

SHEBOYGAN METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK PROGRAM

2016



U.S. Department
of Transportation
**Federal Transit
Administration**



U.S. Department
of Transportation
**Federal Highway
Administration**



Prepared by:
Bay-Lake Regional Planning Commission

November, 2015

**SHEBOYGAN METROPOLITAN PLANNING AREA
TRANSPORTATION PLANNING WORK PROGRAM
2016**

**PREPARED BY:
BAY-LAKE REGIONAL PLANNING COMMISSION
NOVEMBER, 2015**

Principal Author:
Jeffrey C. Agee-Aguayo
Transportation Planner III
Bay-Lake Regional Planning Commission
425 South Adams Street, Suite 201
Green Bay, WI 54301
Phone: (920) 448-2820
FAX: (920) 448-2823
E-Mail Address: jagee@baylakerpc.org

The preparation of this report was financed in part through a joint planning grant from the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration and the Wisconsin Department of Transportation, under the provisions of Section 112 of the Federal Highway Act of 1973 and the Federal Transit Act of 1964 (as amended). Local funding was provided by Sheboygan County and by the Sheboygan Parking and Transit Utility (Shoreline Metro).

The contents of this report reflect the views of the Bay-Lake Regional Planning Commission, which is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views and policies of the U.S. Department of Transportation. This report does not constitute a standard, specification or regulation.

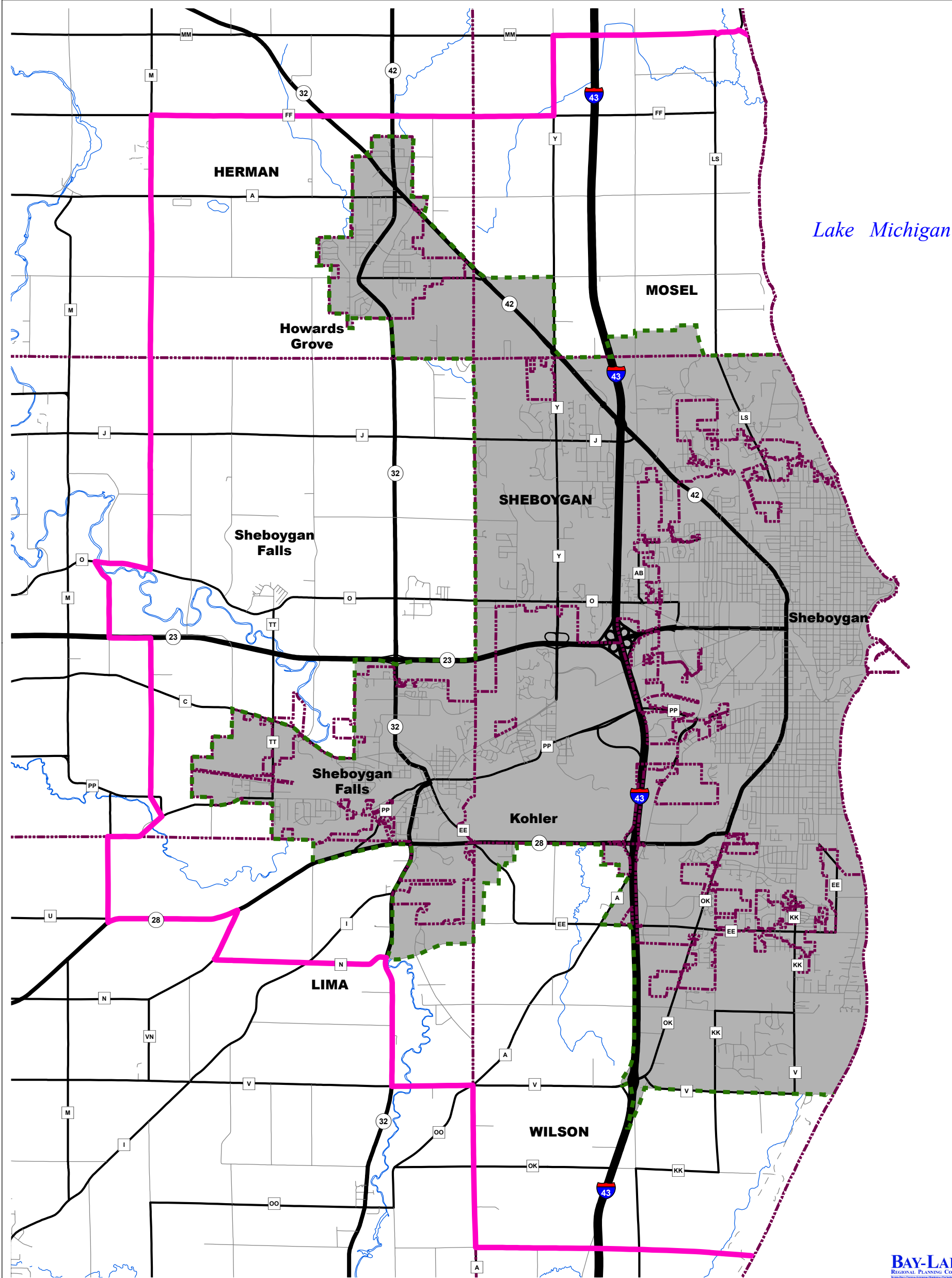
Note: The *2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* was developed under the “Moving Ahead for Progress in the 21st Century” act (MAP-21). However, information in this document is subject to change based on final disposition of MAP-21 or its successor Federal transportation reauthorization bill.

