

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

Jeffrey Agee-Aguayo requested two items from meeting participants for record keeping purposes. First, that participants via teleconference 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, distributed the agenda to those attending the meeting in person, and briefly reviewed the agenda. The agenda was also emailed to members of both committees in advance of the meeting.

Moved by Aaron Brault and seconded by Mike Kitzerow that both committees approve the agenda for the September 8, 2022, 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 July 28, 2022, special joint meeting on the shared screen feature in Go to Meeting, distributed the draft minutes to those attending the meeting in person, and briefly reviewed those minutes. The draft minutes were also emailed to members of both committees in advance of the meeting.

Moved by Aaron Brault and seconded by Mike Kitzerow that both committees approve the minutes of the July 28, 2022, 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. Jeffrey Agee-Aguayo noted that David Smith was unable to attend this meeting but wished to provide public input. Mr. Smith's comments were as follows: "There is concern among cyclists about the deteriorating and missing bike lane markings and sharrows in Sheboygan put down through efforts of the non-motorized transportation pilot project some years ago. Last weekend, I discovered that the markings on South Lakeshore Drive had indeed been repainted. I'm wondering then, is there a maintenance schedule already in effect or is South Lakeshore 'a one off?' There is also concern about the safety of cyclists riding the 400 Trail at the street crossings. Improved signage, better markings, crossing warning lights, or perhaps traffic lights dedicated to safe bike crossing at the appropriate intersection would improve rider safety and increase rider usage. I would appreciate useful information to relate to those concerned."

In response to Mr. Smith's comments, Aaron Brault noted that communities in Sheboygan County signed agreements when they received funding for projects under the Nonmotorized Transportation Pilot Program (NMTTP) promising that they would maintain their projects after completion.

No additional public input 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 2023 – 2026* for a 30-day public comment period

Jeffrey Agee-Aguayo distributed packets with proposed Tables 1 through 9 of the draft *2023 – 2026 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 2023 numbers came from Shoreline Metro’s 2023 budget that was presented to the Sheboygan Transit Commission in August. Jeffrey Agee-Aguayo commented that there was no anticipated local share for the City of Sheboygan in 2023 or 2024 due to the infusion of COVID relief funds, but added that a local share for the City of Sheboygan would return starting in 2025. However, the City of Sheboygan Falls and Village of Kohler will contribute a local share for all years in the TIP, and the Sheboygan Area School District will provide \$90,000 for free rides for its students in all years in the TIP.

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 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, or possibly through the FTA Section 5307 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. The enhanced volunteer driver program is estimated to be funded at \$97,900 for 2023, with half of this amount (\$48,950) coming from the FTA Section 5310 program, some \$45,950 coming from Sheboygan County, and some \$3,000 coming from fares and contributions. 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 2023 budget.

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 projects involving seven (7) vehicles are programmed for 2023; 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 \$140,000 each. One vehicle will be funded by the FTA Section 5310 program, five (5) vehicles will be funded by special FTA Section 5307 funding provided to Shoreline Metro through the CARES Act, and one vehicle will be funded by the FTA Section 5339 program. One illustrative project for the same type of vehicle is listed for 2024 in Table 4.

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 NMTTP level of effort for program oversight (including education and outreach), with a small amount of funding programmed in 2023. A second 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 2023, 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, outside the range of this TIP). A third 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.

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 14 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. A second main project involves reconstruction with no increase in capacity of County Highway TA/Taylor Drive from Union Avenue to Erie Avenue. Table 6 also includes three CMAQ-funded signal timing projects in the City of Sheboygan in 2023, one project involving resurfacing in 2023, and three projects in 2025 involving resurfacing, milling and overlay of the existing asphaltic pavement, replacement, and preservation of several bridges. The remaining five regular projects in the TIP involve design. In addition, Table 6 includes eight categories of WisDOT “grouped” projects, five of which involve highway safety, and three of which involve highway preservation. Jeffrey Agee-Aguayo stated that one of the design projects in Table 6 (design leading to reconstruction/preservation of State Highway 32 at the County Highway V intersection) is uncertain regarding its funding at this time according to WisDOT Northeast Region staff, such that this project will likely be added to the TIP via amendment in early 2023. (After the meeting, Emily Stewart also notified Jeffrey Agee-Aguayo that the County Highway TA/Taylor Drive reconstruction project from Union Avenue to Erie Avenue would likely be deferred from 2023 to 2024).

Jeffrey Agee-Aguayo projected Table 9 (Implementation Status of Projects Recommended for 2022) on the shared screen feature in Go to Meeting, and briefly reviewed the table with meeting participants. Projects reviewed included: eleven (11) street and highway projects; two (2) Sheboygan County NMTTP projects; one (1) Transportation Alternatives Program (TAP) project; two (2) transit projects; and three (3) elderly and disabled transportation projects. The only substantive comment regarding Table 9 came from Emily Stewart, who noted that design on the County Highway TA/Taylor Drive project from Union Avenue to Erie Avenue was “in progress,” and reiterated that construction of this project might get deferred from 2023 to 2024.

Members of both committees released the draft *2023 – 2026 TIP* for a 30-day public comment period (subject to making revisions noted at this meeting). **Moved** by Emily Stewart and

seconded by Mike Kitzerow that both committees release the draft *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2023 – 2026* for a 30-day public comment period, including a public hearing. Motion carried, with all voting aye on a voice vote.

Jeffrey Agee-Aguayo briefly discussed the status of preparation of the *2023 – 2026 TIP*. Jeffrey Agee-Aguayo stated that the document was mostly complete, except for Appendix I (Performance Measures in the Sheboygan Metropolitan Planning Area TIP), as well as changes suggested at this meeting and in recent emails.

6. Jeffrey Agee-Aguayo distributed a listing of proposed work elements in the draft *2023 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 2023.

Jeffrey Agee-Aguayo indicated that he would have the full draft *2023 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* to WisDOT and FHWA for review within the next week. A review meeting with WisDOT and FHWA staff regarding the draft document will take place in late September.

There were no questions or comments regarding the draft *2023 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* from members of either committee.

7. Members of both committees reviewed and recommended approval of the 2022 Transit Asset Management (TAM) Plan for Shoreline Metro to the Bay-Lake Regional Planning Commission.

Jeffrey Agee-Aguayo distributed the 2022 TAM Plan for Shoreline Metro to those present in the meeting room. Jeffrey Agee-Aguayo also projected the 2022 TAM Plan using the shared screen feature in Go to Meeting.

Jeffrey Agee-Aguayo reviewed the 2022 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, 2020 and 2021. In his review, Jeffrey Agee-Aguayo emphasized the following items:

- Table 1 (TAM Goals, Shoreline Metro, 2022) – Jeffrey Agee-Aguayo noted that Shoreline Metro met or exceeded its asset performance goals for federal fiscal year 2022.
- Table 2 (Vehicle Inventory, Shoreline Metro, 2022) – Jeffrey Agee-Aguayo commented that in the area of heavy-duty buses, all vehicles were within their useful life benchmark (ULB) thanks to the arrival of the new fixed-route buses earlier in 2022. On the other hand, with the medium duty buses (paratransit vehicles), four of ten vehicles are beyond

their ULB; Shoreline Metro hopes to use CARES Act funding to replace five of these vehicles in 2023. Also, all of the light duty (support) vehicles are within their ULB.

- Table 3 (Equipment Inventory, Shoreline Metro, 2022) – Jeffrey Agee-Aguayo 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, 2022) – Jeffrey Agee-Aguayo stated that the roof replacement project recently completed on the administration, maintenance, and storage facility (bus garage) improved the condition rating of that facility to “adequate” even though that facility is beyond its ULB in years, while the transfer station is within its ULB and in “good” condition.

Jeffrey Agee-Aguayo briefly discussed the approval schedule for the 2022 TAM Plan for Shoreline Metro. The Sheboygan Transit Commission approved the TAM Plan on behalf of Shoreline Metro at its meeting on August 16, 2022. The TAM Plan was scheduled for recommendation of approval by the Sheboygan MPO Technical and Policy Advisory Committees at this meeting (September 8, 2022), while the Bay-Lake Regional Planning Commission was scheduled to approve the TAM Plan for the MPO at its September 9, 2022, meeting.

Members of both committees participating in this meeting had no comments on the 2022 TAM Plan.

Moved by Aaron Brault and seconded by Mike Kitzerow that both committees recommend approval of the 2022 TAM Plan for Shoreline Metro to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

8. Members of both committees began their review of draft Chapter 5 (Existing Condition of the Transportation Network) of the *Year 2050 Sheboygan Area Transportation Plan (SATP)*.

Jeffrey Agee-Aguayo distributed draft Chapter 5 narrative and map packets to those present in the meeting room. Jeffrey Agee-Aguayo also projected the Chapter 5 narrative and maps using the shared screen feature in Go to Meeting.

Due to limited time, the focus of this review was on the bicycle and pedestrian network sections of draft Chapter 5.

Narrative reviewed in the Bicycle Network section included:

- Programs that have benefitted the bicycle network (NOMO Sheboygan County and the Congestion Mitigation and Air Quality program);
- Inventory of Bicycle Facilities (current facilities and planned improvements); and

- Current Conditions (including regulations, bicycling facts, safety, facility maintenance, and access – barriers and connectivity).

Maps reviewed in the Bicycle Network section included:

- Map 5.1: Existing Bicycle and Multipurpose Facilities; and
- Map 5.2: Bicycle Intersection Crash Locations: 2018 – 2020.

The only comment on the Bicycle Network section came from Heather Cleveland, who stated that some of the facilities identified on pages 5-2 through 5-7 might need to have better maintenance, particularly sharrows and other markings. Ms. Cleveland added that existing facilities in poor condition should be identified in this narrative.

Narrative reviewed in the Pedestrian Network section included:

- Inventory of Facilities (current facilities and planned improvements); and
- Current Conditions (including regulations, pedestrian facts, safety, facility maintenance, and access – barriers and connectivity).

Maps reviewed in the Pedestrian Network section included:

- Map 5.3: Existing Pedestrian Facilities; and
- Map 5.4: Pedestrian Intersection Crash Locations: 2018 – 2020.

The following comments were raised regarding the Pedestrian Network section:

- Aaron Brault stated that a trail that was identified as connecting Eisner Avenue to the north should be removed from Map 5.3, as this is still an active rail line (Note: This would also impact Map 5.1); and
- Heather Cleveland suggested more discussion on how connections between sidewalks and businesses could improve in this section.

Continued review of draft Chapter 5 will take place at the next meeting, starting with review of the Transit Network section. Other networks addressed in this chapter include: the Intercity Passenger Network; Freight Networks; and Roadway Networks.

9. Nick Weber did not have any update on WisDOT Northeast Region planning activities (including local programs) at this meeting.

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

Jeffrey Agee-Aguayo stated that Commission staff successfully submitted a USDOT RAISE grant application for the City of Sheboygan. It was announced in August that the city was awarded funding for a new bicycle and pedestrian swing bridge over the Sheboygan River that would connect the South Pier district with the Riverfront district.

Jeffrey Agee-Aguayo noted that Commission staff continued to work on hosting the 2022 MPO/RPC/WisDOT/USDOT transportation planning conference at Blue Harbor Resort and Conference Center in Sheboygan. Commission staff fielded questions regarding the conference during this period. Commission staff also worked to solicit presentations for the conference. Commission staff briefly participated in monthly WisDOT/FHWA coordination meetings to discuss the conference. Commission staff met with WisDOT Northeast Region staff to discuss a presentation regarding the State Highway 23 “majors” project between Plymouth and Fond du Lac on the first day of the conference. The conference will be held October 10 – 12, 2022.

Jeffrey Agee-Aguayo indicated that Commission staff started preparation of draft Chapter 6 of the *Year 2050 SATP* (Transportation and Land Use). Much of the completion of this chapter will depend upon output from the WisDOT Northeast Region travel demand forecast model.

Jeffrey Agee-Aguayo commented that Commission staff started preparation of draft Chapter 9 of the *Year 2050 SATP* (Financial Plan). WisDOT supplied federal and state revenue estimates that will be helpful in the completion of this chapter. Much of the completion of the remainder of this chapter will depend upon completion of draft Chapter 7 (Recommended Plan), which will occur later in 2022.

Jeffrey Agee-Aguayo stated that Commission staff reviewed various travel demand forecast model inputs (provided by the WisDOT Traffic Forecasting section).

Jeffrey Agee-Aguayo noted that Commission staff provided assistance to Shoreline Metro. In August, this involved assisting Shoreline Metro with portions of its Title VI/Limited English Proficiency (LEP) Plan.

Jeffrey Agee-Aguayo indicated that Commission staff continue to work with Shoreline Metro staff to modify some of the targets in two appendices of the Public Transit Agency Safety Plan (PTASP) update.

Jeffrey Agee-Aguayo commented that Commission staff participated in a quarterly meeting of the Sheboygan County Transportation Coordinating Committee (TCC, via teleconference) on August 18th.

Jeffrey Agee-Aguayo stated that Commission staff participated in a virtual meeting of WisDOT’s CMAQ project review and selection committee in late August.

Jeffrey Agee-Aguayo noted that he would participate in a quarterly meeting of the Bay-Lake Regional Planning Commission the morning on September 9th; final MPO approval of the 2022 Transit Asset Management (TAM) Plan for Shoreline Metro is one of the agenda items at this meeting.

Jeffrey Agee-Aguayo indicated that he would participate in a WisDOT/FHWA coordination meeting the morning of September 13th; discussion of the 2022 MPO/RPC/WisDOT/USDOT transportation planning conference is one of the agenda items at the beginning of this meeting.

Jeffrey Agee-Aguayo commented that Commission staff would participate in a Northeast Wisconsin Travel Demand Forecast Model Users' Group virtual meeting the afternoon of September 22nd.

Jeffrey Agee-Aguayo stated that Commission staff would participate in a virtual meeting with WisDOT and FHWA staff to review the *2023 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* the morning of September 29th.

Jeffrey Agee-Aguayo noted that Commission staff would host a quarterly meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) the morning of October 4th (this meeting will also be offered virtually).

Jeffrey Agee-Aguayo indicated that Commission staff would participate in a virtual "PM 2" (pavement and bridge condition) performance target and data information meeting the afternoon of October 6th.

Jeffrey Agee-Aguayo commented that Commission staff would participate in a quarterly meeting of the Wisconsin Department of Natural Resources (WDNR) Transportation Conformity Work Group (via teleconference) the afternoon of October 18th.

Finally, Jeffrey Agee-Aguayo stated that Commission staff were tentatively scheduled to participate in a quarterly MPO/RPC Directors' meeting (via teleconference) the morning of October 25th.

10. Jeffrey Agee-Aguayo stated that the next meeting of the Sheboygan MPO Technical and Policy Advisory Committees is scheduled for **Thursday, October 27, 2022, at 1:00 p.m.** Agenda items will include: review and recommendation of approval of the *2023 – 2026 TIP*; review and recommendation of approval of the *2023 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*; setting 2023 Highway Safety Improvement Program (HSIP) performance targets; and continued review of draft Chapter 5 of the *Year 2050 SATP*.

The status of COVID-19 in the area will determine the type of meeting that is held.

11. **Moved** by Mike Kitzerow and seconded by Aaron Brault 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 2:23 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo