

**WORK PROGRAM ACTIVITY REPORT
MARCH 2017 – MAY 2017
By County**

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

- Commissioners were presented with the Commission's draft 2016 Annual Report at the March Full Commission meeting. Approval of the report was obtained and copies of the report will be handed out at the June 9, 2017, Commission meeting.
- The Commission completed recruitment for a Planner I in March. Commission staff decided on the top candidate in early March. This new employee will begin work with the Commission in early June. This position is expected to involve 40 percent Sheboygan MPO duties, 40 percent regional transportation planning activities (including completion of the Regional Bicycle and Pedestrian Transportation Plan under a separate contract), and 20 percent other duties as assigned.
- At the April Executive Committee meeting, Committee members were provided a review of the 2016 Commission audit which included a detailed single audit due to exceeding \$750,000 in federal funding during 2016. The audit report was approved by the committee at that meeting.
- Commission continued to work with NewNorth staff and completed one pilot test for the Gold Shovel program. The first project in the Bay-Lake Region was a project in the Village of Pound in Marinette County. Testing and refinement to the process has continued through meetings and phone conferences.
- On March 7th, the Natural Resources Planner participated on a call of the Wisconsin Brownfields Coalition led by the WDNR.
- In May, staff met as a whole to discuss marketing type procedures needed to promote the Commission's services throughout the region and to encourage Door and Brown counties to rejoin the Commission.
- Commission staff continue to work on the CEDS document for EDA. Committee meetings will take place in summer.
- On March 14th, the Natural Resources Planner participated in a meeting of the Lake Michigan Stakeholders steering committee in Manitowoc.
- On March 14th, the Natural Resources Planner, gave a presentation at UWGB about the Commission's Phragmites management project. On May 10th, a meeting of the Advisory Council was held to update them on the project and get feedback. On May 15, the Natural Resources Planner met with the Clean Bay Backers to discuss presenting on the project and leading a tour for their upcoming annual tours. On May 25th, a meeting was held with UWGB to discuss collaboration on an upcoming flight for the project.
- On March 27th, Commission staff participated in a Regional Transportation Planning Organization (RTPO) Workgroup meeting (via teleconference).

- On March 29th, Commission staff participated in a teleconference with WisDOT, WDNR and Southeastern Wisconsin Regional Planning Commission (SEWRPC) staff to discuss rollout of the next Congestion Mitigation and Air Quality improvement program (CMAQ) funding cycle.
- In April, the Natural Resources Planner submitted two applications to the USFS for continued funding for the Commission's EAB mitigation program.
- On April 12th, Commission staff participated in a quarterly meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC).
- On April 25th, the Natural Resources Planner attended the Green Bay Conservation Partners Annual Spring Roundtable at UWGB.
- On May 9th, the Natural Resources Planner attended the Lake Michigan Stakeholders annual spring meeting in Sheboygan.
- 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 Area-wide Sewer Service Area.
- Commission staff awarded applications from member communities for the Commission's 2017 Technical Assistance Grant program. Selected projects include an update to the Official Map for the Village of Pound in Marinette County and assistance with Davis-Bacon administration for the Amsterdam Dunes project in Sheboygan County.
- In April, staff participated in an EDA quarterly webinar and another on reporting requirements for the program.
- Commission staff continue the planning process for the *Regional Bike and Pedestrian Plan for Northeast Wisconsin*. This included data gathering for bike and pedestrian facility inventories. The Commission posted and internship position for riding/walking the bike/pedestrian facilities. The regional bike and pedestrian project will continue through December 2018.
- In April, Commission staff attended a zoning workshop in Shawano, WI hosted by East Central Wisconsin Regional Planning Commission (ECWRPC). The workshop identified changes in land use regulations as well as new technologies for planning and zoning projects.
- Commission staff produced commuter maps of Manitowoc, Kewaunee and Door counties for the WisDOT Travel Forecasting section. The maps are being used for air quality planning purposes by WisDOT and by WDNR in these counties. A similar map was produced of Sheboygan County in the past.

BROWN COUNTY

- On April 7th, the Natural Resources Planner attended the Brown County Port Symposium on behalf of the Commission.

FLORENCE COUNTY

- Commission staff corresponded with Florence County Zoning to finalize a timeline for updating the County's zoning code. The project is anticipated to start in summer of 2017.

- On April 27th, the Natural Resources Planner held a steering committee kick-off meeting for the update of the Florence County hazard mitigation plan.

KEWAUNEE COUNTY

- On March 20th, the Natural Resources Planner participated in an informational session with Rep. Kitchens in Algoma about cleaning up the Ahnapee River through establishment of a Total Maximum Daily Load (TMDL) plan.
- On April 28th, the Natural Resources Planner met with the Parks Director and the Marina Director in Algoma to discuss the development of a master plan for Olson Park.
- In January, the Executive Director met with the interim City of Kewaunee Administrator to discuss a contract for grant administration services relating to the razing of the dilapidated Marquette School building in the city. A contract document was provided to the city for consideration.
- For the months of March through May, the Community Assistance Planner provided technical assistance for the administration of zoning and other ordinances for the towns of Ahnapee, Casco, Franklin, Lincoln, Luxemburg, Red River, and West Kewaunee.
- Commission staff continues to prepare updates to the zoning ordinances for the towns of Casco, Luxemburg, Red River, and West Kewaunee. Individual town meetings with Luxemburg, West Kewaunee, and Red River were held during April. The zoning ordinances are expected to be completed by summer 2017
- Commission corresponded with the Town of Franklin to finalize a schedule to update the Town's zoning ordinance in 2017. This project is anticipated to begin in summer 2017.
- Commission staff continues to monitor stakeholders meetings and activities regarding the development of a trailhead for the Ahnapee State Trail in the City of Algoma. Had a discussion with the Kewaunee County UW-Extension agent to determine how the trailhead could be integrated into the Commission's ongoing Regional Bike and Pedestrian Plan.
- Commission staff participated in updating the Town of Red River 2017 pavement ratings. Pavement ratings are also scheduled to be conducted in the Fall for the towns of Ahnapee, Franklin, Lincoln, Luxemburg, and Pierce.

MANITOWOC COUNTY

- Commission staff participated in a teleconference to discuss the provision of public outreach assistance to the City of Manitowoc during the development of their Downtown Master Plan. The City was awarded up to 40 hours of public outreach assistance through the Commission's new annual technical assistance grant program.
- Commission corresponded with the Village of Cleveland to finalize a schedule to update the Village's comprehensive plan in 2017. This project is anticipated to begin in summer 2017.
- The GIS Coordinator completed a project to build an online and updateable street sign inventory service for Manitowoc County. This ArcGISonline.com service will provide a cost effective alternative for staff to update the street sign inventory.

MARINETTE COUNTY

- The Executive Director met with Wausaukee Library representatives in May to discuss potential funding sources for a new library building
- Commission staff continued to assist the City of Marinette with the administration of its Shared-Ride Taxi Transit Program with the completion of the 2017 first quarter report.
- A new Commissioner, Michael Kunesh, was appointed to represent Marinette County on the Bay-Lake RPC. A welcome letter and packet of information was sent to Mr. Kunesh in April.
- Commission staff continues to monitor the progress and activities of the Marinette Area Active Communities group and Wisconsin Bike Federation which are taking steps to make the Marinette area more accessible for biking and walking.
- The GIS Coordinator provided a project scope to the Village of Pound for an ArcGIS Online Collector Application. This application will allow village staff to collect above ground water utility facilities. The points generated will then be used in the construction of a underground water utility pipe system.

OCONTO COUNTY

- On May 3rd, Commission staff met with the Town of Chase to discuss the process of updating the town's comprehensive plan.
- On May 10th, the Community Assistance Planner facilitated a meeting with the Town of Brazeau to continue the process of developing the town's zoning code.

SHEBOYGAN COUNTY

- Commission staff met with and began working with Sheboygan County on their Amsterdam Dunes project. Davis-Bacon Act payroll review will be provided by BLRPC on this project.
- 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 met with the City to discuss potential 2017 projects. A contract for additional grant admin assistance for another segment of 9th Street was developed based on the meeting.
- Commission staff continued to work with the City of Sheboygan in monitoring job creation for several 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.
- Commission staff provided zoning input to UW-Extension regarding uses in agricultural zoning districts.
- The Sheboygan MPO Technical and Policy Advisory Committees met jointly on two occasions during this period.
- MPO items were discussed at a meeting of the full Commission in March and at a meeting of the Commission's Executive Committee in late April.

- Commission staff participated in a quarterly meeting of the Wisconsin Department of Natural Resources (WDNR) Bureau of Air Management's Transportation Conformity Workgroup (via teleconference) in April.
- Commission staff participated in a quarterly MPO Directors' meeting in Madison in late April.
- 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 learned more about Highway Safety Improvement Program (HSIP) national performance management measure regulations in April, including a webinar on how to use crash data from the University of Wisconsin – Madison's Traffic Operations and Safety (TOPS) Laboratory, as well as a presentation at the MPO Directors' meeting. Commission staff began to apply what was learned in May, including analysis of crash data from 2011 through 2015 to determine the following average annual figures for the Sheboygan metropolitan planning area: fatalities = 3.2; serious injuries = 23.2; and non-motorized fatalities and serious injuries = 4.6. Fatality and serious injury rates will be calculated once vehicle miles of travel (VMT) rates have been determined for the Sheboygan metropolitan planning area. This information will be used to assist the MPO to determine whether to support the state's targets or to develop its own targets by early 2018. Commission staff also participated in a safety performance target meeting at the WisDOT Central Office at the end of May.
- Commission staff learned more about transit "State of Good Repair" (SGR) national performance measure regulations in April, including discussions with WisDOT Transit Section staff and a presentation at the quarterly MPO Directors' meeting. Commission staff met with the Director of Shoreline Metro to brainstorm on developing Transit Asset Management (TAM) performance targets for the transit operation (and consequently for the MPO) in early May. Commission staff spent the first half of May working with Shoreline Metro to prepare a 2017 TAM performance target report for the transit operation. The Sheboygan Transit Commission approved this report at its May meeting. The Sheboygan MPO Technical and Policy Advisory Committees reviewed this report at its May joint meeting, and the Commission is scheduled to approve the report and its targets at its June meeting.
- Commission staff completed several chapters of the update to the *Shoreline Metro Transit Development Program (TDP)*. These included Chapters 3 (Transit System Overview), 4 (Community Profile), 5 (Ridership Opinion – a repackaging of the passenger opinion survey results originally presented in January 2016 from the survey conducted in December 2015), and 7 (Transit System Performance). Commission GIS staff prepared several maps for Chapters 3 and 4 of the TDP update.
- Commission staff participated in portions of a Federal Transit Administration (FTA) triennial review of Shoreline Metro at the transit operation in late May.
- Commission staff began preparation for a boarding and alighting survey of Shoreline Metro that will occur before the end of this school year or at the beginning of next school year. Commission staff prepared boarding and alighting survey forms for each route, and sent solicitations of bids for assistance with the survey to several temporary employment services in the Sheboygan area.

- Commission staff prepared much of the update to its Title VI and Non-Discrimination Program/Limited English Proficiency Plan. The main item that remains to be completed involves surveying of members of the Sheboygan MPO Technical and Policy Advisory Committees and Bay-Lake RPC Commissioners as to their ethnicity (Hispanic/Latino or not Hispanic/Latino) and race. Commission GIS staff also completed five maps that will be included in this plan.
- Upon their request, Commission staff provided pavement condition maps to the Chairpersons of the Towns of Herman and Sheboygan Falls in March. A corrected pavement condition map was also provided to the Director of Public Works for the Village of Kohler in March.
- The Commission approved several minor amendments to the *2017 – 2020 TIP* at its March meeting. These minor amendments involved cost adjustments to four projects in the street and highway improvement component of the *2017 – 2020 TIP*. An updated fiscal constraint redemonstration (financial plan) accompanied these amendments. Commission staff transmitted these minor amendments to pertinent Federal and state agencies in mid-March. WisDOT approved these minor amendments to the *2017 – 2020 TIP* in late March.
- Commission staff also prepared several minor amendments to the *2017 – 2020 TIP* in late April. These minor amendments involved cost and/or cost share adjustments to six projects and one adjustment to out-year scheduling in the street and highway improvement project component of the *2017 – 2020 TIP*. An updated fiscal constraint redemonstration (financial plan) was also prepared for these amendments. The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of these minor amendments at their joint meeting in late April. The Commission approved these minor amendments at a meeting of its Executive Committee in late April. Transmittal of these minor amendments to pertinent Federal and state agencies took place in early May. WisDOT approved these minor amendments to the *2017 – 2020 TIP* in May.
- Commission staff prepared another group of minor amendments for the *2017 – 2020 TIP* in May. These amendments impacted transit capital and street and highway improvement project components of the TIP. The Sheboygan MPO Technical and Policy Advisory Committees reviewed the amendments at their May joint meeting, and the Commission is scheduled to take action on the amendments at its June meeting.
- With the assistance of WisDOT Northeast Region staff, Commission staff revised the *Annual Listing of Obligated Projects for Calendar Year 2016* in March. This revised listing was posted to the MPO webpage in March, and was also distributed to the Sheboygan County Planning and Conservation Department for permanent public display in that office, as noted in the *2016 Sheboygan MPO Public Participation Plan Update*. This revised listing was also reviewed by members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting in late April.
- Upcoming funding cycles for local programs (including the STP Urban program) and the Congestion Mitigation and Air Quality improvement program (CMAQ) were discussed at the April joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees.