

MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING  
FOR SHEBOYGAN MPO  
September 7, 2023  
(In-Person)

MEMBERS PRESENT:

- Vernon Koch, Policy Advisory Committee Chairperson, Presiding

Policy Advisory Committee:

- Nick Weber for Tom Buchholz (WisDOT Northeast Region, Green Bay)
- Tom Holtan for Daniel Hein (Town of Sheboygan)
- Charles Born (Town of Lima)

Technical Advisory Committee:

- David Bizot (Wisconsin Department of Natural Resources Bureau of Air Management, Madison)
- Matt Schreiber (WisDOT)
- David Biebel (City of Sheboygan Department of Public Works)
- Ryan Sazaman (City of Sheboygan Department of Public Works)
- Janet Duellman (City of Sheboygan)
- Aaron Brault (Sheboygan County Planning and Conservation Department)
- Derek Muench (Shoreline Metro)
- David Smith (Bicycle and Pedestrian Transportation Advocate)
- Mike Kitzerow (Village of Kohler)
- Emily Stewert (Sheboygan County, Department of Transportation)

MEMBERS EXCUSED:

- Jerry Benzschawel (City of Sheboygan Falls Department of Public Works)
- Heather Cleaveland (Transit Committee)

OTHERS PRESENT:                   None

STAFF PRESENT:

Heena Bhatt, and Brandon Robinson (Bay-Lake Regional Planning Commission)

1. The meeting was called to order at 1:03 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 in the meeting noted committee members who had asked to be excused from the meeting.

2. The meeting Agenda for the September 7, 2023, joint Technical Advisory Committee/Policy Advisory Committee meeting was approved.

**Moved** by Aaron Brault and seconded by Derek Muench.

3. The Draft meeting minutes for July 27, 2023, special joint Technical Advisory Committee/Policy Advisory Committee meeting was approved.

**Moved** by Aaron Brault and seconded by Derek Muench.

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

5. Members of both committees reviewed and recommended to release Draft *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2024 – 2027* for a 30-Day comment period (including a Public Hearing within the Public Comment Period)

Heena Bhatt reviewed project Tables 1 through 6 of the *2024 – 2027 TIP* on the shared screen, and reviewed additions, and changes to this table with everyone participating in the meeting. These tables were emailed to members of both committees in advance of the meeting.

Heena Bhatt projected and reviewed Table 1: Transit and Operating funds. The 2024 numbers came from Shoreline Metro's 2024 budget that was presented to the Sheboygan Transit Commission in August. Heena Bhatt stated that for the sake of consistency the Shoreline Metro Director and Heena Bhatt decided to include the county wide operating and revenue funds. The table includes the 85.21 funds received by the County to utilize Shoreline Metro's services. The table shows that the local funding from the City of Sheboygan Falls, Village of Kohler and Sheboygan Area School District remains the same throughout the TIP period.

Aaron Brault noted that the funding received from the local share from the City of Sheboygan Falls, Village of Kohler and Sheboygan Area School District increases in the year 2025 and goes back down to the same amount in 2026 and 2027. Derek Muench commented that the funding should remain the same throughout the TIP period. Heena Bhatt noted that she will double check the numbers.

Heena Bhatt projected Table 2 (Transit Capital Items) and reviewed this table with all meeting participants. In 2026, five (5) 35-foot fixed-route buses will be acquired; These buses will likely involve federal funding from the Federal Transit Administration (FTA) Section 5339 program.

Heena Bhatt projected Table 3 (Elderly and Disabled Transportation Projects) and reviewed this table with all meeting participants. The enhanced volunteer driver program is estimated to be

funded at \$116,890 for 2024, with half of this amount (\$58,445) coming from the FTA Section 5310 program, some \$26,445 coming from Sheboygan County, and some \$32,000 coming from fares and contributions. Heena Bhatt also reviewed the purchase of specialized transportation services from Shoreline Metro line item in Table 3, which is in line with Shoreline Metro's 2024 budget.

Heena Bhatt projected Table 4 (Elderly and Disabled Transportation Capital Projects) and reviewed this table with all meeting participants. Two projects involving four (4) vehicles are programmed for 2025; each vehicle 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 \$145,000 each. Two vehicles will be funded by the FTA Section 5310 program funding provided to Sheboygan County and, two (2) vehicles will be funded by special FTA Section 5310 and/or funding provided to Shoreline Metro through the CARES Act.

Heena Bhatt projected Table 5 (Bicycle and Pedestrian Transportation Projects) and reviewed this table with all meeting participants. Heena Bhatt noted that the Sheboygan County NMPP funds are utilized in 2023 and will no longer be available from 2024. The first project in Table 5 involves a bicycle and pedestrian swing bridge across the Sheboygan River; with this project, locally funded design will take place in 2024 and 2025 and construction (funded by a RAISE grant) will begin in 2026, half of the grant was allocated for 2026, with the project anticipated to be completed in 2027. A second line item in Table 5 involves enhancement "grouped" projects from WisDOT. Table 5 also includes five (5) illustrative (not programmed) bicycle and pedestrian transportation projects; if these projects were to be funded, they would be programmed in the TIP.

Heena Bhatt projected Table 6 (Street and Highway Improvement Projects) and reviewed this table with all meeting participants. Table 6 includes 16 regular projects out of which nine projects are construction projects and the rest seven projects involve design. The other six projects are grouped projects by WisDOT.

Emily Stewert mentioned that the 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 12<sup>th</sup> Street has been moved from 2024 to 2025 for construction.

**Moved** by David Smith and seconded by Derek Muench for recommendation to release the *Sheboygan Metropolitan Planning Area Transportation Improvement Program: Calendar Years 2024 – 2027* for 30-day public comment period (subject to making revisions noted at this meeting).

6. Members of both committees reviewed Table 9: Progress of 2023 Projects in the 2023-2026 TIP.

Emily Stewart mentioned that the construction of the project Taylor Drive from Indiana Ave to Superior Avenue has been moved to 2025, design is in progress. Aaron Brault mentioned that construction of the projects STH 23/Kohler Memorial Drive/Erie Ave from North Taylor Drive to North 9<sup>th</sup> Street and STH28/STH 42/14<sup>th</sup> Street/Calumet Drive from Indiana Ave to North Avenue is scheduled to be completed in late 2023. Emily Stewart mentioned that construction of County Highway TA/Taylor Drive from Union Ave to North Ave is scheduled to be completed in 2024 instead of 2023. Derek Muench mentioned that the City acquired replacement of four medium sized paratransit buses with the CARES Act funds.

7. Members of both committees reviewed the work elements of draft *2024 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*.

Heena Bhatt presented the draft 2024 Work Program and mentioned the elements of each section. She also mentioned she has a meeting with WisDOT in a couple of weeks to discuss the budget and the draft work elements of the Work Program.

8. Heena Bhatt presented and reviewed the *2023 Shoreline Metro Transit Asset Management (TAM) Plan* with the members of both committees.

Moved by Derek Muench and seconded by Tom Holtan, the recommended approval of the *2023 Shoreline Metro Transit Asset Management (TAM) Plan*.

9. Nick Weber gave an update on the available funding opportunities including CMAQ, HSIP, TAP and STP and Local bridges. He also mentioned that the ADA transition Plan update is out for public comment period.

Matt Schreiber gave an update on the 2050 Active Transportation Plan. He also mentioned the successful event they hosted at the Kimberly: Bike to the Beat on August 5<sup>th</sup>.

Heena Bhatt gave an update on the MPO activities and mentioned that they have completed the draft *2024 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*. She also mentioned that the due date for the RFP for Bicycle Level of Traffic Stress Analysis was on August 29<sup>th</sup>, and they have received two qualified proposals, which the evaluation committee will be evaluating next week.

She mentioned that they hosted a successful farmers market event for the Bike and Pedestrian Master Plan in collaboration with the City of Sheboygan Department of Public Works to promote their efforts for the Complete Streets Policy adoption. She also mentioned that they had a second working group meeting for the Sheboygan County Transportation Planning/Feasibility Study. They received about 530 survey results for the study and analyzed them and are in the process of taking the study further. Heena Bhatt also mentioned that she attended the Sheboygan County Transportation coordinating committee meeting on August 17<sup>th</sup>.

10. Next meeting date is October 26<sup>th</sup>, 2023 at 1:00 pm.

11. **Moved** by Derek Muench and seconded by Tom Holtan 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 was adjourned at 1:56 p.m.

Recording secretary,

Heena Bhatt