

**WORK PROGRAM ACTIVITY REPORT  
JUNE 2017 – AUGUST 2017  
By County**

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

- The Commission's new Community Assistance Planner, Madison Smith, began her employment with the Commission on June 5<sup>th</sup>.
- Commission staff continue to work on the CEDS document for EDA. Committee meetings will take place in the next few months.
- In June, Commission staff participated in a teleconference regarding the 2017 Regional Transportation Work Program mid-year review.
- In July, the Natural Resources Planner submitted a proposal to the Great Lakes Emerging Champions Mini-Grant Program to perform a zoning code and ordinance audit for the City of Sheboygan to help the city remove barriers to the implementation of green infrastructure.
- On July 12<sup>th</sup>, Commission staff participated in a quarterly meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) in Appleton.
- In August, the Natural Resources Planner met with contractors and partners and provided landowner updates to prepare for the second (and final) Phragmites treatment in September.
- In July, the Natural Resources Planner began a WCMP funded project to develop a coastal recreation usage study for Kewaunee, Manitowoc, and Sheboygan counties.
- Commission staff began training for Manual payroll entry into the ETF system starting on January 1, 2018.
- 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.
- In April, staff participated in an EDA quarterly webinar and another on reporting requirements for the program.
- On June 22, the Accounts Coordinator hosted the AWRPC Financial group's all-day summit
- 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 regional bike and pedestrian project will continue thru December 2018.
- Commission staff completed inventory for non-motorized trails within the region. Additional GPS tracks and video footage sampling trail components were also collected.
- Commission staff attended Pavement Rating training in Appleton on PASER/WISLR in August.

- Letters were sent out to all County Clerks in the region to announce the levy rate that was set for 2018.
- Natural Resource Planner and Community Assistance Planner attended Recreational Opportunity Analysis Open Houses, hosted by the Department of Natural Resources (DNR). Open Houses were held in Sturgeon Bay, and Crivitz. Study was focusing on existing outdoor-based recreation opportunities and future recreation needs in each region of the state. The study will identify opportunities for providing high-quality recreation experiences while considering recreation goals and activity attributes.

### **BROWN COUNTY**

- Commission staff presented to the Brown County Towns Association on July 27<sup>th</sup>.
- The Community Assistance Planner has communicated with the Town of Pittsfield regarding a potential update to the town's comprehensive plan.

### **DOOR COUNTY**

- No activities specific to Door County. See Multi-County/Regional activities.

### **FLORENCE COUNTY**

- The Community Assistance Planner met with the Florence County Zoning Administrator to begin an update to the Florence County Code of Ordinances.
- On June 13<sup>th</sup>, the Natural Resources Planner held a steering committee meeting for the update of the Florence County hazard mitigation plan.

### **KEWAUNEE COUNTY**

- On June 7<sup>th</sup>, the Natural Resources Planner attended a public informational meeting in Kewaunee regarding groundwater quality sampling results.
- On August 4<sup>th</sup>, 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 and an update to the outdoor recreation plan.
- Commission staff assisted the Kewaunee County Human Services Department and East Shore Industries in amending the county's *Coordinated Public Transit – Human Services Transportation Plan* in June. This included presentation of the proposed amendment at a quarterly meeting of the county's Transportation Coordinating Committee on June 13<sup>th</sup>, as well as transmittal of the plan amendment to the WisDOT Transit Section on June 20<sup>th</sup>.
- In August, Commission staff conducted pavement condition ratings for roads in the towns of Ahnapee, Franklin, Luxemburg, Pierce, and the City of Algoma.
- In July the Executive Director met with the new City of Kewaunee Administrator to discuss services that the Commission could provide for the City in the future.
- 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, Pierce, and Red River.
- Commission staff continued to prepare updates to zoning ordinances for the towns of Casco, Luxemburg, Red River, and West Kewaunee. The Community Assistance Planner

attended a public hearing for the Town of West Kewaunee zoning in August, while public hearings for zoning ordinances were also attended in the towns of Red River, Casco, and Luxemburg in August.

- The zoning ordinances for the towns of West Kewaunee and Casco were completed in August.
- The Community Assistance Planner prepared and submitted an update of the Kewaunee County Farmland Preservation Plan to DATCP in August.
- Commission staff began preparation of updates to the Town of Ahnapee Zoning Ordinance and Town of Franklin Zoning Ordinance in August.
- 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.

### **MANITOWOC COUNTY**

- In August, Commission staff began the planning process for the Village of Cleveland comprehensive plan update.
- The Community Assistance Planner communicated with Manitowoc County Planning and Zoning regarding a potential WCMP project that would assist with an update to the county's comprehensive plan.
- The Natural Resources Planner began a WCMP funded project to inventory public access and develop a water trail plan for the West Twin River (from Lake Michigan to Shoto Dam) and East Twin River (from Lake Michigan to the Village of Mishicot).
- Commission staff provided technical assistance to Maritime Metro Transit (MMT) and to the WisDOT Transit Section regarding completion of a Section 5311 transit capital application in August.

### **MARINETTE COUNTY**

- The Executive Director continued to correspond with Wausaukee Library representatives 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 second quarter report. Commission staff also attended the city's quarterly Transportation Committee meeting on July 18th.
- Commission staff had communication with the Town of Silver Cliff regarding conducting pavement condition ratings for roads in the town. The Commission will inventory the roads for the town in early September.
- Commission staff initiated preparation of the City of Marinette's 2018 Shared-Ride Taxi application.
- The new Community Planner and the Executive Director met with Ann Hartnell of the Marinette County Association for Business and Industry to discuss a potential housing study that needs to be done to address the housing issues in the county

- The GIS Coordinator worked with the Village of Pound to build 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 an underground water utility pipe system. Village staff started collecting the GIS data using the application.

### **OCONTO COUNTY**

- The Community Assistance Planner continued the process of developing the Town of Brazeau zoning code.

### **SHEBOYGAN COUNTY**

- Commission staff continued assisting the City of Sheboygan with the Davis-Bacon Act compliance for their HUD assisted street project on 9<sup>th</sup> Street.
- Commission staff began assisting the City of Sheboygan with the Davis-Bacon Act compliance for their HUD assisted skate park.
- The Executive Director began working on the Davis-Bacon compliance related to construction on S. 9<sup>th</sup> Street in the City of Sheboygan.
- 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 met with representatives of Entitlement Cities on behalf of the City of Sheboygan to discuss the potential for developing a large plan to address "affirmatively furthering fair housing" throughout the Bay-Lake and East Central regional planning commission areas. It was decided that Sheboygan would develop its own plan.
- 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 June and at a meeting of the Commission's Executive Committee in late July.
- Commission staff participated in a mid-year review meeting regarding the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* (via teleconference) in June.
- 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 July.
- Commission staff participated in a quarterly MPO Directors' meeting in Madison in late July.
- Commission staff began preparation of the draft *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* in late August.
- Commission staff amended the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* in late July. The 2017 Work Program was amended to include Federal Transit Administration (FTA) Section 5304 funding for the completion of a transit development program (TDP) for Shoreline Metro; the TDP will be completed in 2017 and 2018.

- 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 spent much of June analyzing crash data for the Sheboygan Metropolitan Planning Area that has been stored by the UW – Madison’s Traffic Operations and Safety (TOPS) Laboratory. One extensive table was produced analyzing crash data for the metropolitan planning area (including fatalities, serious injuries and non-motorized fatalities and serious injuries resulting from those crashes) from 2006 through 2016. Fatality Analysis Reporting System (FARS) data were also analyzed to determine the number of fatalities resulting from crashes in the metropolitan planning area from 2006 through 2015. Commission staff produced three graphs that demonstrate the following over a rolling average five-year period from 2006 through 2016: average annual fatalities; average annual serious injuries; and average annual non-motorized fatalities and serious injuries. The tables and graphs were presented to members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting in late June. Commission staff also consulted with staff of the WisDOT travel forecasting section to determine when vehicle miles of travel (VMT) estimates might be available for the Sheboygan Metropolitan Planning Area; this information will be critical in determining average fatality and severe injury rates (per 100 million VMT) for the area. All of this information will be important in determining whether the MPO should set its own highway safety performance targets or adopt WisDOT’s statewide targets (or a combination thereof).
- Commission staff participated in a travel demand forecast model meeting at the East Central Wisconsin Regional Planning Commission (ECWRPC) office in Menasha in early June. The focus of this meeting was on a bus rapid transit (BRT)/transportation demand management (TDM) concept along the Interstate Highway 41 corridor between Fond du Lac and Green Bay, but Commission staff participated in the meeting in the event that other model-related issues were discussed, including changing project assumptions and including lakeshore transit systems in the WisDOT Northeast Region model.
- Commission staff participated in one meeting convened by the Sheboygan County Chamber of Commerce to discuss Sheboygan County’s air quality nonattainment area status for ground-level ozone in mid-June. An interesting part of the meeting was touring two trailers stationed in the South Pier area of Sheboygan as part of a Lake Michigan Ozone Study; one of the trailers (operated by UW Madison faculty) was measuring atmospheric conditions, while the other trailer (operated by USEPA staff) was measuring ozone precursor emissions.
- Commission staff assisted the WisDOT Traffic Forecasting Section with review of socioeconomic forecasts for traffic analysis zones (TAZs) adjacent to the State Highway 23 “majors” project in western Sheboygan County in August. This is anticipated to go into a revised Environmental Impact Statement (EIS) for this project.
- Commission staff spent some time in July assisting Shoreline Metro with the preparation of a quarterly report for its Community Development Block Grant (CDBG).
- The Commission approved the 2017 Transit Asset Management (TAM) performance target report for Shoreline Metro and for the Sheboygan MPO at its June meeting. The report and its targets were submitted to FTA Region 5 (with copies to pertinent staff at WisDOT and at Shoreline Metro) in mid-June.

- Commission staff continued preparation for a boarding and alighting survey of Shoreline Metro that will occur at the beginning of the next (2017 – 2018) school year. Commission staff continued to revise boarding and alighting survey forms for each route, and also reviewed a proposal submitted by a temporary employment agency to provide staff to assist with administration of the survey.
- Commission staff completed the draft update to its *Title VI and Non-Discrimination Program/Limited English Proficiency Plan* in June. The Sheboygan MPO Technical and Policy Advisory Committees reviewed and recommended approval of this document at their June joint meeting. The Commission approved this document at its Executive Committee meeting in late July. Commission staff is making final edits to the document, and will submit this document to WisDOT and will post it to the Commission's website in the coming weeks.
- Commission staff received an agreement for an FTA Section 5304 grant to complete a TDP for Shoreline Metro in late June. This agreement also included a set of 2017 certifications and assurances. The Commission approved the contract to complete the TDP update at a meeting of the Executive Committee in late July. It is hoped that FTA will approve the grant soon.
- Commission staff assisted the Town of Sheboygan Falls with rating the pavement condition of its town roads in late July, and with data entry related to this inventory in August. Commission staff will also assist the town in submitting its pavement ratings to WisDOT by mid-December.
- The Commission approved several minor amendments and one addition to the *2017 – 2020 TIP* at its June meeting. These amendments impacted transit capital and street and highway improvement project components of the TIP. The addition involved a Wisconsin Employment Transportation Assistance Program (WETAP) project that will likely impact the metropolitan planning area. The amendments and addition included an updated fiscal constraint redemonstration (financial plan). Commission staff transmitted these minor amendments and one addition to the *2017 – 2020 TIP* to pertinent Federal and state agencies in mid-June. WisDOT approved the minor amendments and one addition to the *2017 – 2020 TIP* in late June.
- Commission staff processed administrative modifications to the *2017 – 2020 TIP* in July. These administrative modifications impacted one project (addition of an illustrative project) in the transit capital project component of the TIP, three projects (one scope change and addition of two illustrative projects) in the bicycle and pedestrian transportation project component of the TIP, and three projects (cost and cost share adjustments) in the street and highway improvement project component of the TIP. Members of the Sheboygan MPO Technical and Policy Advisory Committees were notified of these upcoming administrative modifications at their joint meeting in late June, and had no objections to them. Transmittal of these administrative modifications to pertinent Federal and state agencies took place in mid-July.
- Commission staff prepared one minor amendment to the *2017 – 2020 TIP* in July. This minor amendment involved the addition of one project (completion of a TDP for Shoreline Metro) to the transit capital project component of the *2017 – 2020 TIP*. An updated fiscal constraint redemonstration (financial plan) was also prepared for this minor amendment. The Commission approved this minor amendment at a meeting of its Executive Committee in late July. Commission staff transmitted this minor amendment to pertinent Federal and

state agencies in late July. WisDOT approved this minor amendment to the *2017 – 2020 TIP* in August.

- Commission staff began preparation of the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2018 – 2021* in mid-August. Members of the Sheboygan MPO Technical and Policy Advisory Committees reviewed pertinent draft tables to be included in the *2018 – 2021 TIP* at their joint meeting in late August.
- Commission staff reviewed the four Congestion Mitigation and Air Quality improvement program (CMAQ) applications from the Sheboygan Metropolitan Planning Area that the WisDOT Northeast Region received by the mid-June deadline. All of these applications had the City of Sheboygan as the project sponsor (bus replacements from Shoreline Metro and three signal timing projects from the city's Department of Public Works).