

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

June 23, 2016

Sheboygan County Administration Building (Room 119), Sheboygan

MEMBERS PRESENT: Steven Bauer, Policy Advisory Committee Chairperson,  
Presiding

Policy Advisory Committee: Charles Born (Town of Lima)  
George Marthenze for Tom Wegner (Sheboygan County)  
Mayor Michael Vandersteen (City of Sheboygan)  
Lynn Warpinski 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)  
Aaron Brault (Sheboygan County Planning and Conservation  
Department)  
Kris Canto (WisDOT Bureau of Planning and Economic  
Development, by phone)  
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)

MEMBERS EXCUSED: Jerry Benzschawel (City of Sheboygan Falls Department of  
Public Works)  
Brett Edgerle (Village of Kohler)  
Matt Halada (WisDOT Northeast Region, Green Bay)

OTHERS PRESENT: None

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

1. The meeting was called to order at 1:02 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 David Smith that both committees approve the agenda for the June 23, 2016, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. Jeffrey Agee-Aguayo offered one correction to the minutes of the May 26, 2016, joint meeting of the Technical and Policy Advisory Committees. On page 4 of the minutes, under agenda item #6, the beginning of the third bullet should read: “Public Participation Contacts, second paragraph, top of page 4...”

**Moved** by David Biebel and seconded by Mayor Michael Vandersteen that both committees approve the minutes of the May 26, 2016, joint Technical Advisory Committee/Policy Advisory Committee meeting, as amended. 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. Josh Schedler, GIS Coordinator at the Bay-Lake Regional Planning Commission, gave a presentation on web mapping of projects in the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2016 – 2019*.

Josh Schedler provided introductory comments on the web mapping project. Josh Schedler reviewed the various elements covered in the web mapping, including street and highway projects by year (2016, 2017, 2018 and 2019), bicycle and pedestrian transportation projects by year, and projects that were completed in 2015. Josh Schedler also reviewed web map details involving individual projects in the *2016 – 2019 TIP*. The webpage for the *2016 – 2019 TIP* and a direct link to access the *2016 – 2019 TIP* document are included in the TIP web map. Some supplemental information (pictures, references to imagery in Google Maps, etc.) has been included with certain transportation projects on the web map, and there is flexibility to include additional information on projects as the web mapping evolves.

The web mapping for the *2016 – 2019 TIP* that has been prepared to date can be found at: [https://baylakerpc.maps.arcgis.com/apps/MapJournal/index.html?appid=6c30fb991c8841dfb80b527ca8e6a542\(.\)](https://baylakerpc.maps.arcgis.com/apps/MapJournal/index.html?appid=6c30fb991c8841dfb80b527ca8e6a542(.))

As far as discussion from members of both committees was concerned, Kris Canto asked if the web mapping could be used as a public participation tool in the TIP; Josh Schedler responded that web mapping could be used to foster enhanced public participation as the TIP is prepared.

Kris Canto also asked if the public could supply pictures and other information to include in the web mapping; Josh Schedler responded that the public could supply this information, but added that there may need to be procedures in place (verification of authenticity, receipt of permission for including the information, etc.) before the Commission adds this information to the web mapping.

Mayor Michael Vandersteen and Josh Schedler discussed inclusion of parks in web mapping either at a municipal or at a countywide level. Josh Schedler commented that web mapping projects could get to a very detailed level, such as a tree inventory (to be used by municipal staff) or historic homes (for public viewing and input). Mayor Michael Vandersteen had questions regarding the types of web mapping that would only be available for the use of municipal staff and that would be available for public consumption which Josh Schedler answered.

David Smith asked if this mapping was available on the MPO webpage for public consumption; Josh Schedler responded that MPO staff wanted to present this to the advisory committees for input before including it on the MPO webpage, and added that a few other attributes (pictures, etc.) may be added before the web mapping “goes live.” Josh Schedler also discussed other possibilities for web mapping. Aaron Brault commented that the efforts of others should not be duplicated with the web mapping. David Biebel asked about adding hyperlinks to WisDOT’s information page on its various current projects to the TIP web mapping (where applicable); Josh Schedler responded that this information could certainly be added if staff obtained permission from WisDOT to include this information, and Jeffrey Agee-Aguayo commented that such information may need to be updated on a frequent basis.

6. Jeffrey Agee-Aguayo discussed transit capital projects in the *2016 – 2019 TIP*, and noted the possible need to amend the TIP based on changes in Shoreline Metro’s 5-Year Capital Needs Plan.

Jeffrey Agee-Aguayo distributed and reviewed active projects in Table 2 (Transit Capital Items) of the *2016 – 2019 TIP*. Jeffrey Agee-Aguayo also distributed and reviewed active projects in Table 4 (Elderly and Disabled Transportation Capital Projects) of the *2016 – 2019 TIP*. Finally, Jeffrey Agee-Aguayo distributed and reviewed Shoreline Metro’s 5-Year Capital Needs Plan in terms of 2017, 2018 and 2019 projects and the changes that would need to be made in Tables 2 and 4 of the *2016 – 2019 TIP* in order to be consistent with the transit operation’s capital needs.

Derek Muench reviewed changes that should be made to Table 2 of the *2016 – 2019 TIP* in order to be consistent with Shoreline Metro’s 5-Year Capital Needs Plan. Suggested changes included the following:

- The 2016 purchase of one bus (TIP ID Number 372-15-203) should be moved from 2016 to 2018;
- The 2017 purchase of one bus using either Section 5307 or Section 5339 funding (TIP ID Number 372-16-202) should be removed from Table 2;

- The on-board video surveillance system (illustrative project only) should be removed from Table 2;
- The replacement of ten (10) office, dispatch and maintenance computers (illustrative project only) should be removed from Table 2; and
- The replacement of a bus wash should be added to Table 2 as a 2019 project. Jeffrey Agee-Aguayo stated that he would work to see if this project can be included in a fiscally constrained TIP, and if it cannot meet fiscal constraint provisions, it would be listed as an “illustrative project” for now in Table 2.

Derek Muench reviewed one change that should be made to Table 4 of the *2016 – 2019 TIP* in order to be consistent with Shoreline Metro’s 5-Year Capital Needs Plan. Specifically, the project involving acquisition of two medium sized buses (TIP ID Number 372-16-205) should be moved from 2017 to 2016 in Table 2.

Jeffrey Agee-Aguayo asked members of both committees if they wanted to amend the *2016 – 2019 TIP* to incorporate these changes now or wait until development of a new *2017 – 2020 TIP* in the late summer or early fall. **Moved** by Aaron Brault and seconded by David Biebel to recommend that the Bay-Lake Regional Planning Commission amend the *2016 – 2019 TIP* to incorporate these changes to transit capital and elderly and disabled transportation capital projects. Motion carried, with all voting eye on a voice vote.

7. Jeffrey Agee-Aguayo gave a progress report on updating the MPO Public Participation Plan.

Jeffrey Agee-Aguayo distributed the preliminary draft of the *2016 Public Participation Plan Update* for the Sheboygan MPO to members of both committees in attendance. Jeffrey Agee-Aguayo then reviewed major changes made since the 2012 plan (most of these changes were documented in the May 26, 2016, minutes). The following changes were reviewed:

- Introduction, third paragraph, page 2: A paragraph was added referring to the “Fixing America’s Surface Transportation (FAST)” Act and how it changes public participation for MPOs.
- Under “Consultation Regarding Environmental Mitigation, Consultation Process Participants” (page 6), one state agency participant was added, the Wisconsin DNR Northeast Region office.
- Under “Long-Range Transportation Plan, Interim Summary Reports” (page 10), it was noted that brief map-based summary reports at major milestones in the long-range transportation planning process will now exclusively be displayed on the MPO webpage on the Bay-Lake Regional Planning Commission website.
- Under “Long-Range Transportation Plan, Media Relations” (page 10), it was noted that MPO staff would appear on the City of Sheboygan Mayor’s monthly cable television program concerning city affairs to discuss the long-range transportation planning process.

