

MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
SHEBOYGAN METROPOLITAN AREA  
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING  
January 28, 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)  
Mayor Mike Vandersteen (City 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, Madison)  
Brett Edgerle (Village of Kohler)  
Evan Gross (Federal Transit Administration Region 5,  
Chicago)  
Derek Muench (Shoreline Metro)  
Diane Paoni (WisDOT Bureau of Planning and Economic  
Development, Madison)  
Ryan Sazama (City of Sheboygan Department of Public  
Works)  
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: Charles Born (Town of Lima)  
Aaron Brault (Sheboygan County Planning and Conservation  
Department)

OTHERS PRESENT: Gary Maples (Interested Citizen)

STAFF PRESENT: Chris Garcia and Jeffrey Agee-Aguayo (Bay-Lake Regional Planning Commission)

1. The meeting was called to order at 1:08 p.m. by Mayor Mike Vandersteen. Mayor Vandersteen presided over the meeting until Policy Advisory Committee Chairperson Steven Bauer arrived.

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. 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.

Jeffrey Agee-Aguayo noted one minor change to the agenda: Agenda item #3 should read “Review and Approval of December 10, 2020, joint Technical Advisory Committee/Policy Advisory Committee Meeting Minutes.”

**Moved** by Brett Edgerle and seconded by Jerry Benzschawel that both committees approve the agenda for the January 28, 2021, joint Technical Advisory Committee/Policy Advisory Committee meeting, as amended. Motion carried, with all voting aye on a voice vote.

3. Jeffrey Agee-Aguayo projected the draft minutes of the December 10, 2020, 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 December 10, 2020, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote except Diane Paoni, who abstained from the vote.

4. Mayor Mike Vandersteen 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 4 (Calendar Years 2021 – 2024: Elderly and Disabled Transportation Capital Projects) on the shared screen feature in Go to Meeting. This revision added a paratransit vehicle to the fleet of the Sheboygan County Aging and Disability Resource Center (ADRC) using Federal Transit Administration (FTA) Section 5310 funding.

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. Jeffrey Agee-Aguayo then reviewed revisions to Table 6 with everyone in attendance, which included the following:

- TIP ID No.: 372-19-002: Interstate Highway 43: County Highway V to County Highway EE/Weeden Creek Road: Installation of Median Cable Guard: The total cost of this project decreased from \$616,000 to \$508,000.
- TIP ID No.: 372-20-002: County Highway EE/Weeden Creek Road: County Highway OK/South Business Drive to County Highway KK/South 12<sup>th</sup> Street: Design, Right-of-Way Acquisition and Reconstruction with no Increase in Capacity: The construction component of this project was moved from 2024 to 2025, out of the TIP, but will be listed in the next TIP. Design costs were spread evenly over the four years of the TIP. Right-of-way acquisition will remain in 2023.
- TIP ID No.: 372-20-013: State Highway 42: Village of Howards Grove: Resurfacing: The total cost of this project increased from \$564,000 to \$654,000.
- TIP ID No.: 372-21-010: State Highway 42: State Highway 32 to Manitowoc County line: Design Leading to Resurfacing: This project (with a total cost of \$100,000) has been added to the TIP, and will be a 2021 project.

Jeffrey Agee-Aguayo also noted cost changes to the highway preservation and highway safety cost categories in the 2021 – 2024 funding summary in Table 6.

Jeffrey Agee-Aguayo projected the revised financial plan (fiscal constraint demonstration) for the January 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 National Highway Performance Program (NHPP), the Surface Transportation Block Grant (STBG) program, the Highway Safety Improvement Program (HSIP), and the FTA Section 5310 program in Table 7, as well as minor changes to the pages 1 and 3 in the narrative.

Finally, Jeffrey Agee-Aguayo projected the revised Appendix I (Performance Measures in the Sheboygan Metropolitan Planning Area TIP) on the shared screen feature in Go to Meeting.

Jeffrey Agee-Aguayo then reviewed revisions to Appendix I. The most significant revisions involved the addition of Public Transit Agency Safety targets, the updating of Highway Safety targets, and the updating of project information to be consistent with the amended TIP.

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

**Moved** by David Smith and seconded by Jerry Benzschawel 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 the *Annual Listing of Obligated Projects for Calendar Year 2020*.

Jeffrey Agee-Aguayo projected the *Annual Listing of Obligated Projects for Calendar Year 2020* on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed the listing. Ten FHWA obligated project line items and five FTA obligated project line items were reviewed. In some cases, an obligated project had more than one federal funding source, which created more than one line item for that project.

Jeffrey Agee-Aguayo stated that no action was needed on this agenda item unless changes were made. This information will soon be posted on the MPO webpage.

There were no questions or comments on the *Annual Listing of Obligated Projects for Calendar Year 2020* from members of either committee.

7. Members of both committees reviewed revisions to the report on transportation system performance indicators for the Sheboygan Metropolitan Planning Area for 2020.

Jeffrey Agee-Aguayo projected the revised report on transportation system performance indicators for the Sheboygan Metropolitan Planning Area for 2020 on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed the revisions to that report. The addition of December 2020 park-and-ride usage data led to revisions to pages 14 – 17 of the report, including changes to Figures 14 – 16.

Jeffrey Agee-Aguayo also projected the revised Power Point presentation regarding the report on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed the revisions to that presentation. Again, the addition of December 2020 park-and-ride usage data led to revisions to slides 12 and 13 of the presentation.

Jeffrey Agee-Aguayo noted that this report was reviewed at the December 2020 joint meeting of the MPO advisory committees, and asked if members of either committee wanted to revisit

anything in the report. No one participating in the meeting desired to review other portions of the report at this meeting.

Jeffrey Agee-Aguayo asked if there were any final questions or comments regarding the report. David Biebel suggested adding a statement discussing COVID-19's impacts on 2020 travel demand statistics where appropriate in the report. **Moved** by David Biebel and seconded by Jerry Benzschawel that a statement be added to the report discussing COVID-19's impacts on 2020 travel demand statistics where appropriate. Motion carried, with all voting aye on a voice vote.

Jeffrey Agee-Aguayo stated that this report and accompanying Power Point presentation (once revised based on David Biebel's suggestion) will soon be posted on the MPO webpage.

Policy Advisory Committee Chairperson Steven Bauer arrived at this point of the meeting, then presided over the remainder of the meeting.

8. Jeffrey Agee-Aguayo gave an update on the Shoreline Metro Transit Development Program (TDP) to participating members of both committees.

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

Jeffrey Agee-Aguayo stated that the TDP review committee met on 14 occasions to develop and review chapters of the TDP. The final meeting of the TDP review committee took place on December 15, 2020.

Jeffrey Agee-Aguayo reviewed the table of contents of the draft TDP with members of both committees. Jeffrey Agee-Aguayo also reviewed Chapter 1 of the draft TDP (Executive Summary) with members of both committees.

Jeffrey Agee-Aguayo noted that the TDP would likely be on the agenda for approval by the Sheboygan Transit Commission at its February 16, 2021, meeting.

There were no questions or comments regarding the Shoreline Metro TDP.

Jeffrey Agee-Aguayo indicated no action on the Shoreline Metro TDP was needed at this time, and that this agenda item was for informational purposes only.

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

Sandy Carpenter noted that Matt Halada had left the WisDOT Northeast Region at the end of 2020 to join the staff of the East Central Wisconsin Regional Planning Commission.

Sandy Carpenter stated that the State Highway 23 “majors” project would be starting up again in Sheboygan County in the spring, with an estimated start date of April 1, 2021. Work on this project in Sheboygan County should be completed this summer, although work on the Fond du Lac County portion of the project will go beyond 2021.

Sandy Carpenter had no updates on local program projects at this meeting.

Finally, Sandy Carpenter indicated that the various local programs (STP Urban, STP Rural and Local Bridge) would have applications available in May, and added that there would be a virtual local program symposium held in the near future.

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

Jeffrey Agee-Aguayo stated that he participated in a virtual meeting of the full Bay-Lake Regional Planning Commission on December 11, 2020. The Highway Safety Improvement Program (HSIP) and Public Transit Agency Safety Program (PTASP) performance targets recommended for approval at the December 10, 2020, joint meeting of the MPO advisory committees were approved for the MPO at this meeting.

Jeffrey Agee-Aguayo noted that he participated in a local program concept virtual meeting held by WisDOT on January 6, 2021.

Jeffrey Agee-Aguayo indicated that refinements were being made to the PTASP. Commission staff met virtually with Shoreline Metro and FTA staff to discuss recommended changes on January 7, 2021. Commission staff later met virtually with Shoreline Metro staff to discuss the recommended changes further on January 13, 2021. The recommended changes have no impact on the PTASP performance targets that were approved in December 2020.

Jeffrey Agee-Aguayo commented that he participated in a virtual quarterly meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) the morning of January 12, 2021.

Jeffrey Agee-Aguayo stated that he participated in a virtual quarterly meeting of the Wisconsin Department of Natural Resources (WDNR) Transportation Conformity Work Group (TCWG) the afternoon of January 12, 2021.

Jeffrey Agee-Aguayo noted that he met virtually with Sheboygan County ADRC staff the afternoon of January 22, 2021, to discuss cuts in the FTA Section 5310 program, how they affected the ADRC’s enhanced volunteer driver program, and alternatives that could be examined to restore some of this funding.

Jeffrey Agee-Aguayo indicated that he participated in a virtual quarterly MPO/RPC Directors' meeting with WisDOT and FHWA staff the morning of January 26, 2021.

Finally, Jeffrey Agee-Aguayo commented that he would be participating in a virtual meeting of the Bay-Lake Regional Planning Commission's Executive Committee the morning of January 29, 2021. The minor amendments to the *2021 – 2024 TIP* that were recommended for approval at this joint meeting of the MPO advisory committees will be approved at the Executive Committee meeting.

10. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for **Thursday, February 25, 2021, at 1:00 p.m.** This is likely to be a virtual meeting.

11. **Moved** by David Biebel 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

