development and employment needs in the near future.

As far as comments received at the meeting were concerned, Matt Halada stated that dollar figures had recently increased on the State Highway 28/County Highway EE roundabout project,

and provided information from Lynn Warpinski of the WisDOT Northeast Region office documenting these increases. Specifically, total project cost increased from \$1,916,000 to \$2,153,000, the Federal share increased from \$1,533,000 to \$1,722,000, and the state share increased from \$383,000 to \$431,000. There is still no local share associated with this project, and the project will still be constructed in 2019. Charles Born had questions regarding closures; Matt Halada responded that the intersection would be closed during construction with recommended detours.

C. **Moved** by Greg Schnell and seconded by Steve Sokolowski that both committees recommend approval of the *2017 Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 - 2020* to the Bay-Lake Regional Planning Commission, as amended by Matt Halada. Motion carried, with all voting aye on a voice vote.

7. Jeffrey Agee-Aguayo provided a status report on the *2016 Public Participation Plan Update* for the Sheboygan MPO.

Jeffrey Agee-Aguayo stated that the 45 day public comment period on the *2016 Public Participation Plan Update* for the Sheboygan MPO started on October 7, 2016, and runs through November 23, 2016. Jeffrey Agee-Aguayo indicated that the notice of request for comment and the draft *2016 Public Participation Plan Update* were posted on the Bay-Lake Regional Planning Commission website; this notice of request for comment was also placed in the October 7, 2016, edition of the *Sheboygan Press*. The draft *2016 Public Participation Plan Update* was also placed in the five public review locations in the Sheboygan area. The public comment period was also publicized on the Bay-Lake Regional Planning Commission Facebook page as well as via Twitter.

Jeffrey Agee-Aguayo noted that Sheboygan MPO Technical and Policy Advisory Committees recommendation of approval of the document is scheduled for the December 8, 2016, joint meeting, and added that Bay-Lake Regional Planning Commission action on the document is scheduled for the full Commission meeting on December 9, 2016.

8. Matt Halada discussed WisDOT Northeast Region planning activities and construction projects in Sheboygan County with everyone in attendance. (*Note: Materials that were used in presenting this report are attached to these minutes*).

Matt Halada discussed the Taylor Drive bicycle and pedestrian trail project, noting that the project would be completed soon. Dirk Zylman had questions regarding the deadline for this project which Greg Schnell answered. Several members of both committees discussed this project.

Matt Halada also discussed the State Highway 28 reconstruction project, which should also be completed soon. Derek Muench had a question regarding a turning movement associated with this project that was discussed by several members of both committees in attendance.

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

Jeffrey Agee-Aguayo stated that he attended a meeting of the Sheboygan Transit Commission on September 22, 2016; employment-related transportation needs in Sheboygan County were the main topic of discussion at this meeting.

Jeffrey Agee-Aguayo indicated that he participated in a meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) at Green Bay Metro on October 12, 2016.

Jeffrey Agee-Aguayo noted that he provided technical assistance to Shoreline Metro in October, including assistance in preparing a Community Development Block Grant (CDBG) quarterly report, preparation of population estimates for a Section 5310 report, and other small tasks.

Jeffrey Agee-Aguayo commented that he prepared the *2016 Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County* based on input received at the August 16, 2016, county transportation coordination meeting held at the Sheboygan County Aging and Disability Resource Center (ADRC) office in Sheboygan Falls. Jeffrey Agee-Aguayo noted that he presented the draft *2016 Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County* to the county’s Transportation Coordinating Committee (TCC) at its quarterly meeting on October 12, 2016. Jeffrey Agee-Aguayo indicated that he edited the plan based on comments received at the TCC meeting, and added that he would be submitting the final plan to the WisDOT Transit Section soon.

Jeffrey Agee-Aguayo stated that he participated in a quarterly meeting of the Wisconsin Department of Natural Resources (WDNR) Bureau of Air Management’s Transportation Conformity Work Group (via teleconference) on October 20, 2016.

Jeffrey Agee-Aguayo indicated that he and other Commission staff participated in a quarterly MPO Directors’ meeting in Madison on October 25, 2016.

Jeffrey Agee-Aguayo noted that work on the *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan, Wisconsin, Metropolitan Area* (between WisDOT, Shoreline Metro and the Bay-Lake Regional Planning Commission) was in progress, adding that the agreement should be signed by all parties by the end of 2016.

Jeffrey Agee-Aguayo commented that an updated *Title VI Non-Discrimination Agreement* (between WisDOT and the Bay-Lake Regional Planning Commission) was recently signed.

Jeffrey Agee-Aguayo stated that the Bay-Lake Regional Planning Commission’s Executive Committee would be meeting in Green Bay the morning of October 28, 2016. Agenda items at this meeting include approval of the *2017 Sheboygan Metropolitan Planning Area Transportation*

Planning Work Program, as well as approval of the Sheboygan Metropolitan Planning Area TIP: Calendar Years 2017 – 2020.

Finally, Jeffrey Agee-Aguayo commented that he would be attending a meeting at the Sheboygan County Chamber of Commerce on November 2, 2016, to discuss the proposal from USEPA to reclassify Sheboygan County as a “moderate” nonattainment area for ground-level ozone.

9. Jeffrey Agee-Aguayo noted that there would not be a meeting on November 10, 2016 (due to a lack of business), unless an emergency issue arises which requires action.

The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for **Thursday, December 8, 2016, at 1:00 p.m.** Agenda items at this meeting will include review and recommendation of approval of the *2016 Public Participation Plan Update* for the Sheboygan MPO, as well as presentation of the annual performance indicator report.

10. **Moved** by Greg Schnell and seconded by Steve Sokolowski 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 2:08 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

Weekly LP Construction Update

Week of 10-24-16

Sheboygan County

Taylor Drive, Kohler Memorial Drive – Crocker Avenue

Schedule: April 1st to October 22nd, 2016

Length: 2.636 miles

Cost: \$6,654,252.81

Location: City of Sheboygan, Sheboygan County

Description: Work under this contract consists of grading, storm sewer, base aggregate, concrete sidewalk, asphalt pavement, concrete curb and gutter, pavement marking, street lighting, traffic signals, permanent signing, modular block retaining walls, structure retaining walls R-59-27, R-59-28, R-59-32, boardwalk M-59-01, and Bridges B-59-188 and B-59-189 over the Sheboygan River and Union Pacific Railroad respectively.

October 17th to October 21st: The contractor finished staining the front face of R-59-27. The boardwalk crew poured the remaining retaining panel on Monday, and then finished installing the timber components. Railing bases were poured for B-59-188 & 189 and installation of the M-59-001 railing began. The contractor finish graded between Union Ave and M-59-001 and installed the wall extension for R-59-27. A concrete crew returned on Thursday to pour the sidewalk at Union Ave and the remaining curb ramps throughout the project. The electrical contractor installed lighting bases throughout the project and worked on signal installations.

October 24th to October 28th: The contractor will continue installation of the M-59-001 railing, and will begin installing railing on R-59-28, B-59-188, and B-59-189 early in the week. The remaining path that needs asphalt will be paved next week; meanwhile, concrete curb ramps and sidewalk will be poured following asphalt paving. Final grading and topsoil placement will occur between Union and Indiana Ave, and then landscapers will return to perform final restoration and install the remaining signs. The contractor will attempt to return to set light bases, install remaining traffic signals, and install traffic loops throughout the project.

Traffic Impacts: Northbound Taylor Drive is reduced to one lane, with traffic restricted to use of the left lane only between Crocker and New Jersey Avenue, and through the Erie Avenue intersection. Temporary lane shifts will be utilized throughout the project as crews install curb ramps. Access to local businesses and driveways will be maintained.

WIS 28 (Washington Avenue) reconstruction

Location: city of Sheboygan, WIS 28 (Washington Avenue) from Prange Road to approximately 750 feet east of Taylor Drive, along with the intersection of WIS 28 (Washington Avenue) and 32nd Street.

Schedule: April 2016 to October 2016

Length: 0.49 miles

Cost: \$4.4 million

October 17 to October 21: The contractor completed the final landscaping, finished cleaning up throughout the project, removed traffic control items; and continued to work on punch list items.

October 24 to October 28: Contractor will continue to work on punch list items.

Traffic impacts: All lanes throughout the project are now open. Sporadic short-term, single-lane closures will be necessary to complete punch list items, but all turning movements will remain open to traffic.

Project Website: <http://projects.511wi.gov/wis28/>