

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
SHEBOYGAN METROPOLITAN AREA
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING
May 27, 2021
Sheboygan City Hall (Room 106)
828 Center Avenue, Sheboygan
(Also Conducted via Teleconference using Go to Meeting)

MEMBERS PRESENT: Vernon Koch, Policy Advisory Committee Chairperson,
Presiding

Policy Advisory Committee: Charles Born (Town of Lima)
Sandy Carpenter for Colleen Harris (WisDOT Northeast Region,
Green Bay)
Heather Cleveland (Sheboygan Transit Commission)
Damian Nevers for Daniel Hein (Town of Sheboygan)

Technical Advisory Committee: Mitch Batuzich (Federal Highway Administration Wisconsin
Division, Madison – Ex-Officio)
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)
Brad Sippel (WisDOT Bureau of Planning and Economic
Development, Madison)
David Smith (Bicycle and Pedestrian Transportation Advocate)

MEMBERS EXCUSED: Jerry Benzschawel (City of Sheboygan Falls Department of
Public Works)

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 Chairperson
Vernon Koch.

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 via Go to Meeting 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 distributed the meeting agenda to those present in the meeting room, 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 Brett Edgerle that both committees approve the agenda for the May 27, 2021, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. Jeffrey Agee-Aguayo distributed the draft minutes of the April 29, 2021, meeting to those present in the meeting room, projected the draft minutes 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 Damian Nevers that both committees approve the minutes of the April 29, 2021, 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; 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 distributed a revision to Table 3 (Calendar Year 2021: Elderly and Disabled Transportation Projects) to those present in the meeting room, projected this revision on the shared screen feature in Go to Meeting, and briefly reviewed this revision. This revision better clarified the federal sources of funding for the enhanced volunteer driver program in response to cuts to that program earlier in 2021. The revision was requested by Sheboygan County Aging and Disability Resource Center (ADRC) staff, and could change further if

additional COVID-19 relief funding is provided by the Federal Transit Administration (FTA). This revision involved the project in Table 3 with TIP ID Number 372-21-202.

Jeffrey Agee-Aguayo distributed projected revisions to Table 6 (Calendar Years 2021 – 2024: Street and Highway Improvement Projects) to those present in the meeting room, projected these revisions on the shared screen feature in Go to Meeting, and briefly reviewed these revisions. The main revision in Table 6 involved the resurfacing of Interstate Highway 43 from Wilson Lima Road to State Highway 42 (TIP ID No. 372-20-001); the cost of this project increased by \$952,000, with the federal share increasing by \$857,000 and the state share increasing by \$95,000. Jeffrey Agee-Aguayo also noted cost changes in the highway preservation cost category in the 2021 – 2024 funding summary in Table 6.

Finally, Jeffrey Agee-Aguayo distributed the revised financial plan (fiscal constraint demonstration) for the June 2021 minor amendments to the *2021 – 2024 TIP* to those present in the meeting room and projected the revised financial plan on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then briefly reviewed revisions to the financial plan, including changes to entries in the National Highway Performance Program (NHPP) and the FTA Section 5310 program in Table 7, as well as minor changes to pages 1 and 3 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 Brett Edgerle 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. MPO staff provided an update on ongoing and upcoming long-range transportation planning activities to members of both committees.

A. Jeffrey Agee-Aguayo discussed recently completed adjustments to traffic analysis zones (TAZs) in Sheboygan County with members of both committees.

Jeffrey Agee-Aguayo distributed a handout regarding TAZ adjustments to those present in the meeting room, and projected this information on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed this handout with everyone present. The handout described the TAZ adjustment process in terms of GIS layers needed, goals, products, and capacity for adding TAZs.

Jeffrey Agee-Aguayo distributed a map regarding adjusted TAZ boundaries in Sheboygan County to those present in the meeting room, and projected this map on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed this map with everyone present. The

main adjustments involved the addition of six TAZs in the southeastern portion of the county, including portions of the Villages of Cedar Grove and Oostburg and the towns of Holland, Lima and Wilson. This was done so that the TAZs lined up with the two air quality analysis areas in the county (Shoreline and Inland). As far as comments from members of both committees were concerned, David Biebel wondered if TAZs should be further refined in growing portions of the county, and also asked how the division of the two air quality analysis areas (in the manner in which they were divided) took place; Jeffrey Agee-Aguayo responded that this was largely a political process in which the MPO had limited opportunity for input, with the business community weighing in considerably (the “Haven” monitor was discussed, and the other aspects of nonattainment were noted, including industry permitting processes which many thought put the county at a disadvantage, leading to efforts to limit the nonattainment area to as close to Lake Michigan as possible). Areas that were formerly nonattainment that come into attainment still need to demonstrate conformity for 20 years following their attainment designation. David Bizot confirmed the statements of Jeffrey Agee-Aguayo, and added that a recent court ruling could modify the boundary between the two air quality analysis areas further.

Jeffrey Agee-Aguayo projected the Sheboygan County 2020 Census block and TAZ equivalency spreadsheet on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then briefly reviewed this spreadsheet, noting that this spreadsheet will be used to sum block-level population, household and housing unit data to the TAZs once the Bureau of the Census releases this information later in 2021.

B. Jeffrey Agee-Aguayo discussed the upcoming land use inventory of the communities of the Sheboygan metropolitan planning area with members of both committees.

Jeffrey Agee-Aguayo distributed a handout regarding the Bay-Lake Regional Planning Commission’s land use classification system to those present in the meeting room, and projected this information on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed this handout with everyone present.

Jeffrey Agee-Aguayo stated that a land use inventory of cities, villages and towns in the Sheboygan metropolitan planning area would begin on June 1, 2021. The Commission has hired a limited term employee (LTE or intern) to complete this and other tasks over the summer (the application and interview process for this position was also discussed). The land use inventory will assist in tracking present development in the TAZs, as well as indicating available developable land to allocate future housing and employment growth. This information may also benefit local communities as they update their comprehensive plans.

C. Jeffrey Agee-Aguayo discussed other long-range transportation planning activities with members of both committees.

Jeffrey Agee-Aguayo stated that MPO staff examined the number and location of units in new and emerging apartment and other housing developments, and also examined housing growth

from 2010 through 2019 in the communities of the Sheboygan metropolitan planning area (this information is provided by the Wisconsin Department of Administration's Demographic Services Center).

Jeffrey Agee-Aguayo examined Wisconsin Department of Public Instruction (DPI) "third Friday" school enrollment data (in terms of numbers and locations) for both public and private schools in Sheboygan County. Public school data was for the 2020 – 2021 school year, while private school data was for the 2019 – 2020 school year and hopefully will be updated soon. This information is also being collected for post-secondary institutions, including LTC, Lakeland University, and the UW Green Bay Sheboygan campus. Jeffrey Agee-Aguayo projected and briefly reviewed collected school enrollment data using the shared screen feature in Go to Meeting.

Jeffrey Agee-Aguayo concluded by commenting that this information was collected as part of an effort to update socioeconomic data for the travel demand forecast model in the near future.

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 the Interstate Highway 43/State Highway 32 resurfacing project would be completed in August.

Sandy Carpenter noted that the State Highway 28/County Highway EE roundabout project would be completed in June.

Sandy Carpenter indicated that the State Highway 23 "majors" (expansion) project in Sheboygan County would be completed soon.

Sandy Carpenter briefly discussed the State Highway 67 project.

Sandy Carpenter commented that there were no local projects underway in 2021 in Sheboygan County.

Sandy Carpenter then discussed local program funding cycles (STP Urban, STP Rural, Local Bridge and others) that had recently opened in Sheboygan County with everyone participating in the meeting.

Sandy Carpenter reviewed project cost estimate tools for local projects, and stated that she would share items like this later with members of both committees. Sandy Carpenter noted that Surface Transportation Program (STP) Urban balances for the urbanized areas will be received by the MPOs in mid-July.

Sandy Carpenter also briefly discussed the Highway Safety Improvement Program (HSIP) and the local bridge program.

Sandy Carpenter stated that she would like to see draft STP Urban, STP Rural and Local Bridge Program applications by mid-July for her review in order to improve them by the application deadline.

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

Jeffrey Agee-Aguayo stated that he and Chris Garcia participated in a four-module virtual Model and Data Coordination Workshop sponsored by WisDOT and FHWA in April and May.

Jeffrey Agee-Aguayo noted that he participated in a quarterly meeting of the Sheboygan County Transportation Coordinating Committee (TCC, via teleconference) on May 20, 2021. One of the items discussed at this meeting involved how a shortfall was being resolved in Federal Transit Administration (FTA) Section 5310 funding for the county's enhanced volunteer driver program.

Jeffrey Agee-Aguayo indicated that he and Chris Garcia participated in WisDOT's virtual Local Program Symposium the morning of May 19, 2021. The rollout of several local programs' application cycles was discussed at the symposium.

Jeffrey Agee-Aguayo commented that he and other Commission staff involved with the MPO would be participating in an MPO mid-year work program review meeting the afternoon on June 9, 2021.

Jeffrey Agee-Aguayo stated that he would be presenting the minor amendments to the *2021 – 2024 TIP* that were recommended for approval at this meeting for final approval at a meeting of the full Bay-Lake Regional Planning Commission the morning of June 11, 2021.

Finally, Jeffrey Agee-Aguayo noted that he and Chris Garcia would be assisting the Town of Sheboygan Falls with its pavement ratings all day on June 16, 2021.

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.

Jeffrey Agee-Aguayo commented that there might be a special meeting of the Sheboygan MPO Technical and Policy Advisory Committees on **Thursday, July 29, 2021, at 1:00 p.m.** if there are any proposed work program or TIP amendments.

Upcoming meetings will likely continue to 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 David Smith 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 1:57 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

