

**WORK PROGRAM ACTIVITY REPORT
SEPTEMBER - NOVEMBER 2016
By County**

**BAY-LAKE REGIONAL PLANNING COMMISSION
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MULTI-COUNTY/REGIONAL

- Commission staff finalized the annual budget and work program that will be presented to Commissioners on December 9, 2016. Binders containing all governing documents of the Commission, as well as contact information, were assembled in November for distribution to Commissioners in December at the full Commission meeting.
- Commission staff select nine communities for pass-through USFS GLRI funding aimed at Emerald Ash Borer (EAB) impact mitigation in EAB quarantined counties throughout the Great Lakes Basin in Wisconsin.
- In September, Commission staff prepared and submitted the Bay-Lake RPC 2017 Rural Transportation Work Program to WisDOT. The work program was reviewed by WisDOT and approved by the Commission's Executive Committee in October.
- In September and November, the Executive Director met with other Regional Planning Commission Directors for the quarterly AWRPC meeting held in Madison at the Wisconsin Counties Association offices.
- Commission staff met with NewNorth staff in October to discuss moving forward on a pilot test for the Golden Shovel program. The first project will be a Marinette County project and will determine if compensation is in line with the amount of work provided. Golden Shovel certification is new to the area and will certify a commercial area as "ready to move in."
- Commission staff helped facilitate a meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) on October 12th.
- On October 24th, the Natural Resources Planner gave a presentation to the USFS GLRI Congressional Delegation about the two USFS GLRI grants that the Commission has received.
- In October, the staff worked with EDA to complete its Annual CEDS Performance Review. Staff also participated in a quarterly conference call with EDA on October 26, 2016.
- In October, Commission staff participated in a WisDOT training session for Sponsor's Guide to Non-Traditional Project Implementation and Certification in Wisconsin Rapids as part of the Commission's upcoming Transportation Alternative Program (TAP) Project, *Regional Bike and Pedestrian Plan for Northeast Wisconsin*.
- On November 11th, the Natural Resources Planner attended a broadband informational workshop held by the State Broadband Office.

- On November 14th, the Natural Resources Planner participated in the 3rd Annual Wisconsin Coastal Beaches workgroup meeting to discuss beach improvement activities and network with local partners in beach management.
- Commission staff prepared and submitted to WisDOT, the State/Municipal Agreement, the Certification for Non-Traditional Project Administration, and the Sponsor's Guide Acknowledgment form as part of the Commission's upcoming regional bike and pedestrian planning effort.
- The Natural Resources Planner conducted sewer service area reviews for the Sheboygan Urbanized Area Sewer Service Area, the Manitowoc-Two Rivers-Mishicot Urbanized Area Sewer Service Area, and the Marinette Areawide Sewer Service Area.
- Commission staff continues to update the Commission's Regional Comprehensive Plan elements. Completion of the plan is expected in January 2017.
- Commission staff continued work on the *Invasive Phragmites Management in the Fox River and Lower Green Bay Area of Concern* project. To-date, 977 acres of invasive Phragmites in the project area has been chemically treated, and 393 acres has been mowed.
- The Natural Resources Planner submitted a WCMP grant application to fund a Lakeshore Coastal Recreation Study to gather information on coastal recreation including future needs and economic impacts in Kewaunee, Manitowoc, and Sheboygan counties.

BROWN COUNTY

- On November 15, 2016, the Executive Director met with the Manager of New Water, the City of Green Bay's water utility, to see what opportunities might be available to work on together in the future. Future meetings are expected.
- Commission staff reviewed the Bicycle and Pedestrian Crash Analysis for Brown County, 2010-2014.
- The Natural Resources Planner presented to the Brown County Planning Commission Board of Directors on October 5, 2016 about Bay-Lake activities in Brown County and the need for membership to continue efforts. Feedback regarding membership centered on the staffing and budget challenges in the Planning and Land Services Department of the County.

DOOR COUNTY

- The Community Assistance Planner had communication with Door County stakeholders and the City of Sturgeon Bay regarding the county's involvement in the Commission's Regional Bike and Pedestrian plan TAP project for 2017-2018.
- The Executive Director met with the Door County Administrator in November to talk specifically about the services BLRPC can provide and membership in the future.

FLORENCE COUNTY

- The Natural Resources Planner provided information to Florence County to help them move toward securing FEMA/Wisconsin Emergency Management funding to update their hazard mitigation plan.

KEWAUNEE COUNTY

- From September through November, the Community Assistance Planner provided technical assistance for the administration and updating of zoning and other ordinances for the towns of Ahnapee, Casco, Carlton, Franklin, Lincoln, Luxemburg, Montpelier, Red River, and West Kewaunee.
- Commission staff called the Kewaunee County Economic Development Corporation Executive Director to offer assistance from BLRPC in response to the announced closing of the Algoma Hardwoods in Algoma. A follow up email offering assistance was also sent.
- Commission staff continues to work with stakeholders to consider the development of a trailhead for the Ahnapee Trail in the City of Algoma.
- Commission continued updating the Comprehensive Plan and Farmland Preservation Plan for Kewaunee County, including a public open house in September and a meeting with the County Administrator, County Board Chairperson, and the Land Information office in November. The Plan is expected to be completed in January 2017.
- Commission staff began preparing updates to the zoning ordinances for the towns of Casco, Luxemburg, Red River, and West Kewaunee in October and November. The ordinances are expected to be completed by summer 2017.
- Commission staff continued the process of updating the *Kewaunee County Coordinated Public Transit – Human Services Transportation Plan* during this period. The transportation coordination meeting with Kewaunee County was held in mid-September. Commission staff prepared the draft plan in October and November based on input received at the Kewaunee County transportation coordination meeting. The draft plan was scheduled to be reviewed at a quarterly meeting of the Kewaunee County Transportation Coordinating Committee to be held in early December. The final plan will be transmitted to WisDOT in December.
- The Community Assistance Planner attended the Kewaunee County Towns Association meeting in November to provide information about the Commission.

MANITOWOC COUNTY

- The Natural Resources Planner prepared a grant application to WCMP to development of an East and West Twin Rivers water trail plan. If funded, local stakeholders would provide the 50% match required for WCMP funding.
- Work on the Maritime Metro Transit Development Program (TDP) continued in this period. Commission staff attended two public hearings in mid-November (one in Manitowoc and one in Two Rivers) in which the proposed route revisions for 2017 and the proposed 2017 increase in the cost of the monthly pass were presented to the public. Preparation of revised draft Chapters 9 (Alternatives Analysis) and 10 (Recommended Plan) continued during this period; these chapters were presented to the TDP Review Committee at their meeting in late November. Commission staff will now make final revisions and assemble the complete TDP for production.
- Commission staff continued the process of updating the *Manitowoc County Coordinated Public Transit – Human Services Transportation Plan* during this period. Commission staff prepared the draft plan in September and early October based on input received at the Manitowoc County transportation coordination meeting held in late August. The draft plan

was reviewed at a quarterly meeting of the Manitowoc County Transportation Coordinating Committee held in mid-October, and was revised based on comments raised at this meeting. The final plan was transmitted to WisDOT in mid-November.

- Commission staff provided technical assistance to Manitowoc County regarding the process of updating local comprehensive plans in the county.
- The GIS Coordinator initiated an ArcGIS online sign inventory mapping project with the Manitowoc County Highway Department.
- The Community Assistance Planner completed the Town of Manitowoc Rapids Comprehensive Plan update in September, including hosting a community open house/ Plan Commission meeting.
- The Community Assistance Planner continues to work on the Town of Cooperstown Comprehensive Plan update including a meeting in November.

MARINETTE COUNTY

- Commission staff prepared and submitted the City of Marinette's 2017 Shared-Ride Taxi application in September/October.
- Commission staff continued to assist the City of Marinette with the administration of its Shared-Ride Taxi Transit Program with the completion of the 2016 third quarter report and attendance at the city's quarterly Transportation Committee meetings in September and November.
- Staff met with representatives of the Village of Wausaukee to discuss assisting them with administering a project that required monitoring of federal wage rates.
- Commission staff continued discussions with the Marinette Area Active Communities group which is taking steps to make the Marinette area more accessible for biking and walking
- The GIS Coordinator completed a mapping project with the Village of Wausaukee to map the sexual offender residency restrictions in the Village.

OCONTO COUNTY

- On September 19th, the Community Assistance Planner facilitated a meeting with the Town of Brazeau to begin the process of developing the town's zoning code.
- The Executive Director met with a Village Trustee of Lena on November 17, 2016, and continued to assist the Village of Lena's with its Capital Improvements Program (CIP). The Village of Lena was awarded a Technical Assistance Grant from BLRPC earlier in the year.

SHEBOYGAN COUNTY

- Commission staff continued assisting the City of Sheboygan with the Davis-Bacon Act compliance for their HUD assisted street project on 9th Street.
- The Executive Director continued to work with Sheboygan County in securing a loan to help BLRPC pay off its unfunded pension liability.
- Commission staff continued to work with the City to monitor certified payroll reports for construction taking place at Paradigm, an Historic Preservation project in the city that includes a new façade to the existing building.

- Commission staff worked with the City of Sheboygan to monitor job creation for eight different businesses that currently have an outstanding loan with the City. The monitoring involves correspondence with the business on a quarterly basis and when new workers are hired or fired. Low-to-moderate income status data is also collected and used as one of the requirements of obtaining the loan.
- The Sheboygan MPO Technical and Policy Advisory Committees met jointly on two occasions during this period.
- Commission staff participated in a quarterly MPO Directors' meeting in Madison in late October.
- Commission staff completed the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* during this period. The draft MPO Work Program was sent to WisDOT and USDOT staff as well as to other interested parties in mid-September. A meeting with WisDOT and FHWA staff to review the draft 2017 MPO Work Program was held in October. The Sheboygan MPO Technical and Policy Advisory Committees reviewed and recommended approval of the draft 2017 MPO Work Program at their joint meeting in late October. The Commission approved the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* at a meeting of its Executive Committee in late October. Commission staff edited the final document based on comments received and on updated information, and then transmitted the final document to WisDOT and FHWA in early November.
- Commission staff worked with the WisDOT Bureau of Planning and Economic Development and with Shoreline Metro in the preparation and review of an updated *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan, Wisconsin, Metropolitan Area* during this period. Shoreline Metro (through its governing board, the Sheboygan Transit Commission) approved and signed the agreement at its November meeting, which Commission staff attended. The Commission is scheduled to approve and sign the agreement at its December meeting. WisDOT Secretary Gottlieb is expected to sign the agreement once it has been signed by Shoreline Metro and the Commission.
- Commission staff 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).
- Commission staff participated in a quarterly meeting of the Wisconsin Department of Natural Resources (WDNR) Bureau of Air Management's Transportation Conformity Work Group (via teleconference) in October.
- Commission staff 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 in early November.
- Commission staff continued work on the *2016 Public Participation Plan Update* for the Sheboygan MPO during this period. After the conclusion of the 30 day public consultation period on the preliminary draft plan, the Sheboygan MPO Technical and Policy Advisory Committees reviewed the document and released it for a 45 day public comment period at their joint meeting in early September. The final draft plan was officially released for the 45 day public review period in early October, with this period running through late November (all of the steps taken to publicize the public comment period are available

upon request). The Sheboygan MPO Technical and Policy Advisory Committees were scheduled to recommend approval of the plan at their joint meeting in early December, and the Commission was expected to take action on the *2016 Public Participation Plan Update* for the Sheboygan MPO at its December meeting.

- Commission staff provided technical assistance to Shoreline Metro during this billing period. In October, this involved assisting Shoreline Metro with the preparation of its Community Development Block Grant (CDBG) report for the third quarter of 2016, as well as with assisting Shoreline Metro with an estimate of eligible riders for a Section 5310 report. In late October and much of November, Commission staff reviewed 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.
- Commission staff continued to discuss studying the feasibility of employment transportation in and near the metropolitan planning area with staff of Shoreline Metro and of the Sheboygan County Economic Development Corporation (SCEDC) during this period. This included participation in the September meeting of the Sheboygan Transit Commission in which the SCEDC started a dialogue with Shoreline Metro's governing board regarding employment transportation challenges facing the county and how the transit operation could potentially be of assistance in meeting some of these challenges.
- Commission staff continued the process of updating the *Sheboygan County Coordinated Public Transit – Human Services Transportation Plan* during this period. Commission staff prepared the draft plan in September and early October based on input received at the Sheboygan County transportation coordination meeting held in mid-August. The draft plan was reviewed at a quarterly meeting of the Sheboygan County Transportation Coordinating Committee held in mid-October, and was revised based on comments raised at this meeting. The final plan was transmitted to WisDOT in mid-November.
- Commission staff signed an updated Title VI Non-Discrimination Agreement and returned it to the Title VI Program Coordinator at the WisDOT Office of Business Opportunity and Equity Compliance in late October.
- The *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020* was prepared during this period. Members of the Sheboygan MPO Technical and Policy Advisory Committees released the *2017 – 2020 TIP* for a 30 day public comment period and public hearing at their September meeting. The 30 day public comment period on the draft *2017 – 2020 TIP* ran from late September through late October, and the public hearing on the document was held in late October (all of the steps taken to publicize the public comment period and public hearing are available upon request). The Sheboygan MPO Technical and Policy Advisory Committees reviewed the draft *2017 – 2020 TIP* and comments received on that document, and also recommended approval of the document to the Commission at their joint meeting in late October. The Commission approved the *2017 – 2020 TIP* at a meeting of its Executive Committee in late October. The USDOT issued its conformity finding on the *2017 – 2020 TIP* in a letter in late October. The final *2017 – 2020 TIP* was distributed electronically to key Federal and state agency stakeholders and was placed on the MPO webpage in early November. Distribution of paper and CD copies of the final *2017 – 2020 TIP* to members of the MPO advisory committees is expected to take place at their joint meeting in early December.