

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

January 28, 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)
Dirk Zylman (Town of Mosel)
- Technical Advisory Committee:** David Biebel (City of Sheboygan Department of Public Works)
Brett Edgerle (Village of Kohler)
Derek Muench (Shoreline Metro)
Diane Paoni (WisDOT Bureau of Planning and Economic Development, Madison, by phone)
Ryan Sazama (City of Sheboygan Department of Public Works – Engineering Division)
Greg Schnell (Sheboygan County Transportation Department)
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, Green Bay)
- MEMBERS EXCUSED:** Jerry Benzschawel (City of Sheboygan Falls Department of Public Works)
Mary Forlenza (Federal Highway Administration – Wisconsin Division – Ex-Officio)
Mayor Michael Vandersteen (City of Sheboygan)
Tom Wegner for Roger TeStroete (Sheboygan County)
- OTHERS PRESENT:** Edward Procek (Sheboygan County Board and Bay-Lake RPC Commissioner Representing Sheboygan County)
- STAFF PRESENT:** Jeffrey Agee-Aguayo (Bay-Lake Regional Planning Commission)

1. The meeting was called to order at 1:01 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 Charles Born and seconded by Bill Blashka that both committees approve the agenda for the January 28, 2016, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. **Moved** by Matt Halada and seconded by Charles Born that both committees approve the minutes of the December 10, 2015, 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. Jeffrey Agee-Aguayo distributed final copies of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2016 – 2019* to members of both committees and others in attendance.

Jeffrey Agee-Aguayo distributed one paper copy of the *2016 – 2019 TIP* (complete with a CD copy of that document) to each jurisdiction participating in the MPO, as follows:

- City of Sheboygan – Ryan Sazama;
- City of Sheboygan Falls – not present;
- Village of Howards Grove – not present;
- Village of Kohler – Brett Edgerle;
- Town of Herman – not present;
- Town of Lima – Charles Born;
- Town of Mosel – Dirk Zylman;
- Town of Sheboygan – Bill Blashka;
- Town of Sheboygan Falls – Steven Bauer;
- Town of Wilson – not present;
- Sheboygan County – Emily Stewart;
- Shoreline Metro – Derek Muench; and
- WisDOT Northeast Region – Lynn Warpinski.

Jeffrey Agee-Aguayo stated that he would mail or drop off paper copies of the *2016 – 2019 TIP* to jurisdictions not attending this meeting. Jeffrey Agee-Aguayo noted that staff of the WisDOT Bureau of Planning and Economic Development (Diane Paoni) and of the Federal Highway Administration (FHWA) Wisconsin Division office (Mary Forlenza) received their paper copies of the *2016 – 2019 TIP* at the MPO Directors’ meeting in Madison on Tuesday, January 26, 2016. Jeffrey Agee-Aguayo indicated that he would be dropping off a copy of the *2016 – 2019 TIP* at the Mead Public Library after this meeting.

Jeffrey Agee-Aguayo distributed CD copies of the *2016 – 2019 TIP* to everyone else in attendance. Jeffrey Agee-Aguayo commented that he would mail CD copies of the *2016 – 2019 TIP* to members of both committees not receiving a paper copy and not attending this meeting.

6. Jeffrey Agee-Aguayo distributed and reviewed changes and additions made to a report on transportation system performance indicators for the Sheboygan Metropolitan Planning Area for 2015 with everyone in attendance.

Changes and additions reviewed were in the following areas:

- Designated park-and-ride capacity and use, pp. 3 – 4: This information was changed to reflect the availability of park-and-ride usage data from December 2015;
- PASER ratings for local streets/roads, pp. 7 – 8: The most current data (2015 ratings for most communities, 2014 for the Village of Howards Grove) was made available to MPO staff on January 19, 2016, and this section was updated to reflect these new ratings;
- Pavement Condition Index (PCI) data for the state trunk highway system within the communities of the metropolitan planning area, p. 8: The most current data (June 2014) was made available to MPO staff on January 19, 2016, and this section was updated to reflect the new condition data;
- Sufficiency ratings for bridges within the communities of the metropolitan planning area (pp. 8 – 10): The most current ratings were made available to MPO staff in December 2015 (but after the last meeting), and this section was updated to reflect these new ratings; and
- Ratings for culverts within the communities of the metropolitan planning area (p. 10): The most current ratings (May 2012) were made available to MPO staff on January 27, 2016, and this section was updated to reflect these new ratings.

