

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

June 29, 2017

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)
George Marthenze for Tom Wegner (Sheboygan County)

Technical Advisory Committee: Jerry Benzschawel (City of Sheboygan Falls Department of Public Works)
Kristofer Canto (WisDOT Bureau of Planning and Economic Development, Madison, by phone)
Brett Edgerle (Village of Kohler)
Derek Muench (Shoreline Metro)
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)

MEMBERS EXCUSED: David Biebel (City of Sheboygan Department of Public Works)
Bill Blashka for Daniel Hein (Town of Sheboygan)
Ryan Sazama (City of Sheboygan Department of Public Works – Engineering Division)
Jay Schiefelbein (Wisconsin DNR Northeast Region, Green Bay)
Mayor Mike Vandersteen (City of Sheboygan)
Lynn Warpinski (WisDOT Northeast Region, Green Bay)

OTHERS PRESENT: None

STAFF PRESENT: Madison Smith and Jeffrey Agee-Aguayo

1. The meeting was called to order at 1:03 a.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 Derek Muench and seconded by Matt Halada that both committees approve the agenda for the June 29, 2017, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all present voting aye on a voice vote.

3. **Moved** by Matt Halada and seconded by Steve Sokolowski that both committees approve the minutes of the May 25, 2017, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all present voting aye on a voice vote.

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

5. Jeffrey Agee-Aguayo introduced Madison Smith as the Bay-Lake Regional Planning Commission's newest planner. Ms. Smith recently completed her master's degree in Urban and Regional Planning at the University of Calgary. Ms. Smith also has a bachelor's degree in environmental studies. Ms. Smith has experience in social planning with a demonstrated history of working in the philanthropy industry. Ms. Smith brings graphic design skills and a positive, creative personality. Ms. Smith has interests in developing sustainable, long-lasting communities for all, and in being an advocate for affordable housing and inclusivity.

Jeffrey Agee-Aguayo stated that Ms. Smith's work load for 2017 was to be approximately 40 percent MPO duties, 40 percent regional transportation planning duties (including assistance with the Commission's Regional Bicycle and Pedestrian Plan under a separate contract), and 20 percent other duties within the Commission as assigned.

Madison Smith introduced herself to members of both committees in attendance.

6. The election of MPO Policy Advisory Committee and Technical Advisory Committee officers (Chairperson and Vice Chairperson for each committee) was held.

MPO Policy Advisory Committee Chairperson

Moved by Charles Born and seconded by George Marthenze that Steven Bauer (Chairperson of the Town of Sheboygan Falls) be reelected as Chairperson of the MPO Policy Advisory Committee. Motion carried, with all members of the MPO Policy Advisory Committee present voting aye on a voice vote.

MPO Policy Advisory Committee Vice Chairperson

Moved by George Marthenze and seconded by Steven Bauer that Charles Born (Chairperson of the Town of Lima) be reelected as Vice Chairperson of the MPO Policy Advisory Committee. Motion carried, with all members of the MPO Policy Advisory Committee present voting aye on a voice vote.

MPO Technical Advisory Committee Chairperson

Moved by Derek Muench and seconded by Steve Sokolowski that David Biebel (Director of the City of Sheboygan Department of Public Works) be reelected as Chairperson of the MPO Technical Advisory Committee. Motion carried, with all members of the MPO Technical Advisory Committee present voting aye on a voice vote.

MPO Technical Advisory Committee Vice Chairperson

Moved by Derek Muench and seconded by Steve Sokolowski that Greg Schnell (Director of the Sheboygan County Transportation Department) be reelected as Vice Chairperson of the MPO Technical Advisory Committee. Motion carried, with all members of the MPO Technical Advisory Committee present voting aye on a voice vote.

7. Jeffrey Agee-Aguayo distributed copies of the draft 2017 update to the *Bay-Lake Regional Planning Commission Title VI and Non-Discrimination Program/Limited English Proficiency (LEP) Plan* to members of both committees who needed copies of the plan (the draft plan update was also e-mailed to members of both committees in advance of the meeting). Jeffrey Agee-Aguayo then proceeded to review the draft plan update with members of both committees in attendance.

Items reviewed in the main body of the text were as follows:

- Cover;
- Title Page;
- Table of Contents;
- Purpose (p. 1);
 - Purpose for Title VI Program; and
 - Format of Title VI Program.
- Federal Transit Administration (FTA) Circular 4702.1B: Title VI Requirements and Guidelines (pp. 2 – 15);
 - Chapter III: General Requirements and Guidelines (pp. 2 – 9); and
 - Chapter IV: Requirements for Metropolitan Transportation Planning Organizations (pp. 10 – 15).