TABLE OF CONTENTS

TITLE PAGE	<u>Page</u> i
MAP OF SHEBOYGAN URBANIZED AND METROPOLITAN PLANNING AREAS	v
INTRODUCTION AND PROSPECTUS	1
SUMMARY OF 2015 WORK PROGRAM ACTIVITIES	3
2016 WORK PROGRAM SUMMARY	9
2016 WORK PROGRAM DETAIL:	
I. PROGRAM SUPPORT AND ADMINISTRATION	14
II. LONG-RANGE TRANSPORTATION PLANNING	16
III. SHORT-RANGE TRANSPORTATION PLANNING	18
IV. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	20
APPENDICES:	
APPENDIX A: Resolution of Approval of Work Program	23
APPENDIX B: Metropolitan Planning Factors and the <i>2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program</i>	27
APPENDIX C: WisDOT/MPO/Transit Operator Cooperative Planning Agreement	31
APPENDIX D: Title VI Non-Discrimination Agreement and Program	35
APPENDIX E: Schedule for the Update to the <i>Year 2045 Sheboygan Area Transportation Plan (SATP)</i> Due in May 2019	39
APPENDIX F: 2016 Tentative Schedule of MPO Technical and Policy Advisory Committee Joint Meetings, Bay-Lake RPC Full Commission and Executive Committee Meetings, and Other Meeting Dates	43
APPENDIX G: Distribution of Local Share Funding for the <i>2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program</i>	47
APPENDIX H: <i>2012 Public Participation Plan Update</i> for the Sheboygan MPO	51
APPENDIX I: 2016 Indirect Cost Allocation Plan for the Bay-Lake Regional Planning Commission (Including the Sheboygan MPO)	55
APPENDIX J: Sheboygan MPO Technical and Policy Advisory Committee Members	61

Map 1

Sheboygan MPO Boundaries



*The Sheboygan Metropolitan Planning Area boundary was approved by WisDOT on July 30, 2013.

**The Sheboygan Adjusted Urbanized Area boundary was approved by FHWA on June 7, 2013.

G:/Sheboygan/MPO/SATP/2045
Source: WDNR, 2008; WisDOT, 2013; Sheboygan County, 2014; Bay-Lake Regional Planning Commission, 2015.

Sheboygan Metropolitan Planning Area Boundary*

Sheboygan Adjusted Urbanized Area Boundary**

0 0.5 1 2
Miles

BAY-LAKE
REGIONAL PLANNING COMMISSION

INTRODUCTION AND PROSPECTUS

The *2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* schedules the Bay-Lake Regional Planning Commission's Sheboygan MPO work activities for 2016 and discusses the general framework for planning. It contains four main sections: a prospectus which contains a general description of the agency's activities; a summary of activities accomplished to date in 2015; a summary of the 2016 budget and work program elements; and a specific annual work program which describes details of the work activity, budget and staffing requirements for 2016. The annual work program statement of work activities includes:

- (1) A brief description of the overall work activity objective;
- (2) A description of the activities involved in accomplishing the work;
- (3) The estimated cost and source of funds; and
- (4) The manpower required and the Commission staff that will perform the work.

The *2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* will continue to address long- and short-term planning needs, and the development and maintenance of the metropolitan transportation system. Commission staff will work closely with the Sheboygan MPO Technical and Policy Advisory Committees, with special project review committees and with WisDOT and USDOT personnel in completing elements identified in this work program.

The Bay-Lake Regional Planning Commission was created by Executive Order No. 35, issued by Governor Patrick J. Lucey and dated April 21, 1972. This action was taken following the submittal of petitions by seven of the eight counties within the Bay-Lake Region under Section 66.945 (later Section 66.0309) of the *Wisconsin Statutes*, the regional planning enabling statute. These actions led to the creation of the Commission as the official areawide planning agency for northeastern Wisconsin. In December 1973, Florence County joined the Commission, bringing the total number of counties in the region to eight.

For 2016, Florence, Marinette, Oconto, Kewaunee, Manitowoc and Sheboygan counties are members of the Commission. Brown and Door counties have elected not to be members, but have non-voting representation on the full Commission and on the Executive Committee.

The Commission serves a region in northeastern Wisconsin consisting of the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto and Sheboygan. The Bay-Lake Region is comprised of eight counties, 17 cities, 40 villages, 119 towns, and the Oneida Nation of Wisconsin, for a total of 185 local units of government. The total area of the region is 5,433 square miles, or 9.7 percent of the area of the State of Wisconsin. The region has over 400 miles of coastal shoreline along Lake Michigan and Green Bay, and contains 12 major watersheds that drain into the waters of Green Bay and Lake Michigan. The Wisconsin Department of Administration Demographic Services Center's 2015 population estimate of the region is 585,087 persons, or approximately 10.2 percent of the population estimate of 5,753,250 for the State of Wisconsin.

The composition of the Governing Board (Commissioners) of the Commission is as follows: (1) One Commissioner is appointed by the county board of each member and non-member county (Note: Non-member counties do not have voting privileges); and (2) Two Commissioners from each member county are appointed by the Governor, with one Commissioner being a direct Governor's appointment, and with one Commissioner selected from a list of persons submitted by the county board. Currently, there is a maximum of 20 Commissioners.

The Commission holds eight meetings per year (four full Commission meetings and four Executive Committee meetings), and elects a Chairperson, a Vice-Chairperson and a Secretary-Treasurer each year at its September Annual Meeting of the full Commission. The Commission has an Executive Committee, which is "empowered to act on behalf of the full Commission with the exception of approval of the annual budget, approval of comprehensive plan elements, and revisions to the Commission's bylaws;" one Commissioner from each of the eight counties comprises the Executive Committee. In addition, the Commission has three other standing committees: Personnel, Nominating, and Financial Planning.

The Commission currently has five full-time employees who collectively have expertise in the following areas: economic development planning; transportation planning; comprehensive planning; zoning; outdoor recreation planning; coastal management; sustainability planning; sewer service area planning and administration; hazard mitigation planning; grant writing and administration; local planning assistance; and GIS (mapping and data analysis). In addition, the Commission has a part-time Office Accounts Coordinator who assists with contract administration, invoicing and accounting. The Commission also hires limited term employees to assist with tasks related to its natural resources and transportation planning duties on an as needed basis.

The Commission currently has three active advisory committees. Two of these assist with the Sheboygan MPO program: the Sheboygan MPO Technical Advisory Committee; and the Sheboygan MPO Policy Advisory Committee. The third such committee is the Commission's regional Economic Development Advisory Committee (EDAC).

The Commission adheres to five operating principles, as follows: (1) Prepare and adopt a master plan for the development of the region; (2) Assist and advise local governmental units; (3) Influence state, regional and Federal plans and programs to reflect the best interest of the Bay-Lake Region; (4) Provide technical information about the region for use by local governmental units, state and Federal agencies, and public and private agencies; and (5) Encourage citizen participation in the planning process.

SUMMARY OF 2015 WORK PROGRAM ACTIVITIES

Major accomplishments of the 2015 Work Program from January 1, 2015, through October 31, 2015, included the following:

Program Support and Administration:

- Coordination of eight joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees, with up to two additional meetings expected to occur in the remainder of 2015.
- Participation in five meetings of the Bay-Lake Regional Planning Commission or its Executive Committee at which MPO work elements were discussed and/or acted upon, with participation in one additional Commission meeting expected to occur in the remainder of 2015.
- Participation in an MPO mid-year review meeting in mid-June.
- Participation in meetings of the Wisconsin MPO Directors in January, April and October.
- Participation in the annual MPO/RPC/WisDOT transportation planning conference in late October.
- Commission staff presented on Sheboygan MPO and other Commission work activities to the Sheboygan County Towns Association in mid-January.
- Commission staff prepared an amendment to the *2014 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* in February. This amendment involved carryover of a small amount of funding to the *2015 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*. The Sheboygan MPO Technical and Policy Advisory Committees reviewed the proposed amendment and recommended its approval to the Bay-Lake Regional Planning Commission at their joint meeting in late February. The Commission approved this amendment at its meeting in mid-March. WisDOT and FHWA also approved this amendment in March.
- Members of the Sheboygan MPO Technical and Policy Advisory Committees elected their respective officers (Chairperson and Vice Chairperson) for two year terms at their joint meeting in late May.
- In mid-March, MPO staff submitted an updated Cost Policy Statement for the Bay-Lake Regional Planning Commission to WisDOT Bureau of Planning and Economic Development and FHWA Wisconsin Division staff. The updated statement noted fringe benefit, leave additive and indirect cost rates to be applied in invoicing all Bay-Lake Regional Planning Commission 2015 work program activities, including Sheboygan MPO activities.

- Preparation of the draft *2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* occurred in late August and in the first half of September. The draft MPO Work Program was sent to WisDOT and USDOT staff as well as to other interested parties in mid-September. A meeting with WisDOT and FHWA staff to review the draft 2016 MPO Work Program was held in early October. The Sheboygan MPO Technical and Policy Advisory Committees reviewed and recommended approval of the draft 2016 MPO Work Program at their early October joint meeting. The Commission approved the *2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* at a meeting of its Executive Committee in late October.
- Commission staff hired a limited term employee (LTE) Transportation Technician in September. This individual was hired to assist the Commission with various transportation tasks in the Sheboygan MPO program (and in a limited number of other Commission transportation activities) for the remainder of 2015.
- Preparation of bimonthly financial and progress reports as well as a summary of staff hours and expenses by MPO line item to accompany invoices for work completed in the Sheboygan MPO program that were submitted to WisDOT (one quarterly set of such reports was sent out for work completed in the fourth quarter of 2014 during the month of January).
- Preparation of bimonthly invoices to Shoreline Metro for the local share of transit activities in March, May and July (one quarterly invoice was sent out for work completed in the fourth quarter of 2014 during the month of January).

Long-Range Transportation Planning

- Commission staff prepared, revised and formatted several draft chapters of the *Year 2045 Sheboygan Area Transportation Plan (SATP)* in early 2015, including: draft Chapters 1 (Introduction); 4 (Mission Statement, Goals and Objectives); 5 (Existing Condition of the Transportation Network); 6 (Transportation and Land Use); 7 (Recommended Transportation Plan); 8 (Mitigation of Environmental Impacts of Major Transportation Projects); and 9 (Financial Plan). These chapters were presented at joint meetings of the MPO Technical and Policy Advisory Committees in January and April.
- Commission staff completed all of the draft appendices in the *Year 2045 SATP* in early 2015. One of the appendices (Appendix B: Transportation System Performance Indicators) was presented at the January joint meeting of the MPO advisory committees. All other significant draft appendices were reviewed at the April joint meeting of the MPO advisory committees, including Appendix C (Air Quality Conformity Analysis) and Appendix E (Environmental Justice Analysis).
- Commission staff worked with the WisDOT Travel Forecasting staff to obtain baseline travel forecast data for 2045 as well as to get capacity adding projects recommended by members of the Sheboygan MPO Technical and Policy Advisory Committees tested with the travel demand forecast model in January and February. Commission staff also

consulted with WisDOT Northeast Region staff to obtain their concurrence that it was acceptable to test proposed recommendations from the State Highway 23 Freeway Conversion/Corridor Preservation Study (from State Highway 57 to State Highway 32) as well as a small number of improvements to State Highway 23 west of County Highway C in the travel demand forecast model in 2045.

- Commission staff prepared a spreadsheet summarizing various statistics from the travel demand forecast model under three transportation project scenarios in 2045; this spreadsheet was reviewed with members of the MPO advisory committees at their joint meeting in late February.
- Members of the Sheboygan MPO Technical and Policy Advisory Committees reviewed results of testing various capacity modifying street and highway projects with the travel demand forecast model at their joint meeting in late February. Members of the MPO advisory committees also selected a package of tested capacity modifying projects to include in the *Year 2045 SATP* (including a recommended implementation period for selected projects) at this meeting.
- Commission staff facilitated an environmental consultation meeting on the draft *Year 2045 SATP* with stakeholder agency personnel at the Wisconsin Department of Natural Resources' Northeast Region office in April.
- The Sheboygan MPO Technical and Policy Advisory Committees released the draft *Year 2045 SATP* for a 30 day public comment period (including a public hearing) at their joint meeting in late April.
- Commission staff provided the Bay-Lake Regional Planning Commission's Executive Committee with an update on the *Year 2045 SATP* at the committee's quarterly meeting in Sheboygan in late April.
- In late April, Commission staff made the draft *Year 2045 SATP* available at five public review locations in the Sheboygan area. In addition, the draft *Year 2045 SATP* was made available at the Bay-Lake Regional Planning Commission website. An announcement of the public comment period and public hearing for the *Year 2045 SATP* was placed in the *Sheboygan Press*. The public comment period on the *Year 2045 SATP* ran through late May. The public hearing on the *Year 2045 SATP* was held in mid-May. The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of the *Year 2045 SATP* at their joint meeting in late May, and the Commission approved the *Year 2045 SATP* at a meeting of its Executive Committee in late May.
- Final production of the approved *Year 2045 SATP* took place in June. This included editing and assembly of the final document. All 13 jurisdictions represented on the MPO Policy Advisory Committee (two cities, two villages, six towns, Sheboygan County, Shoreline Metro, and the WisDOT Northeast Region) have been given a hard copy of the final plan (complete with a CD copy of the plan). All other members of the MPO advisory committees have received CD copies of the plan. Staff from the Federal

Highway Administration (FHWA) Wisconsin Division, the WisDOT Bureau of Planning and Economic Development, and the WDNR Bureau of Air Management received their hard copies of the plan (complete with CD) in July. A hard copy of the final plan (complete with CD) was delivered to the Mead Public Library in Sheboygan in June. The final plan has been posted to the Commission website and its Sheboygan MPO webpage.

- Commission staff started work on a land use inventory of the Sheboygan Metropolitan Planning Area in early October. The land use inventory has not been completed since 2009. The Commission's LTE Transportation Technician is completing this task, with the assistance of the Commission's GIS Coordinator.
- Commission staff participated in quarterly meetings of the Wisconsin Department of Natural Resources (WDNR) Bureau of Air Management's Transportation Conformity Work Group (via teleconference) in January, April, July and October, and also participated in Technical Subcommittee meetings of the Transportation Conformity Work Group in August and September.
- Commission staff participated in U.S. Representative Reid Ribble's 2015 Transportation Summit in early April.

Short-Range Transportation Planning

- Commission staff prepared an annual report on transportation system performance indicators in January.
- Commission staff spent some time in January, April, July and October assisting Shoreline Metro with the preparation of quarterly reports for its Community Development Block Grant (CDBG).
- Commission staff assisted Shoreline Metro with mapping of its ADA paratransit service area (based on recent route revisions) and of Metro Connection's county transportation routes in April.
- Commission staff answered questions from Shoreline Metro staff regarding the Congestion Mitigation and Air Quality (CMAQ) program in June.
- Commission staff met with Shoreline Metro staff in early October to discuss potential consolidation of routes on the south side of the City of Sheboygan.
- Commission staff worked with Shoreline Metro staff to prepare for passenger opinion and boarding and alighting surveys that should mostly take place in the fall of 2015 (surveys for one summer downtown circulator route will take place in the summer of 2016). Commission staff prepared the overall passenger opinion survey instrument as well as the boarding and alighting survey forms for each Shoreline Metro route. Commission staff also prepared information on the shifts and hours needed to complete

the task. A memorandum went out to temporary employment agencies in late August soliciting their bids to assist with the surveys, but no bids were submitted by the deadline in early September. Commission staff then worked with the City of Sheboygan's Senior Activity Center, Shoreline Metro and RCS Empowers to secure personnel to assist with administering the surveys.

- Commission staff assisted the City of Sheboygan Falls' Director of Public Works with street pavement evaluation surveys in late September and mid-October.

Transportation Improvement Program (TIP)

- The Wisconsin Department of Transportation approved the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2015 – 2018* in early January. Commission staff distributed CD copies of the final 2015 – 2018 TIP to members of the Sheboygan MPO Technical and Policy Advisory Committees in attendance (as well as paper copies of that document to FHWA and WisDOT Bureau of Planning and Economic Development staff in attendance) at the January joint meeting of those committees. In late January, Commission staff mailed a paper copy of the 2015 – 2018 TIP to the Mead Public Library for permanent public display, and mailed CD copies of the 2015 – 2018 TIP to members of the MPO advisory committees unable to attend the January meeting. The final 2015 – 2018 TIP was posted to the Commission website and its Sheboygan MPO webpage.
- Commission staff worked on a minor amendment to the 2015 – 2018 TIP in February. This minor amendment was to involve an addition to the elderly and disabled transportation capital project component of the 2015 – 2018 TIP. The new project that was to be added to the 2015 – 2018 TIP was to involve one new medium sized bus for Brooke Industries (based in Fond du Lac, and serving clients in seven counties, including Sheboygan County) to transport clients to their various services. The Sheboygan MPO Technical and Policy Advisory Committees reviewed the proposed amendment and recommended its approval to the Bay-Lake Regional Planning Commission at their joint meeting in February. However, the Commission deferred action on this minor amendment to the 2015 – 2018 TIP at its meeting in mid-March. Commissioners had questions regarding this vehicle that could not be answered due to the limited amount of information supplied to the Commission by the applicant and by the WisDOT Bureau of Transit, Local Roads, Railroads and Harbors. WisDOT staff sent an e-mail to Commission staff in mid-April indicating that it was not necessary to include this project in the 2015 – 2018 TIP.
- Commission staff placed the *Annual Listing of Obligated Projects for Calendar Year 2014* on the MPO webpage in March. A copy of the listing was given to staff of the Sheboygan County Planning and Conservation Department for permanent public display in that office.
- Commission staff participated in the WisDOT Northeast Region's Local Program Funding Symposium in early April.

- Commission staff reviewed potential mid-year amendments to the *2015 – 2018 TIP* in May. Commission staff prepared these mid-year amendments in June. These amendments were reviewed at the June joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees. The amendments primarily impact the transit capital and street and highway components of the TIP. Commission staff determined that some of the amendments were major in nature, and therefore decided to hold a 30 day public comment period and public hearing on the TIP amendments. A public hearing on the amendments was held as part of the July joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees. These amendments were also reviewed and recommended for approval at the July joint meeting of the MPO advisory committees. The Commission approved the amendments at a meeting of its Executive Committee in late July. In August, Commission staff submitted the approved amendments to pertinent state and Federal agencies, and WisDOT sent the Commission a letter approving these amendments.
- Commission staff reviewed information regarding the Surface Transportation Program (STP) Urban funding allocation for the Sheboygan Urbanized Area for the 2015 – 2020 funding cycle in May. This information was presented to members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting in May. The MPO advisory committees continued their discussion regarding this matter at their June and July joint meetings. The MPO advisory committees decided the projects that should be allocated these funds at their August joint meeting.
- Commission staff began preparing pertinent tables for the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2016 – 2019* in late September. Members of the MPO advisory committees reviewed draft transit operating, transit capital, bicycle and pedestrian transportation project, and street and highway improvement project tables at their joint meeting in early October. Commission staff spent much of October assembling the main body of the *2016 – 2019 TIP*.
- Commission staff participated in two meetings at the Southeastern Wisconsin Regional Planning Commission (SEWRPC) in Waukesha to review projects that were submitted for Congestion Mitigation and Air Quality (CMAQ) funding for the 2016 – 2020 cycle. Three project applications from the region were submitted in the recent cycle, including one project application from the Sheboygan metropolitan planning area.

Major environmental justice, public involvement and Title VI accomplishments of the 2015 Work Program from January 1, 2015, through October 31, 2015, included the following:

- Commission staff has identified and mapped the locations of minority and low income populations in the Sheboygan metropolitan planning area. This information was used to estimate the impacts of transportation projects recommended in the *Year 2045 SATP* as well as in the *2015 – 2018 TIP* and the *2016 – 2019 TIP* (see Appendix E of all documents), and to assess the level of service provided to these populations by Shoreline

Metro. Minority population information came from the 2010 Census, while low income population information came from the American Community Survey (ACS: 2008 – 2012 ACS in the case of the *2015 – 2018 TIP*, and 2009 – 2013 ACS in the case of the *Year 2045 SATP* and the *2016 – 2019 TIP*). Low income population information was only available at the census tract level for the *2015 – 2018 TIP*, but was available at the block group level for the *Year 2045 SATP* and the *2016 – 2019 TIP*. Minority population information was available for both *TIPs* and for the *Year 2045 SATP* at the block group level.

- Commission staff continued outreach efforts with organizations that advocate for the interests of minority and low income populations in the Sheboygan metropolitan planning area in 2015.
- Commission staff helped facilitate meetings of the Northeastern Wisconsin Regional Access to Transportation Committee (NEWRATC) in January, April, July and October (although staff was unable to attend the July meeting); this included preparation of meeting agendas and drafting of meeting minutes. The charge of this committee is “to coordinate and develop a regional committee to systematically address access to transportation for at-risk populations with special needs.” Generally, counties covered by the Bay-Lake and East Central Wisconsin RPC regions are represented on this committee.
- In August, Commission staff completed a survey regarding Title VI that was sent by the Office of Business Opportunity and Equity Compliance within the WisDOT Division of Transportation System Development. Information from this survey was to “be recorded and reported in this year’s WisDOT Title VI/Nondiscrimination Annual Work Plan and Accomplishment Report.”

2016 WORK PROGRAM SUMMARY

The key components of the 2016 Work Program are as follows:

Program Support and Administration

- Preparation of the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* (including a draft work program review meeting with WisDOT and FHWA staff).
- Participation in a mid-year work program review meeting (regarding the *2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*) with WisDOT and FHWA staff.
- Completion of bimonthly financial, progress, staff hour and other requested reports for submittal to WisDOT.

- Coordination of approximately nine joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees in 2016.
- Participation in meetings of the Bay-Lake Regional Planning Commission or its Executive Committee at which MPO work elements are discussed and/or acted upon.
- Continued participation in quarterly FHWA/WisDOT/MPO meetings to discuss transportation planning, policy, financial and technical issues and questions.
- Attendance at the annual MPO/RPC/WisDOT transportation planning conference.
- Supervision of personnel involved in the Sheboygan MPO program.

Long-Range Transportation Planning

- Refinement of the schedule for the MPO long-range transportation plan completion process (as needed).
- Beginning preparation of the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* due in May 2019.
- Discussion and coordination of MAP-21 performance measurements and establishment of state and MPO performance targets, including working to align the *Year 2045 SATP* with USDOT performance management rules (**promotes MAP-21 Implementation, a USDOT planning emphasis area**).
- Continuation of in-house travel demand forecast modeling activities in 2016, including in-house model learning, continued allocation of time to use the model internally and with external parties, and possible training activities.
- Continuing to work with WisDOT on the development and implementation of statewide transportation plans, including the State Freight Plan expected to be completed in December 2016, as well as the State Highway Plan expected to be completed in the spring of 2017 (**promotes Regional Models of Cooperation, a USDOT planning emphasis area**).

Short-Range Transportation Planning

- Several public involvement, environmental justice and Title VI activities, including assessment of the MPO public involvement/public participation process associated with the recently adopted long-range transportation plan and TIP, potentially culminating in an updated MPO Public Participation Plan.
- Providing planning assistance to local units of government and to WisDOT, if requested.

- Continuing to collect data for those performance indicators that can be tracked annually, and sharing of such data with members of the Sheboygan MPO Technical and Policy Advisory Committees.
- Updating the *Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County* (**promotes Ladders of Opportunity, a USDOT planning emphasis area**).
- Assistance to Sheboygan County with the final stages of implementation of its non-motorized transportation pilot grant program.
- Assistance to Shoreline Metro with implementation of the *Sheboygan Transit Development Program (TDP): 2012 – 2016*.
- Data collection to prepare for a TDP to be completed for Shoreline Metro in 2017, including completion of reports documenting findings from boarding and alighting and passenger opinion surveys.
- Completion of special studies for Shoreline Metro, as requested by its Director.

Transportation Improvement Program (TIP)

- Possible processing of amendments to the *2016 – 2019 TIP* (if necessary) during 2016.
- Preparation of a mid-year report on the progress of projects in the TIP for members of the Sheboygan MPO Technical and Policy Advisory Committees.
- Preparation of the *2017 – 2020 TIP*, including an air quality conformity analysis on both the *Year 2045 SATP* and the *2017 – 2020 TIP* utilizing emission factors from the MOVES emissions estimating model that will be provided by the WDNR Bureau of Air Management.

Key meetings in 2016:

Appendix F shows the tentative schedule for all MPO Technical and Policy Advisory Committee joint meetings, Bay-Lake Regional Planning Commission full Commission and Executive Committee meetings, and other meetings for 2016.

All meetings of the Sheboygan MPO Technical and Policy Advisory Committees are scheduled to start at 1:00 p.m. (unless otherwise noted), and will be held in the Sheboygan area.

Meetings of the full Commission or its Executive Committee are scheduled to be held on Fridays starting at 10:00 a.m. (unless otherwise noted); all full Commission meetings are held in Green Bay, while Executive Committee meetings are typically held at various locations around the region.

The Commission gives final approval to all MPO plans and programs. *Not every full Commission meeting or Executive Committee meeting will have MPO action items on its agenda.*

In addition, a mid-year review meeting with WisDOT and FHWA staff is scheduled for May or June at the Bay-Lake Regional Planning Commission office in Green Bay, while a draft Work Program review meeting will likely take place via teleconference in September or October.

Commission staff also plans to participate in quarterly forums with directors from other Wisconsin MPOs and with WisDOT and FHWA staff to discuss issues of mutual concern. These forums will “discuss transportation planning, policy, financial and technical issues and concerns” jointly with WisDOT and FHWA staff.

A summary budget table of the Sheboygan MPO 2016 Work Program is provided on the following page.

<p align="center">SUMMARY BUDGET</p> <p align="center">SHEBOYGAN MPO 2016 WORK PROGRAM</p>	
--	--

Work Elements	Budget	Funding Source					
		FHWA	Percentage	WisDOT	Percentage	MPO/Local	Percentage
1. Program Support and Administration	\$40,000	\$32,000	80.000%	\$1,670	4.174%	\$6,330	15.826%
2. Long-Range Transportation Planning*	\$85,000	\$68,000	80.000%	\$3,548	4.174%	\$13,452	15.826%
3. Short-Range Transportation Planning	\$50,000	\$40,000	80.000%	\$2,087	4.174%	\$7,913	15.826%
4. Transportation Improvement Program (TIP)	\$25,000	\$20,000	80.000%	\$1,044	4.174%	\$3,957	15.826%
TOTALS	\$200,000	\$160,000	80.000%	\$8,348	4.174%	\$31,652	15.826%

*Long-range transportation planning activities will include: refinement of the schedule for the MPO long-range transportation plan completion process (as needed); beginning preparation of the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* due in May 2019; discussion and coordination of MAP-21 performance measurements and establishment of state and MPO performance targets, including working to align the *Year 2045 SATP* with USDOT performance management rules; continuation of in-house travel demand forecast modeling activities, including in-house model learning, continued allocation of time to use the model internally and with external parties, and possible training activities; and continuing to work with WisDOT on the development and implementation of statewide transportation plans, including the State Freight Plan expected to be completed in December 2016, as well as the State Highway Plan expected to be completed in the spring of 2017.