As far as questions and comments from members of both committees were concerned, several individuals discussed the PASER ratings for local streets and roads within their communities. Bill Blashka noted that the Lakeshore Road (formerly County Highway LS) bridge over the Pigeon River that was identified as being in “fair” condition was in the City of Sheboygan. Charles Born and David Biebel discussed the condition of the South 8th Street bridge over the Sheboygan River in the City of Sheboygan. Dirk Zylman and Greg Schnell discussed policies to set weight limits on fair and deficient bridges. Steven Bauer, Lynn Warpinski and Greg Schnell discussed the location of the County Highway O bridge over an unnamed tributary over the

Sheboygan River in the Town of Sheboygan Falls. Steven Bauer and Greg Schnell discussed the location of the Woodland Road bridge over an unnamed creek in the Town of Sheboygan Falls.

Jeffrey Agee-Aguayo concluded this agenda item by stating that he would bring some mapping showing much of this information to a future meeting. At a minimum, information depicting the condition of bridges will be portrayed on a map. If possible, mapping will also be developed that will show PASER ratings for local streets and roads, PCI ratings for the state trunk highway system, and ratings for culverts (which would have more benefit depicting the locations of the culverts, since they all had the same rating).

7. Jeffrey Agee-Aguayo distributed copies of a draft report summarizing findings from the Shoreline Metro ridership opinion survey conducted in December 2015 to those who needed them. Jeffrey Agee-Aguayo then reviewed this report with everyone in attendance.

The introduction to this report was reviewed first. As far as findings from the ridership opinion survey were concerned, Jeffrey Agee-Aguayo discussed the survey methodology with everyone in attendance. Characteristics of survey respondents were then reviewed in the following categories:

- Trip purpose of respondents;
- How respondents would make their trip if Shoreline Metro bus service were not available;
- Frequency of ridership (number of times per week that respondents use Shoreline Metro fixed-route bus service);
- Distance that respondents reside from the nearest Shoreline Metro bus stop;
- Whether the proximity of transit service was a factor in residence location for respondents;
- Whether respondents possessed a driver's license;
- Whether respondents had a personal vehicle available for the transit trip they were making;
- The number of vehicles that respondents had in their household;
- Whether respondents had some type of disability which impacted their use of transit service;
- Gender of respondents;
- Age category of respondents;
- Ethnic background of respondents;
- Number of persons in the household of the respondent;
- Occupational status of respondents; and
- Annual household income level of respondents.

Several charts and tables were included in the report that portrayed many of these characteristics.

Survey respondents also rated the following attributes of transit service on a scale from 1 to 3, with “1” being “poor,” and with “3” being “good” (average rating is in parentheses):

- Courtesy of driver (2.80);
- Interior/exterior cleanliness of bus (2.75);
- Passenger safety (2.75);
- Ease of understanding bus routes (2.71);
- Length of ride time (2.63);
- Riding comfort of buses (2.63);
- Cost of service (2.59);
- Buses run on schedule (2.53); and
- Hours of service (2.45).

Cross-tabulations were run for the rating of the above transit attributes based on age (under age 18 vs. 18 and over), trip purpose (non-work vs. work), and gender (male vs. female); these results were reported in two tables as well as in the narrative.

In addition, survey respondents rated the following transit usage influence factors on a scale from 1 to 3, with “1” indicating that the respondent would ride less often, to “2” indicating that the factor would have no effect, to “3” indicating that the respondent would ride more often (average rating is in parentheses):

- Buses travel more frequently (2.57);
- Better waiting areas are built (2.41);
- A weekly bus pass is implemented (2.37);
- It becomes easier to know all the routes and schedules (2.36);
- Transfers become much easier (2.36);
- The bus stops at the nearest corner to one’s house (2.34);
- Special discounts are offered through one’s employer (2.30);
- Transit maps and schedules become available in one’s language (2.18);
- Training is provided on how to use the bus (2.13);
- Fares increase 25 cents (1.74); and
- The bus route is moved 7 to 8 blocks from one’s house (1.52).

Cross-tabulations were also run for the rating of the above transit usage influence factors based on age, trip purpose and gender; again, these results were reported in two tables as well as in the narrative.

Respondents indicated whether they would like to see transit service hours adjusted, and could indicate the days and hours in which they would like to see such service hours adjusted. Nearly half of respondents to this question wanted transit service hours adjusted. Of the 170 respondents who took the time to explain their affirmative response:

- Some 62 respondents wanted a combination of expanded services (any combination of early morning service, late night service, longer or more frequent Saturday service, and/or reinstatement of some form of Sunday service, with two or more of these listed in the response);
- Some 49 respondents asked for reinstatement of some form of late night transit service;
- Some 22 respondents asked for reinstatement of some form of Sunday service;
- Some 12 respondents asked for improved transit service on Saturday (a longer service day and/or more frequent service);
- Some nine respondents asked for some form of more frequent service;
- Some seven respondents asked that areas that are not currently served receive service (the north side Walmart Supercenter was raised frequently);
- Some six respondents asked that route-specific service improvements be made (Route 10 North was discussed frequently); and
- Some three respondents asked that there be early morning transit service on weekdays.

There was also a small number of written responses that did not specify a form of expanded service. A minority of respondents offered miscellaneous written comments regarding Shoreline Metro at the end of the survey.

A comparison of survey findings was included as part of this report. Demographics (age, gender and household income level) were compared first between the 2001, 2005, 2009 and 2015 ridership opinion surveys and the 2010 decennial Census/2010 – 2014 American Community Survey (ACS). Transportation characteristics (licensed driver status, number of motor vehicles available in the household, distance from the nearest Shoreline Metro bus stop, and the number of transit trips taken each week by the respondent) were also compared between the 2001, 2005, 2009 and 2015 ridership opinion surveys. There was also some comparison of how attributes of transit service and transit usage influence factors were rated between the four ridership opinion surveys.

Jeffrey Agee-Aguayo commented that he presented this report to the Sheboygan Transit Commission at its meeting on January 19, 2016.

As far as questions and comments from members of both committees were concerned, Dirk Zylman asked if the household income levels reported in the survey might be too low, and also wondered if some respondents (particularly younger ones) were reporting their personal income as opposed to their family/household income level (which they may not know). Derek Muench and Jeffrey Agee-Aguayo responded that members of the Sheboygan Transit Commission had the same question at their meeting earlier in January. Jeffrey Agee-Aguayo added that he will look into responses by age in an effort to confirm or update the household income levels of survey respondents. Diane Paoni indicated that she called Jeffrey Agee-Aguayo to offer her comments on the report, and added that she would follow up with an e-mail summarizing these comments.

Discussion then turned to potential changes in transit service in the near future, in particular potential service to the Town of Sheboygan. Bill Blashka discussed potential trip generators that would be served by a route to the Town of Sheboygan, including Lake County Academy and the north side Walmart Supercenter, among others. Derek Muench discussed his proposed changes; receipt of less Federal and state aid may involve streamlining of transit service on the south side of the City of Sheboygan, but could also involve a new route to the Town of Sheboygan if the town agrees to participate in local share funding of Shoreline Metro. Derek Muench indicated that he has been receiving several inquiries for service to the Town of Sheboygan. Steve Sokolowski discussed the appropriate size for a bus to serve the Town of Sheboygan. Bill Blashka noted that the Town of Sheboygan might solicit financial participation from local businesses to cover all or part of the local share to provide transit service to the town.

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

Matt Halada stated that the State Highway 32/Happy Lane roundabout construction project would start in the spring, and also noted that the State Highway 28 reconstruction project from Prange Road to South Taylor Drive would also take place in 2016.

Matt Halada indicated that the deadline for receipt of Transportation Alternatives Program (TAP, including Safe Routes to School and bicycle and pedestrian planning and projects) applications was January 29, 2016, at 4:00 p.m.

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

Jeffrey Agee-Aguayo stated that he helped facilitate a meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) in Appleton on January 13, 2016.

Jeffrey Agee-Aguayo noted that he participated in a quarterly meeting of the Wisconsin Department of Natural Resources (WDNR) Bureau of Air Management's Transportation Conformity Work Group (via teleconference) the afternoon of January 14, 2016.

Jeffrey Agee-Aguayo indicated that he participated in a quarterly MPO Directors' meeting in Madison on January 26, 2016. Key agenda items at this meeting included: a report on what is known to date on the recently approved Federal five-year surface transportation authorization legislation (the FAST Act); a WisDOT Freight Plan input session, a State Highway Investment Plan update, an STP Urban Program update; the work plan for the Wisconsin Modeling User Group; and discussion of Federal restrictions on lobbying. At the January 28, 2016, joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees, Diane Paoni discussed the lobbying issue, noting that memberships that some MPOs and RPCs have in certain "trade" organizations may have a political advocacy component that would not be eligible for Federal reimbursement (i.e.: is not an eligible expense).

Finally, Jeffrey Agee-Aguayo commented that he would meet with Derek Muench and with representatives of the Sheboygan County Economic Development Corporation and of the Sheboygan County Chamber of Commerce immediately following this meeting. Derek Muench noted that the purpose of this meeting would be to discuss an employment transportation study in which the MPO could potentially be involved with Shoreline Metro as well as with the above noted entities.

9. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for Thursday, February 25, 2016, at 1:00 p.m.

10. **Moved** by Greg Schnell and seconded by Steve Sokolowski 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 2:12 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo