

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
SHEBOYGAN METROPOLITAN AREA
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING
May 28, 2020
(Conducted via Teleconference using Go to Meeting)

MEMBERS PRESENT: Steven Bauer, Policy Advisory Committee Chairperson,
Presiding

Policy Advisory Committee: Charles Born (Town of Lima)
Vernon Koch (Sheboygan County)
Mayor Mike Vandersteen (City of Sheboygan)

Technical Advisory Committee: Mitch Batuzich (Federal Highway Administration Wisconsin
Division, Madison – Ex-Officio)
Tyler Betry for Aaron Brault (Sheboygan County Planning and
Conservation Department)
David Biebel (City of Sheboygan Department of Public Works)
David Bizot (Wisconsin Department of Natural Resources
Bureau of Air Management)
Derek Muench (Shoreline Metro)
Ryan Sazama (City of Sheboygan Department of Public
Works)
Steve Sokolowski (City of Sheboygan Department of Planning
and Development)
Megan Zielke (WisDOT Bureau of Planning and Economic
Development, Madison)

MEMBERS EXCUSED: Brett Edgerle (Village of Kohler)
Matt Halada for Will Dorsey (WisDOT Northeast Region,
Green Bay)
David Smith (Bicycle and Pedestrian Transportation Advocate)

OTHERS PRESENT: None

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

1. The meeting was called to order at 1:01 by Policy Advisory Committee Chairperson
Steven Bauer.

Members of both committees and staff participating introduced themselves for the benefit of everyone on the teleconference.

Members of both committees and staff participating on the teleconference 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 at this teleconference meeting. 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.

Moved by Charles Born and seconded by Steven Bauer that both committees approve the agenda for the May 28, 2020, 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 April 23, 2020, meeting on the shared screen feature in Go to Meeting, and briefly reviewed those minutes. Jeffrey Agee-Aguayo noted that David Smith had asked to be excused from that meeting, and indicated that the minutes should be amended to reflect this.

Moved by David Biebel and seconded by Charles Born that both committees approve the minutes of the April 23, 2020, joint Technical Advisory Committee/Policy Advisory Committee meeting, as amended. Motion carried, with all voting aye on a voice vote.

4. Policy Advisory Committee Chairperson Steven Bauer 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 2020 – 2023* to the Bay-Lake Regional Planning Commission.

Jeffrey Agee-Aguayo projected amended Table 4 (Elderly and Disabled Transportation Projects) on the shared screen feature in Go to Meeting, and reviewed changes to that table. Shoreline Metro asked staff to program three new medium sized buses in 2021 in that table. Two of the buses will receive 100 percent federal funding through special Federal Transit Administration (FTA) Section 5307 funding provided through the “Coronavirus Aid, Relief, and Economic Security” (CARES) Act that was approved earlier in 2020. One other bus will receive 80 percent federal funding (with a 20 percent local match) through the more traditional FTA Section 5339 program. All of the new buses requested by Shoreline Metro can be either gas- or diesel-powered. In addition, all of the “illustrative” projects listed in Table 4 were modified to provide

more flexibility in vehicle type (they can now be gas- or diesel-powered; this flexibility is needed due to a shortage of certain bus types).

Jeffrey Agee-Aguayo commented that the addition of Wisconsin Employment Transportation Assistance Program (WETAP) projects (Table 4a) and changes to street and highway projects (Table 6) were reviewed and recommended for approval at the April 23, 2020, joint meeting. All minor amendments recommended for approval at the April and May meetings are scheduled to be approved by the full Bay-Lake Regional Planning Commission at its June meeting.

Jeffrey Agee-Aguayo noted that there will also be changes to the transit capital program (Table 2), but these will require a major amendment (including a 30-day public comment period and a public hearing that will likely be part of a special joint meeting of the MPO advisory committees in late July) due to their cost (\$3,880,000 in additional programmed projects).

Jeffrey Agee-Aguayo projected the revised financial plan (fiscal constraint demonstration) for the minor amendments to the *2020 – 2023 TIP*. Jeffrey Agee-Aguayo then reviewed the revisions, focusing on revisions made because of changes to Table 4 in the TIP.

There were no questions or comments from participating members of either committee.

Moved by Derek Muench and seconded by Mayor Mike Vandersteen that both committees recommend approval of the presented minor amendments to the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2020 – 2023* 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 the *2020 Title VI and Non-Discrimination Program/Limited English Proficiency Plan* to the Bay-Lake Regional Planning Commission.

Jeffrey Agee-Aguayo projected the *2020 Title VI and Non-Discrimination Program/Limited English Proficiency Plan* on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed the document with participating members of both committees, with emphasis placed on tables and maps in the document. Jeffrey Agee-Aguayo noted that this document covered both of the Commission's transportation planning programs (the Sheboygan MPO program and the eight-county regional transportation planning program).

There were no questions or comments from participating members of either committee.

Moved by David Biebel and seconded by Vernon Koch that both committees recommend approval of the *2020 Title VI and Non-Discrimination Program/Limited English Proficiency Plan* to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

7. Members of both committees continued their review of the preliminary draft *2020 Public Participation Plan Update* for the Sheboygan MPO.

Jeffrey Agee-Aguayo projected the preliminary draft *2020 Public Participation Plan Update* for the Sheboygan MPO on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then briefly reviewed the document with participating members of both committees.

Jeffrey Agee-Aguayo reiterated his comments from the April 23, 2020, meeting that this draft plan has gone through a 30-day public consultation period, and now needs to go through a 45-day public comment period. The draft plan needs to be available for review at five area locations as part of this public comment period, at government offices that are open to the public.

Jeffrey Agee-Aguayo reviewed the five area public review locations and their status in terms of being open to the public. Sheboygan City Hall and the Mead Public Library are now open to the public. The Shoreline Metro main office is currently closed to the public, but the office at the transfer point (which is more accessible to the public anyway) would be open. The Kohler Village Hall is closed to the public, but appointments can be made to review the document if needed. Finally, the Sheboygan Falls Municipal Building is now open to the public.

Jeffrey Agee-Aguayo asked participating members of both committees if the 45-day public comment period on the draft *2020 Public Participation Plan Update* for the Sheboygan MPO should be initiated. Vernon Koch suggested moving forward with initiating this public comment period.

Moved by David Biebel and seconded by Mayor Mike Vandersteen that both committees release the draft *2020 Public Participation Plan Update* for the Sheboygan MPO for a 45-day public comment period. Motion carried, with all voting aye on a voice vote.

8. Matt Halada was unable to participate in this meeting, so a report on WisDOT Northeast Region planning activities and construction projects in Sheboygan County was not given. (However, Matt Halada e-mailed this report to Jeffrey Agee-Aguayo after the meeting, which was then forwarded to members of both committees).

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

Jeffrey Agee-Aguayo stated that he participated in a quarterly MPO/RPC Directors' meeting with WisDOT and FHWA staff (via teleconference) on April 28, 2020.

Jeffrey Agee-Aguayo noted that he assisted in conducting interviews for a Planner I (to work with him on transportation planning) on April 29 and May 1, 2020. An offer of employment was made, that individual has accepted the offer, and has an anticipated starting date on July 6, 2020.

Jeffrey Agee-Aguayo indicated that he met with Shoreline Metro staff on April 30, 2020, to continue development of that agency's Public Transit Agency Safety Plan (PTASP). Work continued on that plan in May. Another meeting to work on development of this plan has been scheduled for June 11, 2020. The Sheboygan Transit Commission needs to approve the PTASP for Shoreline Metro by July 20, 2020, and the MPO needs to approve this plan within 180 days of the transit operation's approval.

Jeffrey Agee-Aguayo commented that the Shoreline Metro Transit Development Program (TDP) Review Committee met on May 13, 2020. The main agenda item at this meeting involved beginning to review the Alternatives analysis chapter of the TDP, and this chapter was worked on in much of May. The next meeting of this committee is scheduled for June 17, 2020.

Jeffrey Agee-Aguayo stated that he would be participating in an MPO mid-year Work Program review meeting with WisDOT and FHWA staff (via teleconference) the morning of June 2, 2020.

Finally, Jeffrey Agee-Aguayo noted that he planned to participate in a meeting of the full Bay-Lake Regional Planning Commission on June 12, 2020. The minor amendments to the *2020 – 2023 TIP* and the *2020 Title VI and Non-Discrimination Program/Limited English Proficiency Plan* are both scheduled for final approval at this meeting.

9. A special joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for **Thursday, July 30, 2020, at 1:00 p.m.** Agenda items at this meeting (anticipated to be brief) will be a public hearing on and recommendation of approval of a major amendment to the transit capital component of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2020 – 2023* to the Bay-Lake Regional Planning Commission, and introduction of the new transportation planner.

The next regular meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for **Thursday, September 3, 2020, at 1:00 p.m.** Several agenda items will be addressed at this meeting.

It is unknown yet as to whether these will be in person meetings or teleconference meetings; this will be determined in the coming weeks.

10. **Moved** by David Biebel and seconded by Vernon Koch 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 1:43 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

