

STAFF PRESENT: Chris Garcia 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 Vernon Koch.

Members of both committees and staff introduced themselves for the benefit of everyone participating in the meeting.

Members of both committees and staff participating noted committee members who had asked to be excused from the meeting.

Jeffrey Agee-Aguayo requested two items from participants for record keeping purposes. First, that those participating via Go to Meeting state their name when speaking or making a motion or second. Second, that there may be possible roll call votes if there are any non-unanimous votes at this meeting.

2. Jeffrey Agee-Aguayo distributed the meeting agenda to those present in the meeting room, projected the meeting agenda on the shared screen feature in Go to Meeting, and briefly reviewed the agenda. The agenda was also e-mailed to members of both committees about a week in advance of the meeting.

Moved by David Smith and seconded by Greg Schnell that both committees approve the agenda for the September 2, 2021, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. Jeffrey Agee-Aguayo distributed the draft minutes of the July 29, 2021, special joint meeting to those present in the meeting room, projected the draft minutes on the shared screen feature in Go to Meeting, and briefly reviewed those minutes. The draft minutes were also e-mailed to members of both committees about a week in advance of the meeting.

Moved by David Smith and seconded by Charles Born that both committees approve the minutes of the July 29, 2021, special joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

4. Policy Advisory Committee Chairperson Vernon Koch asked if there was any public input; none was received.

5. Members of both committees reviewed project tables in and released the draft *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2022 – 2025* for a 30-day public comment period

Jeffrey Agee-Aguayo distributed packets with proposed Tables 1 through 6 of the draft 2022 – 2025 TIP to those present in the meeting room.

Jeffrey Agee-Aguayo projected Table 1 (Transit Operating Funds) on the shared screen feature in Go to Meeting, and reviewed this table with all meeting participants. Jeffrey Agee-Aguayo noted that the 2022 numbers came from Shoreline Metro’s 2022 budget that was presented to the Sheboygan Transit Commission in August. Jeffrey Agee-Aguayo commented that there was no anticipated local share for projects in 2022 due to the infusion of COVID relief funds, but added that local shares would return starting in 2023. Derek Muench stated that the budget numbers for 2022 had changed since the August Sheboygan Transit Commission meeting, and that there will now be local shares in the 2022 budget. Derek Muench agreed to provide these revised budget numbers to MPO staff.

Jeffrey Agee-Aguayo projected Table 2 (Transit Capital Items) on the shared screen feature in Go to Meeting, and reviewed this table with all meeting participants. In 2022, ten (10) 35-foot fixed-route buses will be acquired; five (5) of these buses will be funded through the Congestion Mitigation and Air Quality (CMAQ) program, four (4) of the buses will be funded by the Volkswagen Diesel Emissions Environmental Mitigation Trust (administered by the Wisconsin Department of Administration), and one (1) bus will be funded by the Federal Transit Administration (FTA) Section 5339 program. No capital items have been programmed for 2023, 2024 or 2025.

Jeffrey Agee-Aguayo projected Table 3 (Elderly and Disabled Transportation Projects) on the shared screen feature in Go to Meeting, and reviewed this table with all meeting participants. There is still uncertainty regarding funding of the enhanced volunteer driver program for 2022; Jeffrey Agee-Aguayo noted that WisDOT provided less than one third of the requested FTA Section 5310 funding for this program in 2021, and while two rounds of COVID relief funds in 2021 increased this to nearly 59 percent of requested funding, there was still a gap for 2021. Sheboygan County is trying to fill this gap with funding from Section 3B of the Older Americans Act, but word has not yet been received regarding whether this funding will be received. At this point, the enhanced volunteer driver program may be considered an illustrative project in Table 3 until more certainty is received from WisDOT. Jeffrey Agee-Aguayo also reviewed the purchase of specialized transportation services from Shoreline Metro line item in Table 3, which is in line with Shoreline Metro’s 2022 budget; Derek Muench commented that these budget numbers will not change from what was presented to the Sheboygan Transit Commission in August.

Jeffrey Agee-Aguayo projected Table 4 (Elderly and Disabled Transportation Capital Projects) on the shared screen feature in Go to Meeting, and reviewed this table with all meeting participants. Three illustrative projects are listed in Table 4 (one each in 2022, 2023 and 2024). Each project involves acquisition of one replacement gas- or diesel-powered medium sized bus with a configuration of 11 ambulatory positions and up to two wheelchair positions, with the estimated cost of these vehicles being \$85,000 each. These are considered illustrative projects at

this time; if the 2022 bus is funded by WisDOT, Table 4 will be amended to program this project.

Jeffrey Agee-Aguayo projected Table 5 (Bicycle and Pedestrian Transportation Projects) on the shared screen feature in Go to Meeting, and reviewed this table with all meeting participants. One project in Table 5 involves Sheboygan County Non-Motorized Transportation Pilot Program (NMTTP) level of effort for program oversight (including education and outreach), with small amounts of funding programmed in 2022 and 2023. A second project in Table 5 is the last capital project funded under the NMTTP: conversion into a linear parkway and trail facility along County Highway PP from the Sheboygan River bridge to South 24th Street. A third line item in Table 5 involves enhancement “grouped” projects from WisDOT. Table 5 also includes six illustrative (not programmed) bicycle and pedestrian transportation projects; if these projects were to be funded, they will be programmed in the TIP.

Finally, Jeffrey Agee-Aguayo projected Table 6 (Street and Highway Improvement Projects) on the shared screen feature in Go to Meeting, and reviewed this table with all meeting participants. Table 6 includes eight regular projects. One of the main projects involves design, right-of-way acquisition and reconstruction with no increase in capacity of County Highway EE/Weeden Creek Road from County Highway OK/South Business Drive to County Highway KK/South 12th Street. Table 6 also includes three CMAQ-funded signal timing projects in the City of Sheboygan in 2022, and four projects in 2024 involving resurfacing, milling and overlay of the existing asphaltic pavement, and replacement and preservation of several bridges. In addition, Table 6 includes eight categories of WisDOT “grouped” projects, five of which involve highway safety, and five of which involve highway preservation. Jeffrey Agee-Aguayo noted that preliminary engineering costs for a North 15th Street reconstruction project in the City of Sheboygan still need to be included in Table 6, and David Biebel stated that he or Ryan Sazama would provide these cost estimates for inclusion in that table soon.

Jeffrey Agee-Aguayo distributed proposed Table 9 (Implementation Status of Projects Recommended for 2021) of the draft *2022 – 2025 TIP* to those present in the meeting room, projected Table 9 on the shared screen feature in Go to Meeting, and briefly reviewed the table with meeting participants. Projects reviewed included: eight (8) street and highway projects; two (2) Sheboygan County NMTTP projects; three (3) transit projects; three (3) elderly and disabled transportation projects; and two (2) employment transportation projects from Forward Service Corporation. There were no substantive comments regarding Table 9 from meeting participants.

Jeffrey Agee-Aguayo briefly discussed the status of preparation of the *2022 – 2025 TIP*. Jeffrey Agee-Aguayo stated that the document was mostly complete, with the exception of what is being done in the area of air quality conformity. MPO staff met with interagency partners in mid-August regarding conducting conformity on this new TIP.

Members of both committees released the draft *2022 – 2025 TIP* for a 30-day public comment period (subject to making revisions noted at this meeting). **Moved** by David Biebel and

seconded by Charles Born that both committees release the draft *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2022 – 2025* for a 30-day public comment period, including a public hearing. Motion carried, with all voting aye on a voice vote.

6. Jeffrey Agee-Aguayo distributed a listing of proposed work elements in the draft *2022 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* to those present in the meeting room (this was e-mailed in advance of the meeting). This listing was also projected using the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed this information with all meeting participants, with an emphasis on new or changed items for 2022.

Jeffrey Agee-Aguayo indicated that he would have the full draft *2022 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* to WisDOT and FHWA for review within the next week or two. A review meeting with WisDOT and FHWA staff regarding the draft document will take place in late September or the first half of October.

There were no questions or comments regarding the draft *2022 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* from members of either committee.

7. Members of both committees reviewed and recommended approval of the 2021 Transit Asset Management (TAM) Plan for Shoreline Metro to the Bay-Lake Regional Planning Commission.

Chris Garcia distributed the 2021 TAM Plan for Shoreline Metro to those present in the meeting room. Chris Garcia also projected the 2021 TAM Plan using the shared screen feature in Go to Meeting.

Chris Garcia reviewed the 2021 TAM Plan for Shoreline Metro, noting that this plan builds on the TAM targets that were first established in 2017 and revised in 2018, 2019 and 2020. In his review, Chris Garcia emphasized the following items:

- Table 1 (TAM Goals, Shoreline Metro, 2021) – Chris Garcia noted that Shoreline Metro met or exceeded its asset performance goals for federal fiscal year 2021.
- Table 2 (Vehicle Inventory, Shoreline Metro, 2021) – Chris Garcia commented that in the area of heavy-duty buses, much improvement will come with the arrival of the new fixed-route buses programmed for 2022 in the TIP.
- Table 3 (Equipment Inventory, Shoreline Metro, 2021) – Chris Garcia indicated that this table has not changed over the years, since these pieces of equipment still serve the transit operation well).
- Table 4 (Facility Inventory, Shoreline Metro, 2021) – Chris Garcia stated that the roof replacement project recently completed on the administration, maintenance and storage facility (bus garage) improved the condition rating of that facility.

Jeffrey Agee-Aguayo briefly discussed the approval schedule for the 2021 TAM Plan for Shoreline Metro. The Sheboygan Transit Commission approved the TAM Plan on behalf of Shoreline Metro at its meeting on August 17, 2021. The TAM Plan was scheduled for recommendation of approval by the Sheboygan MPO Technical and Policy Advisory Committees at this meeting (September 2, 2021), while the Bay-Lake Regional Planning Commission was scheduled to approve the TAM Plan for the MPO at its September 10, 2021, meeting.

Members of both committees participating in this meeting had no comments on the 2021 TAM Plan.

Moved by David Smith and seconded by Derek Muench that both committees recommend approval of the 2021 TAM Plan for Shoreline Metro to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

8. Sandy Carpenter was unable to participate in the meeting, so Jeffrey Agee-Aguayo discussed WisDOT Northeast Region planning activities and construction projects in Sheboygan County with everyone participating in the meeting.

The Interstate Highway 43 median cable guard project from County Highway V to County Highway EE was discussed first. Work on this project involved the grading of the median and placement of median cable guard. During the week of this meeting (August 30 through September 3), the contractor was finishing removal of traffic control devices. This project has essentially been completed.

Improvements to State Highway 67 from Suhrke Road in Sheboygan County to State Highways 32/57 was then discussed. The project involves asphaltic surface milling, excavation, base aggregate, concrete pavement, asphaltic pavement, curb and gutter, culvert pipe, storm sewer, box culvert replacement, bridge overlay, concrete sidewalk, beam guard and pavement marking. During the week of this meeting, the contractor will pave asphaltic shoulders and continue permanent restoration in the southbound lanes of State Highway 67 from Suhrke Road to Rustic Lane and will continue shouldering operations from Elkhart Lake to Woodchuck Lane. In addition, the contractor will complete asphalt paving operations from Elkhart Lake to Woodchuck Lane. Traffic impacts and the official detour were also discussed. This project should be complete by late October.

Resurfacing and railroad work on portions of Interstate Highway 43 and State Highway 32 were also discussed. This project covers Interstate Highway 43 from the Ozaukee County line to Wilson Lima Road, as well as State Highway 32 from County Highway D to Interstate Highway 43. During the week of this meeting, work remaining on southbound Interstate Highway 43 will be complete, with grading and final landscaping on State Highway 32 taking place. In addition,

signs will be installed, and all traffic control (including the detour) will be removed by the end of the week of this meeting. This project is nearing completion.

Finally, the State Highway 23 expansion project from the Fond du Lac County line to County Highway P in the Town of Plymouth was discussed. During the week of this meeting, crews finished paving islands, landscaping, and shouldering, and will be finishing up pavement marking and rumble strips throughout the project. Traffic impacts were also discussed. The Sheboygan County portion of this project is nearing completion, but the Fond du Lac County portion of this project will continue into 2022.

Jeffrey Agee-Aguayo briefly discussed the Transportation Alternatives Program (TAP) project cycle. The kickoff for this program should take place some time this fall, with a tentative application deadline of January 24, 2022.

Jeffrey Agee-Aguayo and Chris Garcia then gave an update on other MPO planning activities to everyone participating in the meeting.

Jeffrey Agee-Aguayo stated that the Commission's limited term employee (LTE) land use technician worked on a land use inventory of the Sheboygan metropolitan planning area from June 1 through August 13, 2021. A report on the land use inventory will be presented to members of the MPO advisory committees this fall. This information will be valuable as the long-range transportation plan is updated, and communities in the area may also find it to be of value as they update their comprehensive plans. Jeffrey Agee-Aguayo added that he and Chris Garcia were in the process of verifying locations where the LTE staff was uncertain about the land use.

Jeffrey Agee-Aguayo noted that Commission staff examined block-level employment data in Sheboygan County for the first quarter of 2018 that was received from the WisDOT Traffic Forecasting Section; an equivalency table between the adjusted TAZs and the 2010 census blocks was created. A file was then created that combined this into eight employment categories by TAZ, and this file was submitted to the WisDOT Traffic Forecasting Section, along with a school enrollment file that was created. The Commission collected this as part of an effort to update socioeconomic data for the travel demand forecast model.

Jeffrey Agee-Aguayo indicated that Commission staff participated in a transportation conformity webinar sponsored by the Association of Metropolitan Planning Organizations (AMPO) in late August.

Jeffrey Agee-Aguayo commented that Commission staff participated in a quarterly meeting of the Sheboygan County Transportation Coordinating Committee (TCC) in August.

Chris Garcia stated that he agreed to serve on a transportation taskforce advisory committee established by Sheboygan County in response to funds that were made available to the county

through the American Rescue Plan Act (ARPA). These funds may work in part to resolve the county's employment transportation issues.

Jeffrey Agee-Aguayo noted that Commission staff met with WisDOT Traffic Forecasting, WDNR Bureau of Air Management, FHWA, FTA and USEPA staff (via teleconference) to discuss conformity procedures for the *2022 – 2025 TIP* in mid-August.

Jeffrey Agee-Aguayo indicated that Commission staff met with staff of the City of Sheboygan Department of Public Works (via teleconference) in early August to discuss inclusion of design of an eventual city reconstruction project in the *2022 – 2025 TIP*.

Jeffrey Agee-Aguayo commented that Commission staff participated in a virtual meeting to discuss the next Congestion Mitigation and Air Quality (CMAQ) program funding cycle in late August.

Jeffrey Agee-Aguayo stated that Commission staff would be participating in a meeting of the full Bay-Lake Regional Planning Commission the morning of September 10, 2021. The 2021 TAM Plan for Shoreline Metro that was recommended for approval at this joint meeting of the MPO advisory committees will be approved at this meeting.

Jeffrey Agee-Aguayo and Chris Garcia noted that they would be participating in the annual MPO/RPC/WisDOT transportation planning conference September 21 – 23, 2021. The conference will take place in the mornings of those dates, and will be virtual due to COVID-19. The LaCrosse MPO is the conference sponsor, and the Minnesota counterpart MPOs, RDCs and state DOT will also be participating in this conference.

Jeffrey Agee-Aguayo indicated that Commission staff will be participating in a quarterly meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) the morning of October 12, 2021. This meeting is scheduled to be held at the Commission office, but there will also be a virtual option available.

Jeffrey Agee-Aguayo commented that Commission staff will be participating in a quarterly meeting of the Wisconsin Department of Natural Resources Bureau of Air Management's Transportation Conformity Workgroup the afternoon of October 12, 2021. This participation will most likely be via teleconference. It is possible that the conformity analysis on the *2022 – 2025 TIP* will be presented at this meeting.

Finally, Jeffrey Agee-Aguayo stated that Commission staff would be participating in an MPO/RPC Directors' meeting (via teleconference) on October 26, 2021.

As far as questions and comments were concerned, Greg Schnell asked if Commission staff could assist them with American Rescue Plan Act (ARPA) issues; Jeffrey Agee-Aguayo

responded affirmatively, but thought that this discussion could take place some time after this meeting.

9. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for **Thursday, October 28, 2021, at 1:00 p.m.** Agenda items will include: recommendation of approval of the *2022 – 2025 TIP* and of the *2022 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* to the Bay-Lake Regional Planning Commission; and (tentatively) review of land use inventory data for the long-range transportation plan.

The status of COVID-19 in the area will determine whether this will be a “hybrid” (in person and virtual) or strictly virtual meeting.

10. **Moved** by David Smith and seconded by Charles Born 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 1:53 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