- Under “Long-Range Transportation Plan, Website” (page 10), it was noted that brief map-based summary reports concerning plan milestones would be added to the MPO webpage. In addition, it was noted that there is a possibility that the Bay-Lake Regional Planning Commission website may be updated in the near future, which may lead to a more freestanding website for the Sheboygan MPO program.
- Under “Long-Range Transportation Plan, Public Open House Meetings” (page 11), it was noted that the second of three milestones in which such meetings would be held would involve “a stage in the process in which there can be meaningful discussion concerning current and projected deficiencies in the transportation network but where a plan remains to be drafted.”
- Under “Long-Range Transportation Plan, Stakeholder Interviews” (page 11), it was noted that these one-on-one meetings with individual community leaders and staff would be resurrected.
- Under “Long-Range Transportation Plan, Air Quality Conformity Assessments” (page 12), it was noted that the entity that reviews the air quality conformity assessment conducted on the plan is known as the “Transportation Conformity Work Group (TCWG).”
- Under “Long-Range Transportation Plan, Specialized Advisory Committees/Task Forces” (page 13), it was noted that the main specialized advisory committee would likely review detailed transit planning.
- Under “Long-Range Transportation Planning, Documentation of Public Input on the Draft Long-Range Transportation Plan” (page 13), it was noted that such documentation would appear in an appendix of the plan.
- Under Transportation Improvement Program (TIP) and TIP Amendments, Analysis for Environmental Justice (page 15), it was noted that three maps would be included in this analysis: (1) street and highway improvement project locations; (2) bicycle and pedestrian transportation project locations; and (3) Shoreline Metro fixed routes. All of these maps would have environmental justice target areas as an overlay.
- Under TIP and TIP Amendments, Air Quality Conformity Analysis (page 15), it was noted that the entity that reviews the air quality conformity assessment conducted on the TIP is known as the “Transportation Conformity Work Group (TCWG).”
- Under TIP and TIP Amendments, Draft TIP (page 16), the second bullet was revised to refer to the FAST Act and the additional entities for which public outreach is now required (public ports and marinas, intercity bus operators, and agencies and officials responsible for tourism and natural disaster risk reduction).
- Under Other Planning Efforts (Functional Classification, National Highway System, etc., page 22), formal procedures have been established for approval of changes to these systems. This section is new since the 2012 Public Participation Plan, and is in response to experiences with not having the benefit of such procedures in place in recent months.

- Under Outreach Efforts (page 22), one such effort that was added involved the staffing of tables at public events (such as farmers' markets) to inform attendees regarding MPO activities and to obtain feedback from event participants.
- Under Appendix A: Sheboygan MPO Technical and Policy Advisory Committee Members (pages 27 – 30), it was noted that there was significant turnover in the membership of both committees since the 2012 Public Participation Plan was adopted.

Jeffrey Agee-Aguayo then distributed additions to the Public Participation Plan mailing list; many (but not all) of these resulted from outreach requirements in the FAST Act. The following entities were added to the Public Participation Plan mailing list:

- Ports and marinas (the Harbor Centre Marina);
- Officials involved with natural disaster risk reduction (the Sheboygan County Emergency Management Director);
- Officials involved with tourism (the Tourism and Planning Director at the Sheboygan County Chamber of Commerce and the Chairperson of the Village of Kohler Tourism Committee); and
- Law enforcement officials (Police Chiefs in the City of Sheboygan, City of Sheboygan Falls and Village of Kohler, as well as the Sheboygan County Sheriff).

Jeffrey Agee-Aguayo noted that there would be one additional change to the mailing list in that the Amalgamated Transit Union (ATU) Local 998 (transit drivers' union) steward would be changing in the near future.

Jeffrey Agee-Aguayo stated that if there were no objections, MPO staff would proceed with starting the 30-day consultation period on the draft *2016 Public Participation Plan Update*; no objections were raised.

8. Lynn Warpinski 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*).

Lynn Warpinski discussed the State Highway 23 fencing project, which is taking place between State Highway 67 and State Highway 32 from mid-June to mid-September.

Lynn Warpinski discussed the State Highway 32/Happy Lane roundabout project in the City of Sheboygan Falls, which is taking place from late May to July.

Lynn Warpinski discussed the State Highway 28 reconstruction project, which is taking place from Prange Road to approximately 750 feet east of South Taylor Drive, along with the intersection of State Highway 28/Washington Avenue and South 32<sup>nd</sup> Street. Work on this

project is occurring between April and October. Proposed traffic closures associated with this project were discussed.

Finally, Lynn Warpinski discussed the Taylor Drive bicycle and pedestrian trail project from Crocker Avenue to Taylor Park in the City of Sheboygan. Work on this project is occurring between April and early October.

For all projects, a description of the work involved, activities taking place the week of this meeting, and traffic impacts were discussed.

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

Jeffrey Agee-Aguayo stated that he hosted the mid-year review meeting on the 2016 MPO Work Program with WisDOT and USDOT staff in Sheboygan on June 2, 2016. The meeting was held in the morning, followed by lunch and a tour of development and transportation issues in the metropolitan planning area (with Sheboygan City Planning and Development and Sheboygan County Planning and Conservation Department staff assisting as guides) in the afternoon.

Jeffrey Agee-Aguayo noted that he participated in a presentation regarding the V-Ride employment transportation vanpool program the morning of July 8, 2016, at the Sheboygan County Job Center.

Jeffrey Agee-Aguayo indicated that he participated in a meeting of the full Bay-Lake Regional Planning Commission on June 10, 2016; at this meeting, the Commission approved the minor amendments to the *2016 – 2019 TIP* that were recommended for approval at the May 26, 2016, joint meeting of the MPO advisory committees.

Jeffrey Agee-Aguayo commented that he participated in a webinar on the USDOT's final statewide and metropolitan planning rule on June 14, 2016.

Jeffrey Agee-Aguayo stated that met with staff from the Sheboygan County Economic Development Corporation and from Shoreline Metro to discuss employment transportation issues the morning of June 23, 2016.

Jeffrey Agee-Aguayo noted that he would be participating in a quarterly meeting of the Northeastern Wisconsin Regional Access to Transportation Committee (NEWRATC) on July 13, 2016, in Menasha.

Jeffrey Agee-Aguayo indicated that he would be participating in a quarterly meeting of the Wisconsin DNR's Transportation Conformity Work Group on July 28, 2016. This meeting will be held in Madison, but MPO staff may participate via teleconference.

Jeffrey Agee-Aguayo commented that he would be participating in a meeting of the Bay-Lake Regional Planning Commission's Executive Committee on July 29, 2016. The Executive Committee will take action on the TIP transit and elderly and disabled transportation capital amendments that were recommended for approval at this meeting.

Finally, Jeffrey Agee-Aguayo announced that the meeting with stakeholders to develop the *Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County* would take place on August 16, 2016, at the Sheboygan County Aging and Disability Resource Center (ADRC) in Sheboygan Falls.

9. Jeffrey Agee-Aguayo indicated that he had a conflict on August 25, 2016, the date that was originally set for the next joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees.

The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was set for **Thursday, September 8, 2016, at 1:00 p.m.**

10. **Moved** by George Marthenze and seconded by David Biebel that the joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees be adjourned. Motion carried, with all voting on a voice vote. The meeting adjourned at 2:05 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo