

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

MEMBERS PRESENT:

Policy Advisory Committee: Sandy Carpenter for Colleen Harris (WisDOT Northeast Region, Green Bay)
Heather Cleveland (Sheboygan Transit Commission)
George Marthenze (Town of Herman)

Technical Advisory Committee: David Biebel (City of Sheboygan Department of Public Works)
David Bizot (Wisconsin Department of Natural Resources Bureau of Air Management, Madison)
Aaron Brault (Sheboygan County Planning and Conservation Department)
Brett Edgerle (Village of Kohler)
Derek Muench (Shoreline Metro)
Ryan Sazama (City of Sheboygan Department of Public Works)
David Smith (Bicycle and Pedestrian Transportation Advocate)

MEMBERS EXCUSED: Steve Sokolowski (City of Sheboygan Department of Planning and Development)

OTHERS PRESENT: Gary Maples (Interested Citizen)

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

1. The meeting was called to order at 1:05 p.m. by Jeffrey Agee-Aguayo. None of the officers of either committee were in attendance at this meeting.

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 George Marthenze and seconded by Brett Edgerle that both committees approve the agenda for the July 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 May 27, 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 Aaron Brault and seconded by Brett Edgerle that both committees approve the minutes of the May 27, 2021, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

4. Jeffrey Agee-Aguayo 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 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.: 372-20-011: The WisDOT Northeast Region added a \$350,000 design element to be completed in 2021 (all state funded). Construction costs for this 2024 project decreased by \$460,000, with the federal share decreasing by \$368,000, and with the state share decreasing by \$92,000.
- TIP ID No.: 372-20-012: The WisDOT Northeast Region added a \$150,000 design element to be completed in 2021 (all state funded). Construction costs for this 2024 project increased by \$300,000, with the federal share increasing by \$240,000, and with the state share increasing by \$60,000.
- TIP ID No.: 372-20-013: The WisDOT Northeast Region added a \$50,000 design element to be completed in 2021 (all state funded). Construction costs for this 2024 project remain unchanged.

- TIP ID No.: 372-21-001: The WisDOT Northeast Region moved the construction element of this project out of the TIP. This project was originally scheduled for construction in 2024, but will now likely be completed in 2027 (the let date for this project is November 2026).
- TIP ID No.: 372-21-010: Although not officially part of the TIP, construction for this project is being deferred one year (from 2028 to 2029).

Jeffrey Agee-Aguayo also noted cost changes to the highway preservation 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 July 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, and the Federal Transit Administration (FTA) Section 5310 program in Table 7, as well as minor changes to the pages 1 and 3 in the narrative.

Jeffrey Agee-Aguayo stated that he also wanted to present amendments to Table 3 (2021 Elderly and Disabled Transportation Projects) as well because the Sheboygan County Aging and Disability Resource Center (ADRC) received additional FTA Section 5310 funding for its enhanced volunteer driver program, but Sheboygan County ADRC staff recommended waiting until it hears if it will receive additional Section 3B Older Americans Act funding to compensate for the cut in original Section 5310 funding back in January.

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

Moved by David Biebel and seconded by Brett Edgerle 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 Amendment #1 to the *2021 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* to the Bay-Lake Regional Planning Commission.

Jeffrey Agee-Aguayo projected a letter from Evans Race & Van Dreel (the Commission's accounting firm) proposing adjustment of employee benefit, time off with pay, and all other indirect cost rates for 2021 on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed this letter with everyone in attendance.

Jeffrey Agee-Aguayo stated that these rates were being adjusted with the assistance of Evans Race & Van Dreel following the 2020 audit of the Commission conducted by CLA. The new rates (an overall decrease of one percent) would take effect retroactive to July 1, 2021.

Jeffrey Agee-Aguayo stated that the Commission used to simply submit the new indirect rates to WisDOT when these rates changed, but about three years ago, WisDOT wanted the new rates formally approved as a work program amendment, such that this has taken place ever since (unless the new rates are simply incorporated into a new work program). This information is used for billing purposes for the Sheboygan MPO program, the Commission's Regional Transportation program, and across the Commission's programs.

Members of both committees had no questions or comments regarding this agenda item.

Moved by David Bizot and seconded by George Marthenze that both committees recommend approval of Amendment #1 to the *2021 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

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

Sandy Carpenter stated that last segment of the State Highway 23 "majors" (expansion) project was let in May.

Sandy Carpenter discussed the new local program cycle (STP Urban, STP Rural and Local Bridge), noting that there would be no STP Urban funding for the Sheboygan Urbanized Area in this 2023 – 2027 cycle because of an existing currently scheduled high-cost project that has not yet been completed (the County Highway EE/Weeden Creek Road project from County Highway OK/South Business Drive to County Highway KK/South 12th Street).

Sandy Carpenter indicated that the kick-off for the Transportation Alternatives Program (TAP) would take place in August.

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

Chris Garcia stated that he participated in an American Association of State Highway and Transportation Officials (AASHTO) webinar on workforce capacity in the transportation sector in early June.

Jeffrey Agee-Aguayo noted that Commission staff participated in a mid-year review meeting regarding the *2021 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* (via teleconference) on June 9, 2021.

Jeffrey Agee-Aguayo introduced Henry Wakamiya, the Commission's LTE land use technician, who started on June 1, 2021, and will work through approximately mid-August, when he will return for the second year of his graduate program in planning. Mr. Wakamiya is mainly working on a land use inventory of the Sheboygan metropolitan planning area, with work on other MPO duties as assigned. Mr. Wakamiya discussed his work on the land use inventory, and Jeffrey Agee-Aguayo discussed the value of this inventory for the development of the upcoming long-range transportation plan as well as for any communities that may want to update their comprehensive plans.

Jeffrey Agee-Aguayo indicated that Commission staff participated in a FHWA ADA webinar in late June. The topic of this webinar was the role of MPOs in ADA Transition Plan implementation. Commission staff also participated in similar webinars in mid-July and in late July.

Jeffrey Agee-Aguayo commented that Commission staff completed a second round of adjusting traffic analysis zones (TAZs) in late June. Adjustments to the boundary between the two air quality analysis areas in Sheboygan County (due to a court ruling) meant that the TAZs needed to be modified further in this second round of adjustments.

Jeffrey Agee-Aguayo stated that Commission staff participated in an FTA triennial review entrance/exit conference for Shoreline Metro in early June (via teleconference), and added that Shoreline Metro staff did not need MPO participation in the regular triennial review this cycle because FTA and their consultant had no questions regarding MPO documents related to Shoreline Metro. Shoreline Metro had no findings for the second cycle in a row.

Jeffrey Agee-Aguayo noted that Commission staff assisted the Town of Sheboygan Falls with its pavement ratings in mid-June.

Jeffrey Agee-Aguayo indicated that Commission staff reviewed pavement condition data on the National Highway System (NHS) within the Sheboygan metropolitan planning area during this period.

Jeffrey Agee-Aguayo commented that the third set of amendments to the *2021 – 2024 TIP* was approved in early June. The amendments included funding modifications to one project in Table 3 (Elderly and Disabled Transportation Projects); and a cost modification to one project in Table 6 (Street and Highway Improvement Projects). The Commission approved the amendments at its meeting on June 11, 2021. The amendments were transmitted to state and federal officials, and were posted to the MPO webpage.

Jeffrey Agee-Aguayo stated that Commission staff participated in a quarterly meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) the morning of July 13, 2021; this meeting was held in Menasha and was also conducted via Go to Meeting.

Jeffrey Agee-Aguayo noted that Commission staff participated in a quarterly meeting of the WDNR Bureau of Air Management's Transportation Conformity Work Group (via teleconference) the afternoon of July 13, 2021.

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

Jeffrey Agee-Aguayo commented that Commission staff participated in a quarterly Association of Metropolitan Planning Organizations (AMPO) membership webinar the afternoon of July 27, 2021.

Jeffrey Agee-Aguayo stated that he would be participating in a meeting of the Bay-Lake Regional Planning Commission's Executive Committee the morning of July 30, 2021. The minor amendments to the *2021 – 2024 TIP* and Amendment #1 to the *2021 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* that were recommended for approval at this joint meeting of the MPO advisory committees will be approved at the Executive Committee meeting.

Finally, Jeffrey Agee-Aguayo reported that Commission staff was working on completion of the *2022 – 2025 TIP*, Shoreline Metro's Transit Asset Management (TAM) Plan, and on developing base year employment data by TAZ for the travel demand forecast model.

8. The next regular meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for **Thursday, September 2, 2021, at 1:00 p.m.** Agenda items will include: release of the *2022 – 2025 TIP* for a 30-day public comment period and public hearing; review of a mid-year report on the progress of projects in the *2021 – 2024 TIP*; review of work elements in the draft *2022 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*; and review and recommendation of approval of the 2021 Shoreline Metro Transit Asset Management (TAM) Plan. Certain long-range transportation plan tasks may also be reviewed at this meeting.

Upcoming meetings will likely be "hybrid" (in person and virtual) in nature, unless there is a COVID-19 flare-up in the coming months.

9. **Moved** by Brett Edgerle and seconded by George Marthenze 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 1:34 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo