

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
SHEBOYGAN METROPOLITAN AREA
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING
February 25, 2021
(Conducted via Teleconference using Go to Meeting)

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

Policy Advisory Committee: Sandy Carpenter for Colleen Harris (WisDOT Northeast Region,
Green Bay)
Vernon Koch (Sheboygan County)

Technical Advisory Committee: Tyler Betry for Aaron Brault (Sheboygan County Planning and
Conservation Department)
David Bizot (Wisconsin Department of Natural Resources
Bureau of Air Management, Madison)
Brett Edgerle (Village of Kohler)
Derek Muench (Shoreline Metro)
Brad Sippel (WisDOT Bureau of Planning and Economic
Development, Madison)
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)
Bill Blashka for Daniel Hein (Town of Sheboygan)

OTHERS PRESENT: Gary Maples (Interested Citizen)
Diane Paoni (WisDOT Bureau of Planning and Economic
Development, Madison)

STAFF PRESENT: Chris Garcia and 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 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 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 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 Derek Muench that both committees approve the agenda for the February 25, 2021, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. Jeffrey Agee-Aguayo projected the draft minutes of the January 28, 2021, meeting 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 Brett Edgerle and seconded by Derek Muench that both committees approve the minutes of the January 28, 2021, 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 2021 – 2024* to the Bay-Lake Regional Planning Commission.

Jeffrey Agee-Aguayo projected a revision to Table 2 (Calendar Years 2021 – 2024: Transit Capital Items) on the shared screen feature in Go to Meeting. This revision reduced the number of buses that would be funded under the Volkswagen Diesel Emissions Environmental Mitigation Trust from six (6) to four (4), and was requested by Shoreline Metro staff. This revision involved the project in Table 2 with TIP ID Number 372-20-208.

Jeffrey Agee-Aguayo projected Table 4a (Calendar Years 2021 – 2024: Wisconsin Employment Transportation Assistance Program (WETAP) Projects) on the shared screen feature in Go to Meeting. This is a new/added table to the *2021 – 2024 TIP*. The two projects in this table would be conducted by Forward Service Corporation across 40 counties in Wisconsin, including Sheboygan County. The first project (TIP ID No. 372-21-205) would involve capital (including mobility management and vehicle loans) at a cost of \$488,000 (80 percent federal and 20 percent

project sponsor). The second project (TIP ID No. 372-21-206) would involve operating expenses at a cost of \$60,400 (50 percent federal and 50 percent project sponsor).

Jeffrey Agee-Aguayo projected revisions to Table 6 (Calendar Years 2021 – 2024: Street and Highway Improvement Projects) on the shared screen feature in Go to Meeting. The main revision in Table 6 involved installation of median cable guard on Interstate Highway 43 from County Highway V to County Highway EE/Weeden Creek Road (TIP ID No. 372-19-002); the cost of this project decreased by \$96,000, with the federal share decreasing by \$86,000 and the state share decreasing by \$10,000. Jeffrey Agee-Aguayo also noted cost changes in the highway safety cost category in the 2021 – 2024 funding summary in Table 6.

Finally, Jeffrey Agee-Aguayo projected the revised financial plan (fiscal constraint demonstration) for the March 2021 minor amendments to the *2021 – 2024 TIP* on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed revisions to the financial plan, including changes to entries in the Highway Safety Improvement Program (HSIP) and the FTA Section 5311 (WETAP) program in Table 7, as well as the addition of a description of FTA Section 5311 funding that was included in these TIP amendments on pages 3 and 4 of the financial plan narrative.

There were no questions or comments from members of either committee regarding the minor amendments to the *2021 – 2024 TIP*.

Moved by Derek Muench and seconded by David Smith that both committees recommend approval of the presented minor amendments to the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2021 – 2024* to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

6. Members of both committees reviewed and recommended approval of the *Shoreline Metro Transit Development Program (TDP): 2021 – 2025* to the Bay-Lake Regional Planning Commission.

Jeffrey Agee-Aguayo projected the TDP on the shared screen feature in Go to Meeting.

Jeffrey Agee-Aguayo reviewed the cover and title page of the TDP with members of both committees. Jeffrey Agee-Aguayo also reviewed the table of contents, the list of tables, the list of figures, and the list of maps with members of both committees. Finally, Jeffrey Agee-Aguayo reviewed Chapter 1 of the TDP (Executive Summary) with members of both committees.

Jeffrey Agee-Aguayo also offered to review Chapters 2 through 10 and Appendices A and B of the TDP, but participating members of both committees thought it was not necessary to review the plan at that level of detail.

Jeffrey Agee-Aguayo stated that TDP was accepted by the Sheboygan Transit Commission at its meeting on February 16, 2021. Jeffrey Agee-Aguayo also noted that the review committee for the TDP met 14 times to develop and review elements of the plan, and reviewed the membership of that committee in Appendix B.

As far as questions and comments from members of both committees were concerned, Derek Muench commented that several recommendations in the TDP have already been implemented, and added that Shoreline Metro will work with neighboring communities on implementing certain recommendations (such as shifting the hours of service and the times that buses leave the transfer point). David Smith had a question regarding what prompted the idea of having buses leave at the top (:00) and the bottom (:30) of the hour; Derek Muench responded that part of this was psychological, but also had to do with the need to get employees to work on time in the mornings (particularly in the case of the Kohler Company and other area industries). Derek Muench commented on recent changes that were recommended in the TDP (such as elimination of tokens and transfers and decreasing the ADA paratransit fare to line up with the county transportation fare), and indicated that unlike previous TDPs, this TDP focused more on operational items, since significant routing changes took place a few years ago.

Moved by Derek Muench and seconded by Brett Edgerle that both committees recommend approval of the *Shoreline Metro Transit Development Program (TDP): Calendar Years 2021 – 2025* to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

7. Members of both committees reviewed the long-range transportation plan multi-year development schedule (including long-range transportation planning items to be reviewed in 2021).

Jeffrey Agee-Aguayo projected the multi-year long-range transportation plan development schedule (table) on the shared screen feature in Go to Meeting. This table appears on page 41 of the *2021 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*, and is updated a couple times a year (in conjunction with the mid-year work program review meeting and with development of the following year's work program). Jeffrey Agee-Aguayo reviewed this multi-year schedule with members of both committees in attendance, which included the following:

2021

- Analysis of completeness of the last plan update (all year).
- Land use inventory (January - September).
- Adjustments to traffic analysis zones (TAZs, January – June)*.
- Allocation of current/base year socioeconomic data to TAZs (October – December).

- Development of control total socioeconomic projections (November – December).
- Implementation status of adopted plan: land use and transportation (July – December).
- Continued tracking of performance of indicators (all year).
- Modeling of existing/base year conditions (May – August)*.
- Modeling of future (2055) conditions for the selected land use scenario (September – December)*.
- Public information meeting (November).

2022

- Transportation inventory (inventory chapter of the long-range transportation plan: January – September).
- Development of control total socioeconomic projections (January – February).
- Implementation status of adopted plan: land use (January – March).
- Continued tracking of performance of indicators (all year).
- Development of control total socioeconomic projections (November – December).
- Development of goals and objectives (January – June).
- Existing needs/deficiencies analysis: projects to be modeled and not modeled (January – February)*.
- Modeling of future (2055) conditions for the selected land use scenario (January)*.
- Modeling of future committed and planned projects (February – April)*.
- Analysis and refinement of modeling results (May)*.
- Preparation of financial plan/fiscal constraint chapter of plan (all year).
- Preparation of transportation conformity appendix of plan (July – December).
- Public information meeting (September).

2023

- Public comment on draft plan (January – March, including a public hearing in March, as well as an environmental consultation meeting in the first quarter).
- Final approval of plan (February – May, including recommendation of approval by the MPO advisory committees, approval by the Bay-Lake Regional Planning Commission no later than April, and plan publication and transmittal by May).
- Continued tracking of performance of indicators (all year).

Jeffrey Agee-Aguayo noted activities (indicated with an asterisk) that would be completed in cooperation with the WisDOT Travel Forecasting Section.

Jeffrey Agee-Aguayo then projected the primary Sheboygan MPO long-range transportation plan work activities for 2021 (narrative) on the shared screen feature in Go to Meeting. In addition to the items previously noted, the following long-range transportation planning activities will take place in 2021:

- Discussion and coordination of MAP-21/FAST Act performance measurements and establishment of state and MPO performance targets, including working to align the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* with USDOT performance measurement rules (all year).
- Travel forecast model users' group meetings (in cooperation with the WisDOT Travel Forecasting Section).
- Continue to work with WisDOT on the development of statewide transportation plans (*Connect 2050, Wisconsin Rail Plan 2050, etc.*).

There were no questions or comments from members of either committee regarding the long-range transportation plan multi-year development schedule.

8. Sandy Carpenter discussed WisDOT Northeast Region planning activities and construction projects in Sheboygan County with everyone participating in the meeting.

Sandy Carpenter stated that she had no new updates on highway projects in Sheboygan County. However, Sandy Carpenter did note that a new local program cycle will kick off in mid- to late May, adding that a local programs symposium will also occur in mid- to late May.

Brad Sippel introduced himself as the new WisDOT Bureau of Planning and Economic Development liaison to the Sheboygan MPO and to the Bay-Lake Regional Planning Commission.

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

Jeffrey Agee-Aguayo noted that the *Sheboygan County Hazard Mitigation Plan: 2020 – 2025* was approved by the county board at its January 2021 meeting. Various cities and villages in the county (including the City of Sheboygan and the Villages of Cedar Grove, Kohler and Oostburg) have also been in the process of approving the plan, and their resolutions of approval will also be included in the final published document.

Jeffrey Agee-Aguayo indicated that Commission staff continued to work with Shoreline Metro staff on revising the transit operation's Public Transit Agency Safety Plan (PTASP), adding that the Sheboygan Transit Commission approved the revised PTASP at its February meeting and that the revised PTASP had been posted to the MPO webpage.

Jeffrey Agee-Aguayo commented that he participated in a meeting of the Bay-Lake Regional Planning Commission Executive Committee (via teleconference) in late January; at that meeting, the January 2021 amendments to the *2021 – 2024 TIP* were approved.

Jeffrey Agee-Aguayo stated that he participated in a quarterly meeting of the Sheboygan County Transportation Coordinating Committee (TCC, via teleconference) in mid-February.

Finally, Jeffrey Agee-Aguayo noted that he would be participating in a meeting of the full Bay-Lake Regional Planning Commission in mid-March (via teleconference). Items that will be approved at that meeting will include the March 2021 amendments to the *2021 – 2024 TIP* as well as the *Shoreline Metro TDP: 2021 – 2025*, both of which were recommended for approval at this joint meeting of the MPO advisory committees.

9. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for **Thursday, April 29, 2021, at 1:00 p.m.** This is likely to be a virtual meeting.

One of the items on the agenda is likely to involve election of a chairperson and a vice chairperson for each committee.

10. **Moved** by Brett Edgerle and seconded by Derek Muench 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 2:05 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