In addition, the following maps were reviewed:

- Map 1: Minority Population by Census Tract: Bay-Lake Region (p. 17);
- Map 2: Transportation Services: Bay-Lake Region (p. 18);
- Map 3: Street and Highway Project Locations in Relation to Minority Populations: Sheboygan Metropolitan Planning Area (p. 19);
- Map 4: Bicycle and Pedestrian Transportation Project Locations in Relation to Minority Populations: Sheboygan Metropolitan Planning Area (p. 20); and
- Map 5: Shoreline Metro Fixed Routes in Relation to Minority Populations: Sheboygan Metropolitan Planning Area (p. 21).

The following appendices were also reviewed:

- Appendix A: Bay-Lake Regional Planning Commission Title VI Assurances (pp. 23 – 24);
- Appendix B: Bay-Lake Regional Planning Commission Resolution Approving the Title VI Program (p. 25);
- Appendix C: Bay-Lake Regional Planning Commission Title VI Notice (p. 27);
- Appendix D: Bay-Lake Regional Planning Commission Title VI Complaint Procedures (pp. 29 – 30);
- Appendix E: Bay-Lake Regional Planning Commission Title VI Complaint Form (including instructions, pp. 31 – 33);
- Appendix F: Bay-Lake Regional Planning Commission Annual Report of Title VI Investigations, Complaints and Lawsuits (p. 35);
- Appendix G: Bay-Lake Regional Planning Commission Limited English Proficiency (LEP) Plan (pp. 37 – 42; this appendix was reviewed in some detail); and
- Appendix H: Sheboygan MPO Technical and Policy Advisory Committee Members (pp. 43 – 44).

Finally, the back cover of the draft document (indicating BLRPC Commissioners and staff) was reviewed.

Jeffrey Agee-Aguayo then reviewed written comments that he received from Kristofer Canto regarding the draft document. First, Kristofer Canto wondered if it “made sense to highlight ‘non-traditional’ forms of public engagement (i.e.: activities other than traditional public meetings) in the Accessibility and Information section” of Item #8 of General Requirements and Guidelines (p. 4). Second, Kristofer Canto “encouraged (the MPO) to begin thinking about how (it) might use social media to engage and encourage public participation.”

Members of the MPO advisory committees offered the following comments on the draft document:

- Emily Stewart stated that the termini of the Alliant Energy Utility Corridor Multi-Use Pathway project are now County Highway OK/South Business Drive to the west and County Highway KK/South 12th Street to the east, and that Map 4 should be modified to reflect this change. In addition, the *2017 – 2020 TIP* should be modified to reflect this scope change. Steve Sokolowski suggested that the deleted project segments be included as illustrative projects in the *2017 – 2020 TIP*. Jeffrey Agee-Aguayo asked about costs associated with the deleted project elements. There was some discussion regarding this project among various members of both committees in attendance.
- Kristofer Canto suggested that the MPO look into the percentage of Shoreline Metro routes that serve Census block groups with minority population concentrations.
- Kristofer Canto suggested that the MPO look into the funding distribution of street and highway projects that serve Census block groups with minority population concentrations.
- Kristofer Canto suggested that the MPO work with the Wisconsin Department of Health Services on LEP services, and added that public health should also be emphasized in MPO planning efforts.

Moved by Brett Edgerle and seconded by Charles Born that both committees recommend approval of the 2017 update to the *Bay-Lake Regional Planning Commission Title VI and Non-Discrimination Program/LEP Plan* (with suggested changes, where possible to accommodate them) to the Commission. Motion carried, with all present voting aye on a voice vote.

8. Jeffrey Agee-Aguayo provided an update on safety performance measures and targets to members of both committees in attendance.

Jeffrey Agee-Aguayo stated that he participated in safety performance target setting training sponsored by WisDOT in Madison on May 31, 2017.

Jeffrey Agee-Aguayo distributed and reviewed a table regarding 2006 to 2016 highway safety performance indicators for the Sheboygan Metropolitan Planning Area (this table was also e-mailed to members of both committees in advance of the meeting). The table included the following data for each year from 2006 through 2016:

- Total Accidents;
- Class A (Serious Injury) Accidents;
- Class B (Moderate Injury) Accidents;
- Class C (Other Injury) Accidents;
- Class K (Fatality) Accidents;
- No Class (Property Damage Only) Accidents;
- Total Fatalities;
- Total Serious Injuries;
- Total Fatalities Involving Bicyclists;

- Total Serious Injuries Involving Bicyclists;
- Total Fatalities Involving Pedestrians; and
- Total Serious Injuries Involving Pedestrians.

The table also included average annual fatality, average annual serious injury, and average annual non-motorized fatality and serious injury statistics for the following five-year periods:

- 2006 to 2010;
- 2007 to 2011;
- 2008 to 2012;
- 2009 to 2013;
- 2010 to 2014;
- 2011 to 2015; and
- 2012 to 2016.

Jeffrey Agee-Aguayo then distributed and reviewed a series of charts prepared by Madison Smith that portrayed annual fatality, average annual serious injury, and average annual non-motorized fatality and serious injury statistics for the above noted five-year periods (these charts were also e-mailed to members of both committees in advance of the meeting).

Jeffrey Agee-Aguayo noted that average annual fatality and average annual serious injury rates (per 100 million vehicle miles of travel, or VMT) would not be available until VMT has been officially estimated for the metropolitan planning area by the MPO in cooperation with WisDOT. Jeffrey Agee-Aguayo did discuss estimated fatality and serious injury rates, but noted that these were not official at this time.

There were no questions or comments from members of either committee regarding this agenda item.

9. 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 progress on the State Highway 42 project and its two components (Main Avenue to North 26th Street in the City of Sheboygan and Mueller Road to Interstate Highway 43 in the Town of Sheboygan), particularly within the past two weeks. Steve Sokolowski asked if poor weather conditions have delayed the project; Matt Halada responded that he would look into this with staff at the WisDOT Northeast Region.

Matt Halada also discussed continued litigation involving the State Highway 23 “majors” project between Plymouth and Fond du Lac. Matt Halada commented that WisDOT is looking at its options at this point. Several members of both committees discussed this matter. Charles Born discussed the need for increased speed enforcement along the corridor.

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

Jeffrey Agee-Aguayo reviewed suggested changes to the *2017 – 2020 TIP* from WisDOT Northeast Region staff. Jeffrey Agee-Aguayo distributed handouts highlighting these changes, including an e-mail from Lynn Warpinski of the WisDOT Northeast Region staff, as well as Table 6 (Street and Highway Improvement Projects) from the recently amended *2017 – 2020 TIP*. The following changes to Table 6 were suggested:

- TIP ID No.: 372-15-004: South 8th Street: Sheboygan River Bridge: Bridge Rehabilitation: Total project cost decreased from \$3,713,000 to \$2,733,000. State share decreased from \$2,681,000 to \$1,876,000. Local share decreased from \$1,032,000 to \$857,000.
- TIP ID No.: 372-15-014: Interstate Highway 43: Wilson Lima Road to Fischer Creek Road: Miscellaneous Cable Guard: Total project cost decreased from \$1,536,000 to \$1,522,000. Federal share decreased from \$1,382,000 to \$1,370,000. State share decreased from \$154,000 to \$152,000.
- TIP ID No.: 372-15-002: Meadowlark Road: Sheboygan River Bridge and Approaches: Bridge Replacement: No change in total project cost. Federal share increased from \$394,000 to \$426,000. Local share decreased from \$138,000 to \$106,000.

In addition, changes to Table 5 of the *2017 – 2020 TIP* (Bicycle and Pedestrian Transportation Projects) would involve changing the termini of the Alliant Energy Utility Corridor Multi-Use Pathway project from County Highway OK/South Business Drive to the west and County Highway KK/South 12th Street to the east, and moving the remainder of the original project to illustrative project status.

Jeffrey Agee-Aguayo stated that these changes would be handled as a staff-level administrative modification, since this was provided to him too late to be on the agenda for this meeting. Jeffrey Agee-Aguayo asked if members of either committee had any objection to what he proposed. **Moved** by Steve Sokolowski and seconded by Derek Muench that both committees authorize Jeffrey Agee-Aguayo to process the above noted changes as an administrative modification to the *2017 – 2020 TIP*. Motion carried, with all present voting aye on a voice vote.

Jeffrey Agee-Aguayo indicated that he attended a bus rapid transit (BRT)/travel demand management (TDM)/travel demand forecast model meeting in Menasha on June 1, 2017.

Jeffrey Agee-Aguayo noted that he participated in a meeting of the full Bay-Lake Regional Planning Commission on June 9, 2017. At this meeting, several amendments and one addition to the *2017 – 2020 TIP* were approved, and transit asset management (TAM) performance targets were approved for the MPO.

Jeffrey Agee-Aguayo commented that he and Madison Smith participated in an MPO mid-year review meeting (via teleconference) on June 12, 2017.

Jeffrey Agee-Aguayo stated that he participated in a meeting of the Sheboygan County (Ozone) Nonattainment Task Force (facilitated by the Sheboygan County Chamber of Commerce) on June 16, 2017.

Jeffrey Agee-Aguayo noted that applications for projects under the Congestion Mitigation and Air Quality improvement program (CMAQ) were received by the deadline of June 19, 2017. In the Sheboygan Metropolitan Planning Area, applications received included bus replacements for Shoreline Metro, as well as three signal timing projects for the City of Sheboygan Department of Public Works.

Jeffrey Agee-Aguayo discussed a contract he recently received from the WisDOT Bureau of Transit and Local Roads to complete the next transit development program (TDP) update for Shoreline Metro.

Jeffrey Agee-Aguayo indicated that he and Madison Smith would be attending the quarterly meeting of the Northeast Wisconsin Regional Access to Transportation Committee in Appleton on July 12, 2017.

Jeffrey Agee-Aguayo commented that he planned to participate in a quarterly meeting of the Wisconsin DNR Bureau of Air Management's Transportation Conformity Work Group (via teleconference) on July 19, 2017.

Jeffrey Agee-Aguayo stated that he and Madison Smith would be participating in a quarterly MPO Directors' meeting at the WisDOT Central Office on July 25, 2017.

Finally, Jeffrey Agee-Aguayo noted that he would be participating in a meeting of the Bay-Lake Regional Planning Commission's Executive Committee at the Commission office on July 28, 2017. Approval of the 2017 update to the *Bay-Lake Regional Planning Commission Title VI and Non-Discrimination Program/LEP Plan* will be one of the items on the agenda at this meeting.

10. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for **Thursday, August 31, 2017, at 1:00 p.m.** (sooner if there is urgent business).

11. **Moved** by Matt Halada and seconded by Steve Sokolowski that the joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees be adjourned. Motion carried, with all present voting aye on a voice vote. The meeting adjourned at 2:15 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

WIS 42 (Calumet Drive) reconstruction

Location/limits: Calumet Drive from Main Avenue to 26th Street in the city of Sheboygan, and from Mueller Road to I-43.

Schedule: May 22, 2017 to October 2017

Length: 1.5 mile

Cost: \$3.3 million

Description of work: The project includes full reconstruction of WIS 42 from Main Avenue to 26th Street, a total length of one-half mile, and pavement rehabilitation of WIS 42 from Mueller Road to I-43, a total length of 1 mile. Work consists of earthwork and grading, water main, sanitary sewer and storm sewer, base aggregate, concrete pavement, concrete pavement repair, concrete curb and gutter, concrete sidewalk, street lighting, traffic signals, landscaping, pavement markings, and sign replacement.

June 19 to June 23: AT&T continued to relocate their utility conduit duct package along the WIS 42 (Calumet Drive) northbound lanes from Main Avenue to 25th Street. Sheboygan Water Utility lowered a portion of the water main along WIS 42 (Calumet Drive) between Main Avenue and North Avenue, and they also removed an old hydrant along WIS 42 (Calumet Drive) just north of North Avenue.

June 26 to June 30: AT&T will continue to relocate their utility conduit duct package along the WIS 42 (Calumet Drive) northbound lanes from Main Avenue to 25th Street.

Traffic impacts: WIS 42 and North Avenue will remain open to a minimum of one lane of traffic in each direction at all times. Various turning movements will be prohibited at the WIS 42 and North Avenue intersection at times during construction.

Current Traffic Restrictions:

- WIS 42 (Calumet Drive) is counter-directional along the southbound lanes and reduced to one lane in each direction from Main Avenue to 27th Street.
- Right turn prohibited from WIS 42 (Calumet Drive) northbound to North Avenue eastbound.
- Right turn prohibited from WIS 42 (Calumet Drive) southbound to North Avenue westbound.
- North Avenue is counter-directional along the eastbound lanes and reduced to one lane in each direction from 24th Street to 21st Street.
- Left turn prohibited from North Avenue eastbound to WIS 42 (Calumet Drive) northbound.
- Left turn prohibited from North Avenue westbound to WIS 42 (Calumet Drive) southbound.
- No access to 25th Street east from WIS 42 (Calumet Drive).
- No access to 26th Street east from WIS 42 (Calumet Drive).

Detour: None

