

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
SHEBOYGAN METROPOLITAN AREA
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING
April 29, 2021
(Conducted via Teleconference using Go to Meeting)

MEMBERS PRESENT: Charles Born, Policy Advisory Committee Vice Chairperson,
Presiding

Policy Advisory Committee: Vernon Koch (Sheboygan County)
George Marthenze (Town of Herman)
Damian Nevers for Daniel Hein (Town of Sheboygan)

Technical Advisory Committee: Mitch Batuzich (Federal Highway Administration Wisconsin
Division, Madison – Ex-Officio)
Jerry Benzschawel (City of Sheboygan Falls Department of
Public Works)
David Biebel (City of Sheboygan Department of Public Works)
David Bizot (Wisconsin Department of Natural Resources
Bureau of Air Management)
Aaron Brault (Sheboygan County Planning and Conservation
Department)
Brett Edgerle (Village of Kohler)
Evan Gross (Federal Transit Administration Region 5 Office,
Chicago - Ex-Officio)
Derek Muench (Shoreline Metro)
Ryan Sazama (City of Sheboygan Department of Public
Works)
Brad Sippel (WisDOT Bureau of Planning and Economic
Development)
David Smith (Bicycle and Pedestrian Transportation Advocate)
Steve Sokolowski (City of Sheboygan Department of Planning
and Development)
Emily Stewart for Greg Schnell (Sheboygan County
Transportation Department)

MEMBERS EXCUSED: Sandy Carpenter for Colleen Harris (WisDOT Northeast
Region, Green Bay)

OTHERS PRESENT: None

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 Vice Chairperson Charles Born.

Vice Chairperson Charles Born called for a moment of silence in memory of Chairperson Steven Bauer, who recently passed away.

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 Brett Edgerle and seconded by Jerry Benzschawel that both committees approve the agenda for the April 29, 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 February 25, 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 David Smith and seconded by Brett Edgerle that both committees approve the minutes of the February 25, 2021, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

4. Policy Advisory Committee Vice Chairperson Charles Born asked if there was any public input; none was received.

5. The election of MPO Policy Advisory Committee and Technical Advisory Committee officers (Chairperson and Vice Chairperson for each committee) was held.

Jeffrey Agee-Aguayo reviewed the membership of the MPO Technical and Policy Advisory Committees for all meeting participants.

MPO Policy Advisory Committee Chairperson

Moved by David Biebel and seconded by Derek Muench to nominate Vernon Koch as MPO Policy Advisory Committee Chairperson.

Policy Advisory Committee Vice Chairperson Charles Born called for additional nominations three times; no other nominations were offered.

Moved by David Biebel and seconded by Brett Edgerle to close nominations and cast a unanimous ballot for Vernon Koch as MPO Policy Advisory Committee Chairperson. Motion carried, with all voting aye on a voice vote.

MPO Policy Advisory Committee Vice Chairperson

Moved by George Marthenze and seconded by Brett Edgerle to nominate Charles Born as MPO Policy Advisory Committee Vice Chairperson.

Policy Advisory Committee Vice Chairperson Charles Born called for additional nominations three times; no other nominations were offered.

Moved by Brett Edgerle and seconded by Aaron Brault to close nominations and cast a unanimous ballot for Charles Born as MPO Policy Advisory Committee Vice Chairperson. Motion carried, with all voting aye on a voice vote.

MPO Technical Advisory Committee Chairperson

Moved by Jerry Benzschawel and seconded by Brett Edgerle to nominate Greg Schnell as MPO Technical Advisory Committee Chairperson.

Policy Advisory Committee Vice Chairperson Charles Born called for additional nominations three times; no other nominations were offered.

Moved by Vernon Koch and seconded by Derek Muench to close nominations and cast a unanimous ballot for Greg Schnell as MPO Technical Advisory Committee Chairperson. Motion carried, with all voting aye on a voice vote.

MPO Technical Advisory Committee Vice Chairperson

Moved by Vernon Koch and seconded by Aaron Brault to nominate Derek Muench as MPO Technical Advisory Committee Vice Chairperson.

Policy Advisory Committee Vice Chairperson Charles Born called for additional nominations three times; no other nominations were offered.

Moved by George Marthenze and seconded by Brett Edgerle to close nominations and cast a unanimous ballot for Derek Muench as MPO Technical Advisory Committee Vice Chairperson. Motion carried, with all voting aye on a voice vote.

Members of both committees participating in the meeting agreed that the new slate of officers would take effect at the next meeting.

6. Participating members of both committees received an orientation to the metropolitan transportation planning process.

Jeffrey Agee-Aguayo projected a recently prepared document entitled “Metropolitan Transportation Planning Process: Sheboygan MPO” on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed this document with participating members of both committees. Although the presentation was mainly for new members of both committees (two of whom were in attendance), the presentation was a good refresher for all participants in the MPO process.

The presentation addressed the following topics:

- What is the Metropolitan Transportation Planning Process?
- What is the Sheboygan MPO? (Including MPO advisory committee structure)
- Required MPO Activities and Planning Documents
 - Long-Range Transportation Plan
 - Transportation Improvement Program (TIP)
 - Transportation Planning Work Program
 - Public Participation Plan
 - Performance Target Setting
 - Annual Listing of Obligated Projects
- Other MPO Activities
- Items that Must be Considered in All Planning Activities
 - Air Quality Conformity
 - Environmental Justice
 - Fiscal Constraint
- Current Work Program Activities (2021)
- Key Meetings in 2021
- Membership of the Sheboygan MPO Technical Advisory Committee and Policy Advisory Committee

As work elements were discussed, Jeffrey Agee-Aguayo reviewed portions of the Sheboygan MPO webpage that dealt with most of those planning products.

As far as questions and comments from meeting participants were concerned, David Bizot asked how much public engagement was received by the MPO. Jeffrey Agee-Aguayo responded that this depended on the project and the issues involved. There have been previous long-range transportation plans, TIPs and transit development programs (TDPs) that received considerable public comment, but some of this slowed down after COVID-19 hit Wisconsin.

7. Sandy Carpenter was not present to discuss WisDOT Northeast Region planning activities and construction projects in Sheboygan County. However, in an email to Jeffrey Agee-Aguayo, Ms. Carpenter indicated that local programs would open up on May 17, 2021, with a local program symposium taking place in some form on May 19, 2021.

Brad Sippel had no updates from the WisDOT Northeast Region, but indicated that he would provide additional information regarding *Connect 2050* at a later date.

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

Jeffrey Agee-Aguayo stated that Commission staff participated in a quarterly MPO/RPC Directors' meeting (via teleconference) the morning of April 27, 2021.

Jeffrey Agee-Aguayo noted that the Commission joined the Association of Metropolitan Planning Organizations (AMPO) in March, and that Commission staff participated in a quarterly AMPO membership webinar on April 28, 2021.

Jeffrey Agee-Aguayo indicated that Commission staff participated in a webinar sponsored by AMPO regarding the Census definition of urban areas on March 3, 2021. Commission staff mapped housing unit densities at the Census block level (based on the 2010 Census, which was the last period in which such data were available at that level of geography) to have a rough idea of what the urban area would look like based on the criterion of 385 housing units per square mile. In addition, commercial and industrial areas were added to the map, since these would also likely be considered urban by the Bureau of the Census.

Jeffrey Agee-Aguayo commented that Commission staff participated in a virtual meeting the afternoon of March 3, 2021, with WisDOT and WDNR staff to discuss upcoming transportation conformity procedures for the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* and the *2022 – 2025 TIP*.

Jeffrey Agee-Aguayo stated that Commission staff participated in a peer exchange regarding the Strategic Highway Safety Plan (SHSP) update under development the week of March 22 – 26,

2021. The peer exchange was sponsored by WisDOT and the Traffic Operations and Safety (TOPS) Laboratory at the University of Wisconsin – Madison.

Jeffrey Agee-Aguayo reported that Commission staff discussed the best way to conduct a land use inventory of the Sheboygan metropolitan planning area during 2021. The Commission decided to attempt to hire a land use technician (intern) for the summer to accomplish this. The position was posted in late March, and was open through April 23, 2021. Five individuals applied, and three of those individuals will be interviewed virtually on May 3 and 4, 2021.

Jeffrey Agee-Aguayo noted that Commission staff participated in a webinar concerning resiliency in the context of transportation investments for MPOs on March 30, 2021. The webinar was sponsored by the National Cooperative Highway Research Program (NCHRP).

Jeffrey Agee-Aguayo indicated that Commission staff participated in a meeting of the Northeast Wisconsin Intermodal Study Steering Committee on April 1, 2021.

Jeffrey Agee-Aguayo commented that Commission staff participated in the first two modules of a Model and Data Coordination Workshop sponsored by WisDOT and FHWA in April, with the final two modules taking place on May 4 and 18, 2021.

Jeffrey Agee-Aguayo stated that Commission staff participated in a virtual meeting of the WisDOT Northeast Region Travel Demand Model Users' Group on April 12, 2021.

Jeffrey Agee-Aguayo reported that Commission staff participated in a quarterly meeting of the WDNR Bureau of Air Management's Transportation Conformity Work Group the afternoon of April 13, 2021.

Jeffrey Agee-Aguayo noted that he participated in a quarterly meeting of the Sheboygan County Traffic Safety Commission the morning of April 15, 2021.

Jeffrey Agee-Aguayo indicated that Commission staff started the process of adjusting traffic analysis zones (TAZs, as needed) in late April. The revised TAZs will be a combination of census blocks so that population, households and housing units can be summed from census blocks to TAZs for 2020. Products of this process will include a map showing the TAZs that have been created, as well as an equivalency table or data dictionary that shows the 2020 census blocks that are nested within each TAZ, so it can be used when the 2020 Census data are released at the block level.

Jeffrey Agee-Aguayo commented that he provided technical assistance to Shoreline Metro since the last meeting. In March, this involved assisting Shoreline Metro with its Community Development Block Grant (CDBG) application for the period from April 1, 2021 – March 31, 2022. In April, this involved assisting Shoreline Metro with portions of its CDBG report for the first quarter of 2021.

Jeffrey Agee-Aguayo stated that he provided technical assistance to the Town of Wilson in mid-April. This technical assistance involved providing population and housing density data in a portion of the town to the town's engineering consultant.

Jeffrey Agee-Aguayo reported that Commission staff participated in a virtual meeting with the Director of the Sheboygan County Economic Development Corporation (EDC) on March 11, 2021, to discuss employment transportation options in the county (including the metropolitan planning area). This involved researching employment transportation in general and in other parts of Wisconsin before and after the meeting, as well as drafting a survey for employers that could be useful in planning employment transportation.

Jeffrey Agee-Aguayo noted that Commission staff participated in a quarterly meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) the morning of April 13, 2021.

Jeffrey Agee-Aguayo indicated that he reached out to entities that have projects in the *2021 – 2024 TIP* to see if they had any amendments for consideration in April, but no amendments were proposed by those entities.

Jeffrey Agee-Aguayo commented that Commission staff produced fact sheets regarding WisDOT grant programs (STP Urban, STP Rural, Local Bridge, HSIP, CMAQ, TAP, etc.) for inclusion in information on the Commission's website regarding various grant programs in early March. This information can be found on the Commission's funding and grant opportunities portal, which can be found at: <https://funding-opportunities-baylakerpc.hub.arcgis.com/>(.) Jeffrey Agee-Aguayo took a few moments to review the portal with meeting participants.

Finally, Jeffrey Agee-Aguayo stated that Commission staff would be participating in a Federal Transit Administration (FTA) triennial review of Shoreline Metro during portions of the week of May 17 – 21, 2021.

As far as questions and comments from members of both committees were concerned, Charles Born had questions regarding recent and upcoming COVID-19 recovery legislation at the federal level and how it may benefit, counties, cities, villages and towns, and also asked about opportunities to improve broadband in portions of Sheboygan County; this generated some discussion among meeting participants. Charles Born also commented that the State Highway 28/County Highway EE roundabout construction project appeared to be ahead of schedule.

8. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for **Thursday, May 27, 2021, at 1:00 p.m.**

There was discussion regarding whether this could be a “hybrid” (in person, with a virtual option for those who cannot or prefer not to appear in person) meeting. Every attempt will be made to hold this as a hybrid meeting.

Review of adjustments to traffic analysis zones (TAZs) in Sheboygan County will be one of the items on the agenda. Possible amendments to the TIP and/or Work Program could also be on the agenda at this meeting.

9. **Moved** by Derek Muench and seconded by Brett Edgerle 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 2:01 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo