

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
SHEBOYGAN METROPOLITAN AREA
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING
January 24, 2019
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, by phone)

Technical Advisory Committee: Jerry Benzschawel (City of Sheboygan Falls Department of
Public Works)
Jim Glavan (Sheboygan County Representative, Eastern
Wisconsin Counties Railroad Consortium)
Diane Paoni (WisDOT Bureau of Planning and Economic
Development, by phone)
David Smith (Bicycle and Pedestrian Transportation Advocate)
Steve Sokolowski (City of Sheboygan Department of Planning
and Development)

MEMBERS EXCUSED: Bill Blashka for Daniel Hein (Town of Sheboygan)
Aaron Brault (Sheboygan County Planning and Conservation
Department)
Brett Edgerle (Village of Kohler)
Mike Friedlander (Wisconsin Department of Natural Resources
Bureau of Air Management)
Vernon Koch for Tom Wegner (Sheboygan County)

OTHERS PRESENT: Edward Procek (Sheboygan County Board Supervisor and Bay-
Lake RPC Commissioner)

STAFF PRESENT: Brandon Robinson and Jeffrey Agee-Aguayo (Bay-Lake
Regional Planning Commission)

1. The meeting was called to order at 1:04 p.m. by Policy Advisory Committee Chairperson
Steven Bauer.

Members of both committees and staff 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 Jim Glavan and seconded by Charles Born that both committees approve the agenda for the January 24, 2019, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. **Moved** by Jim Glavan and seconded by Charles Born that both committees approve the minutes of the December 13, 2018, 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. Members of both committees reviewed and recommended approval of minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2019 – 2022* to the Bay-Lake Regional Planning Commission.

Jeffrey Agee-Aguayo distributed a packet of amended tables to those in attendance.

Jeffrey Agee-Aguayo reviewed amendments to Table 2 (Transit Capital Items) with members of both committees in attendance. Essentially, Shoreline Metro was awarded funding through the Volkswagen emissions settlement to obtain two (2) replacement fixed-route buses in 2020. The cost of the two buses is \$903,000, with the entire amount paid through settlement funds (no local match). This meant that only one (1) bus would need to stay in the “illustrative” project category in 2020.

Jeffrey Agee-Aguayo noted that Table 3 (Elderly and Disabled Transportation Projects) would need to be amended in the near future, since the Sheboygan County Aging and Disability Resource Center (ADRC) was recently awarded additional funding for its volunteer driver program. MPO staff is working with the ADRC staff to determine if state and farebox/contribution shares would change, and will bring back amendments to this table in the near future.

Jeffrey Agee-Aguayo reviewed amendments to Table 4 (Elderly and Disabled Transportation Capital Projects) with both committees in attendance. The Sheboygan County ADRC was awarded funding to purchase one (1) dual axle diesel-powered minibus. Cost adjustments to five other similar vehicles were made within that table (three in 2020, one in 2021, and one in 2022). One other vehicle for Shoreline Metro (an illustrative project in 2022) did not change in cost.

Jeffrey Agee-Aguayo reviewed Table 4a, which was added to the *2019 – 2022 TIP*. This table includes three Wisconsin Employment Transportation Assistance Program (WETAP) projects

through the “Commute to Careers” (C2C) program, which is a partnership between the Wisconsin Departments of Workforce Development and Transportation. Table 4a includes three vehicles for Lakeland University to participate in the C2C program. Ultimately, these vehicles will be financed by CMAQ funding. Jeffrey Agee-Aguayo added that another WETAP project financed with CMAQ funds would be proposed as a TIP amendment in the near future.

Finally, Jeffrey Agee-Aguayo reviewed amendments to Table 6 (Street and Highway Improvement Projects) with members of both committees in attendance. The amendments involved cost adjustments to six projects already included in the *2019 – 2022 TIP*. Five projects involved cost increases, while one project involved a slight cost decrease. Within amended Table 6, total highway preservation project funding increased by \$2,487,000, while total highway safety project funding increased by \$71,000.

There were no questions or comments from members of either committee regarding the proposed amendments.

Moved by Steve Sokolowski and seconded by Jerry Benzschawel that both committees recommend approval of the presented minor amendments to the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2019 – 2022* to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

6. Brandon Robinson gave a report on updates and enhancements to the Sheboygan MPO webpage (including web mapping or story mapping) to members of both committees in attendance.

The revamped webpage can be found at: [https://baylakerpc.org/sheboygan-mpo\(.\)](https://baylakerpc.org/sheboygan-mpo(.))

Brandon Robinson stated that the Sheboygan MPO is more “front and center” toward the top of the Bay-Lake Regional Planning Commission website (as opposed as being buried under services, then transportation, as it was in the recent past).

Under “About the MPO,” membership of the Sheboygan MPO Technical and Policy Advisory Committees and bylaws for both committees have been added to the webpage. This tab also included: information about MPO advisory committee meetings (including agendas, minutes, and what to expect at upcoming meetings in 2019); the most current MPO Work Program; the most current MPO Public Participation Plan; and the Cooperative Agreement for Continuing Transportation Planning.

Brandon Robinson reviewed the “Long-Range Transportation Planning” tab, which included information about the original *Year 2045 Sheboygan Area Transportation Plan (SATP)* approved in 2015, as well as draft materials for the Update to the *Year 2045 SATP* that is in progress.

Brandon Robinson also reviewed the “Short-Range Transportation Planning” tab, which included information about the various performance targets approved by the MPO, as well as the most recent transportation system performance indicators report.

In addition, Brandon Robinson reviewed the “TIP” tab, which currently includes information about the *2019 – 2022 TIP*, as well as the most current Annual Listing of Obligated Projects. Jeffrey Agee-Aguayo commented that the TIP amendments recommended for approval at this meeting will also be posted to this tab once they are approved and submitted to WisDOT and USDOT.

Brandon Robinson then reviewed the “Shoreline Metro Transit Development Program (TDP)” tab, which includes information about the last approved TDP (in 2012), as well as information regarding the TDP currently being completed, including completed draft chapters, agendas and minutes of review committee meetings, and a listing of members of the review committee.

Finally, Brandon Robinson reviewed the Sheboygan MPO story map, which included a brief history of the MPO, approval procedures for MPO planning products, etc., information on the adjusted Sheboygan Urbanized Area and the Sheboygan Metropolitan Planning Area, as well as links to websites of the two cities, two villages and six towns wholly or partially in the metropolitan planning area. The Sheboygan MPO story map can be found at:

[https://baylakerpc.maps.arcgis.com/apps/MinimalGallery/index.html?appid=64ea766ad7bf4b2a95d3cfb9190d6e0f#viewer=ab35700496b14beb94c8209c064de2d7\(.\)](https://baylakerpc.maps.arcgis.com/apps/MinimalGallery/index.html?appid=64ea766ad7bf4b2a95d3cfb9190d6e0f#viewer=ab35700496b14beb94c8209c064de2d7(.))

As far as questions and comments from members of both committees were concerned, Matt Halada asked if handouts could be included for upcoming 2019 meetings on the MPO webpage (in advance of the meeting); Diane Paoni agreed, discussing models on how this is handled at the Dubuque and Madison MPOs, and Brandon Robinson commented that this information could be added to the webpage. David Smith had a question regarding the adjusted Sheboygan Urbanized Area and Sheboygan Metropolitan Planning Area boundaries that Jeffrey Agee-Aguayo answered. Charles Born had a question regarding funding possibilities for a local road in the Town of Lima that Jeffrey Agee-Aguayo answered.

Brandon Robinson stated that Commission staff would continue to populate the Sheboygan MPO webpage. Brandon Robinson encouraged members of both committees to contact him or Jeffrey Agee-Aguayo with any website suggestions.

Brandon Robinson concluded by stating that Commission staff would start putting together a separate e-newsletter focused on the Sheboygan MPO.

7. Brandon Robinson and Jeffrey Agee-Aguayo gave a report on progress on the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* to members of both committees in attendance.

A. Jeffrey Agee-Aguayo gave an update on draft Chapter 6 (Transportation and Land Use) to members of both committees in attendance. An emphasis was placed on projects being tested with the travel demand forecast model.

Jeffrey Agee-Aguayo distributed and reviewed Maps 6.1 (2015 Land Use Inventory) and 6.2 (Scenario 1: Continuation of Existing Trends) with members of both committees in attendance. Maps showing the other two scenarios that were examined in the original *Year 2045 SATP* approved in 2015 are not being included in this update because the focus of the plan is on Scenario 1; scenario development and evaluation only occurs once a decade with the plan that is formulated following release of the decennial census. The draft Chapter 6 text is mostly complete, but was not reviewed because it is fairly similar to the chapter that appeared in the original *Year 2045 SATP*; the Wisconsin Department of Administration Demographic Services Center did not update its population and household projections in time for inclusion in this plan update.

Jeffrey Agee-Aguayo stated that paragraphs discussing potential and actual deficiencies and links worthy of monitoring in the horizon year of 2045 remain to be added once results from the travel demand forecast model are available. In addition, Map 6.3 (Congestion Status of Streets and Highways in 2045) will be added to the chapter once results from the travel demand forecast model are available.

Jeffrey Agee-Aguayo noted that the map on projects tested by the travel demand forecast model was deleted from Chapter 6 because it is similar in content to Map 7.1 in draft Chapter 7 (Recommended Capacity Modifying Street and Highway Improvement Projects).

There were no questions or comments from members of either committee in attendance regarding draft Chapter 6.

B. Brandon Robinson and Jeffrey Agee-Aguayo gave an update on draft Chapter 7 (Recommended Transportation Plan) to members of both committees in attendance.

Jeffrey Agee-Aguayo distributed the text of draft Chapter 7 to members of both committees in attendance, stating that he would occasionally refer to portions of this text during the presentation regarding the chapter. Jeffrey Agee-Aguayo commented that a final section on travel demand statistics in 2010 and 2045 remains to be added once results from the travel demand forecast model are available.

Jeffrey Agee-Aguayo also distributed Maps 7.1 (Recommended Capacity Modifying Street and Highway Improvement Projects), 7.2 (Recommended Bicycle Transportation Projects), and 7.3 (Recommended Pedestrian Transportation Projects) to members of both committees in attendance, again stating that he would occasionally refer to these maps during the presentation regarding the chapter. Jeffrey Agee-Aguayo noted that a map showing recommended off-road

trails or paths was removed because it would duplicate some of the information shown in Maps 7.2 and 7.3.

Brandon Robinson and Jeffrey Agee-Aguayo then gave a “story map” presentation of draft Chapter 7. The story map regarding this chapter can be found at:

[https://baylakerpc.maps.arcgis.com/apps/MinimalGallery/index.html?appid=64ea766ad7bf4b2a95d3cfb9190d6e0f#viewer=cbf8eafe9b514b46963153bebc2d8e2a\(.\)](https://baylakerpc.maps.arcgis.com/apps/MinimalGallery/index.html?appid=64ea766ad7bf4b2a95d3cfb9190d6e0f#viewer=cbf8eafe9b514b46963153bebc2d8e2a(.))

Brandon Robinson showed a YouTube “flyover” video (created by the Commission’s Transportation Planning Intern, Cal Salmon) regarding the South 18th Street extension recommended in draft Chapter 7. Jeffrey Agee-Aguayo then distributed Sketch Up illustrations of the South 18th Street extension (created by Madison Smith of the Commission staff) to members of both committees in attendance; it is hoped that flyover videos and Sketch Up illustrations (and possibly videos) can be created for several (possibly all) of the capacity modifying projects recommended in draft Chapter 7.

As far as discussion from committee members and other in attendance was concerned, Steve Sokolowski commented that he liked the story map, video and Sketch Up approach to presenting draft Chapter 7. David Smith and Steve Sokolowski discussed the importance of having local “Complete Streets” policies now that this is not state policy, and suggested adding a commitment to developing such a policy in draft Chapter 7. In addition, Steve Sokolowski, Ed Procek and others in attendance discussed the proposed policy and strategies in draft Chapter 7 regarding Connected and Automated Vehicles (CAVs).

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

Matt Halada started his discussion by stating that he liked the story mapping that was presented in regard to draft Chapter 7 of the Update to the *Year 2045 SATP*.

Matt Halada noted that the rehabilitation project involving the County Highway FF overpass over Interstate Highway 43 would be let in the spring.

Matt Halada indicated that the multiuse pathway project in the Alliant Energy Utility Corridor on the south side of the City of Sheboygan from County Highway OK/South Business Drive to South 18th Street would be let soon.

Matt Halada commented that the WisDOT Northeast Region staff was working on design element updates for the State Highway 23 “majors” project from Plymouth to Fond du Lac, with the hope that construction can begin this summer.

Matt Halada discussed two bridge projects on State Highway 57 that are scheduled to take place this summer.

Diane Paoni announced that the WisDOT Bureau of Planning and Economic Development hired a new staff member with expertise in GIS to work on functional classification updates around the state.

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

Jeffrey Agee-Aguayo stated that he and other Commission staff were working on the two remaining chapters of the Update to the *Year 2045 SATP*, including draft Chapters 8 (Mitigation of Environmental Impacts of Major Transportation Projects) and 9 (Financial Plan). Jeffrey Agee-Aguayo noted that the WisDOT Bureau of Planning and Economic Development would be providing projected or anticipated federal and state revenue data to be used in completing draft Chapter 9.

Jeffrey Agee-Aguayo noted that he and other Commission staff were working on several appendices of the Update to the *Year 2045 SATP*, including draft Appendices A (Glossary of Terms), B (Documentation of Meeting MAP-21 and FAST Act Planning Requirements), E (Statement of Impacts of Projects in the Update to the *Year 2045 SATP* on Environmental Justice), F (Public Participation Process for the Update to the *Year 2045 SATP*), and H (Sheboygan MPO Technical and Policy Advisory Committee Membership). Appendices that remain to be started include Appendices C (Assessment of Conformity of the Update to the *Year 2045 SATP* and the *2019 – 2022 Sheboygan Metropolitan Planning Area TIP* with Respect to the State of Wisconsin Air Quality Implementation Plan), D (Financial Plan Supporting Documentation), and G (Minutes of the Multiagency Environmental Consultation Meeting).

Jeffrey Agee-Aguayo indicated that he participated in a meeting of the full Bay-Lake Regional Planning Commission on December 14, 2018. The Highway Safety Improvement Program (HSIP) statewide performance targets for 2019 were supported by the MPO at this meeting.

Jeffrey Agee-Aguayo commented that he participated in a quarterly meeting of the Wisconsin Department of Natural Resources Bureau of Air Management's Transportation Conformity Work Group (via teleconference) the afternoon of January 9, 2019.

Jeffrey Agee-Aguayo stated that he participated in a Lake Michigan Air Directors' Consortium (LADCO) conference call the afternoon of January 14, 2019. The purpose of the call was to discuss multistate regional air modeling in progress and some of the transportation inputs that would be needed for this effort.

Jeffrey Agee-Aguayo noted that he participated in a quarterly meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) in Menasha the morning of January 15, 2019.

Jeffrey Agee-Aguayo indicated that he participated in a quarterly MPO Directors' meeting (via teleconference) the morning of January 22, 2019.

Finally, Jeffrey Agee-Aguayo commented that he would participate in a meeting of the Commission's Executive Committee the morning of January 25, 2019; the minor amendments to the *2019 – 2022 TIP* that were recommended for approval at this joint meeting of the MPO advisory committees are scheduled for approval at this upcoming meeting of the Commission's Executive Committee.

9. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees is scheduled for **Thursday, February 28, 2019, at 1:00 p.m.** Tentative agenda items for this meeting can be found at: [https://baylakerpc.org/sheboygan-mpo/about/sheboygan-mpo-technical-and-policy-advisory-committee-joint-meetings\(.\)](https://baylakerpc.org/sheboygan-mpo/about/sheboygan-mpo-technical-and-policy-advisory-committee-joint-meetings(.))

10. **Moved** by Charles Born and seconded by Jim Glavan 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 2:27 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo