

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

February 23, 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)  
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)  
David Biebel (City of Sheboygan Department of Public Works)  
Brett Edgerle (Village of Kohler)  
Derek Muench (Shoreline Metro)  
Ryan Sazama (City of Sheboygan Department of Public Works – Engineering Division)  
David Smith (Bicycle and Pedestrian Transportation Advocate)  
Steve Sokolowski (City of Sheboygan Department of Planning and Development)  
Emily Stewart for Aaron Brault (Sheboygan County Planning and Conservation Department)  
Lynn Warpinski (WisDOT Northeast Region)

MEMBERS EXCUSED: Mary Forlenza (Federal Highway Administration – Wisconsin Division – Ex-Officio)

OTHERS PRESENT: None

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

1. The meeting was called to order at 1:00 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 Bill Blashka that both committees approve the agenda for the February 23, 2017, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. **Moved** by Charles Born and seconded by Dirk Zylman that both committees approve the minutes of the January 26, 2017, 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 several minor amendments to the street and highway improvement project component of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020* to the Bay-Lake Regional Planning Commission.

Jeffrey Agee-Aguayo distributed changes to Table 6 (Street and Highway Improvement Projects) to those who needed it (this was e-mailed to members of both committees prior to the meeting), and then proceeded to review these changes. The following projects had cost adjustments:

- North Avenue: State Highway 42/Calumet Drive to North 15<sup>th</sup> Street in the City of Sheboygan: Reconstruction with no Increase in Capacity and Rail Work (affects rail work and preliminary construction in 2017; there were no cost changes to the 2018 component of the project);
- Meadowlark Road: Fischer Creek Bridge and Approaches in the Town of Herman: Bridge Replacement (2017);
- South 8<sup>th</sup> Street: Sheboygan River Bridge in the City of Sheboygan: Bridge Rehabilitation (2017); and
- Meadowlark Road: Sheboygan River Bridge and Approaches in the Town of Sheboygan Falls: Bridge Replacement (2018).

Costs for the above noted projects were compared to costs for these projects in Table 6 in the original *2017 – 2020 TIP*.

Jeffrey Agee-Aguayo commented that according to the WisDOT Northeast Region staff, no changes in costs for the Luellhoff Road design and bridge replacement project in the Town of

Mosel (scheduled for 2017 design and 2019 construction) have been officially reported to date. If such changes do occur, they will be accounted for in a future TIP amendment.

Jeffrey Agee-Aguayo also distributed and reviewed the fiscal constraint redemonstration (revised financial plan) for these minor amendments to the *2017 – 2020 TIP*. Emphasis was placed on review of revised Table 7 (and comparing it to Table 7 in the original *2017 – 2020 TIP*).

There were no questions or comments from members of either committee regarding these minor amendments to the street and highway improvement project component of the *2017 – 2020 TIP*.

**Moved** by David Biebel and seconded by Derek Muench that both committees recommend approval of the above noted minor amendments to the street and highway improvement project component of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020* to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

6. Jeffrey Agee-Aguayo distributed the *Annual Listing of Obligated Projects for Calendar Year 2016* to those who needed it (this was e-mailed to members of both committees prior to the meeting). Jeffrey Agee-Aguayo then reviewed the listing with everyone in attendance. Jeffrey Agee-Aguayo also had the 2015 annual listing available for reference purposes, as some projects obligated in 2015 were actually constructed in 2016.

Jeffrey Agee-Aguayo stated that he would post the *Annual Listing of Obligated Projects for Calendar Year 2016* to the MPO webpage the week of February 27 – March 3, 2017. Jeffrey Agee-Aguayo added that he would transmit a copy of the *Annual Listing of Obligated Projects for Calendar Year 2016* to Sheboygan County Planning and Conservation Department staff for permanent public review and display at that office once the annual listing was posted to the MPO webpage.

Matt Halada commented that the WisDOT Northeast Region needed to correct one of the entries in the *Annual Listing of Obligated Projects for Calendar Year 2016*, and noted that similar corrections had to be made to these listings in the case of several MPOs. There were no questions from members of either committee regarding the *Annual Listing of Obligated Projects for Calendar Year 2016*.

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

Matt Halada had no new updates on planning activities or construction projects in Sheboygan County. However, Matt Halada did discuss the local program symposium that was held at the WisDOT Northeast Region office on February 22, 2017.

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

Jeffrey Agee-Aguayo stated that the Bay-Lake Regional Planning Commission Executive Committee met on January 27, 2017. The various minor amendments to the elderly and disabled transportation capital, bicycle and pedestrian transportation, and street and highway improvement project components on the 2017 – 2020 TIP that were recommended for approval by the MPO advisory committees at their joint meeting in late January were approved at the Executive Committee meeting. These amendments were submitted to pertinent Federal and state agencies on January 30, 2017, and WisDOT approved the amendments in a letter dated February 16, 2017.

Jeffrey Agee-Aguayo indicated that he attended WisDOT’s local program symposium at the WisDOT Northeast Region office the morning of February 22, 2017. Jeffrey Agee-Aguayo and Matt Halada discussed what they knew about the Surface Transportation Program (STP) Urban process for the 2017 – 2022 funding cycle.

Jeffrey Agee-Aguayo noted that he met with Derek Muench the morning of February 23, 2017, to discuss transit “state of good repair” performance targets and other transit planning matters.

Jeffrey Agee-Aguayo discussed the recruitment process for a Planner I at the Bay-Lake Regional Planning Commission. This individual would be assigned 80 percent to various transportation planning duties in 2017, with half of that time involving MPO duties. Some 74 application packages were received by the February 10, 2017, deadline. This field was narrowed to eight individuals who would receive first round interviews. Of these eight interviews, one took place on February 20, 2017, two took place on February 21, 2017, and five were scheduled to take place on February 24, 2017. All first round interviews are scheduled to be 30 minutes in length, and are being conducted either in person or via Skype. The field will be narrowed to two or three finalists, who will receive second round interviews in early March. It is hoped that a hiring decision will be made by mid- to late-March.

Jeffrey Agee-Aguayo discussed his work on the *Shoreline Metro Transit Development Program (TDP)* to date. Most of the work has involved preparation of draft Chapters 3 (Transit System Overview) and 4 (Community Profile) of the TDP.

Jeffrey Agee-Aguayo commented that a meeting of the full Bay-Lake Regional Planning Commission would be held on March 10, 2017. Among the agenda items at this meeting will be approval of the minor amendments to the 2017 – 2020 TIP that were recommended for approval at this meeting of the MPO advisory committees.

Finally, Jeffrey Agee-Aguayo distributed local customized pavement rating maps to Brett Edgerle and Dirk Zylman (these were requested at the January meeting).

8. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for **Thursday, April 27, 2017, at 1:00 p.m.** (unless there is urgent business before then).

Dirk Zylman announced that this (February 23, 2017) meeting would be his last meeting representing the Town of Mosel, noting that he decided not to run for reelection as Mosel Town Chair this spring.

9. **Moved** by Dirk Zylman and seconded by Matt Halada 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 1:25 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