Staff Hour Summary for the Sheboygan MPO 2016 Work Program:

Staff Position:	Total Work Program Hours:
Executive Director	80
Transportation Planner III/MPO Transportation Planner	1,839
Natural Resources Planner III	0
Community Assistance Planner III	0
GIS Coordinator	741
Office Accounts Coordinator	60
Total	2,720

I. PROGRAM SUPPORT AND ADMINISTRATION

Objective and Methodology

To perform the general administrative duties needed to carry out the various functions of the Sheboygan MPO. Administrative duties for 2016 will include:

- Preparation of the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*, including a draft work program meeting with WisDOT and FHWA staff;
- Participation in a mid-year work program review meeting (regarding the *2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*) with WisDOT and FHWA staff;
- Completion of bimonthly financial, progress, staff hour and other requested reports for submittal to WisDOT;
- Coordination of approximately nine joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees in 2016;
- Participation in meetings of the Bay-Lake Regional Planning Commission or its Executive Committee at which MPO work elements are discussed and/or acted upon;
- Continued participation in quarterly FHWA/WisDOT/MPO meetings to discuss transportation planning, policy, financial and technical issues and questions;
- Attendance at the annual MPO/RPC/WisDOT transportation planning conference; and
- Supervision of personnel involved in the Sheboygan MPO program.

Table 1 (on page 15) outlines administrative activities for 2016 and the budget, staff hours and schedule allocated to these activities.

TABLE 1 PROGRAM SUPPORT AND ADMINISTRATION				
ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Work Program and Committee Coordination	1. Preparation of the 2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program.	\$31,122	408	August - November
	2. Attend one meeting with WisDOT and FHWA staff to review draft 2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program.			September - October
	3. Participation in a mid-year review meeting (regarding the 2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program) with WisDOT and FHWA staff.			May - June
	4. Completion of bimonthly financial, progress, staff hour and other requested reports for submittal to WisDOT.			January - December
	5. Coordination of approximately nine joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees.			January - December
	6. Participation in meetings of the Bay-Lake Regional Planning Commission or its Executive Committee at which MPO work elements are discussed and/or acted upon.			January - December
	7. Supervision of personnel involved in the Sheboygan MPO program.			January - December
Conferences, MPO Directors' Meetings, Other Meetings	1. Continued participation in quarterly FHWA/ WisDOT/MPO meetings to discuss transportation planning, policy, financial and technical issues and questions.	\$6,378	80	January, April, July, October
	2. Attendance at the annual MPO/RPC/WisDOT Transportation Planning Conference.			August - October
	3. Travel to and from all other meetings			January - December
Program Expenses*	1. Total MPO expenses (excluding travel)	\$2,500	Expense Only	
Total		\$40,000	488	
*Expenses include: memberships and subscriptions, all printing (including publication of public notices), all postage, telephone expenses, supplies and equipment.				
Staff Hour Summary for Program Support and Administration:				
Staff Position:		Total Work Program Hours:		
Executive Director		40		
Transportation Planner III/MPO Transportation Planner		368		
Natural Resources Planner III		0		
Community Assistance Planner III		0		
GIS Coordinator		20		
Office Accounts Coordinator		60		
Total		488		

II. LONG-RANGE TRANSPORTATION PLANNING

Objective and Methodology

Long-range transportation planning activities in 2016 will include:

- Refinement of the schedule for the MPO long-range transportation plan completion process (as needed);
- Beginning preparation of the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* due in May 2019;
- Discussion and coordination of MAP-21 performance measurements and establishment of state and MPO performance targets, including working to align the *Year 2045 SATP* with USDOT performance management rules (**promotes MAP-21 Implementation, a USDOT planning emphasis area**);
- Continuation of in-house travel demand forecast modeling activities in 2016, including in-house model learning, continued allocation of time to use the model internally and with external parties, and possible training activities; and
- Continuing to work with WisDOT on the development and implementation of statewide transportation plans, including the State Freight Plan expected to be completed in December 2016, as well as the State Highway Plan expected to be completed in the spring of 2017 (**promotes Regional Models of Cooperation, a USDOT planning emphasis area**).

Table 2 (on page 17) outlines long-range transportation planning activities for 2016 and the budget, staff hours and schedule allocated to these activities.

TABLE 2 LONG-RANGE TRANSPORTATION PLANNING				
ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Long-Range Transportation Planning Activities	1. Refinement of the schedule for the MPO long-range transportation plan completion process (as needed).	\$85,000	1,220	May - June and September - October
	2. Beginning preparation of the Update to the <i>Year 2045 Sheboygan Area Transportation Plan (SATP)</i> due in May 2019.			January - December
	3. Discussion and coordination of MAP-21 performance measurements and establishment of state and MPO performance targets, including working to align the <i>Year 2045 SATP</i> with USDOT performance management rules.			January - December
	4. Continuation of in-house travel demand forecast modeling activities, including in-house model learning, continued allocation of time to use the model internally and with external parties, and possible training activities.			January - December
	5. Continuing to work with WisDOT on the development and implementation of statewide transportation plans, including the State Freight Plan expected to be completed in December 2016, as well as the State Highway Plan expected to be completed in the spring of 2017.			January - December
	Total	\$85,000	1,220	
Staff Hour Summary for Long-Range Transportation Planning:				
Staff Position:		Total Work Program Hours:		
Executive Director		40		
Transportation Planner III/MPO Transportation Planner		680		
Natural Resources Planner III		0		
Community Assistance Planner III		0		
GIS Coordinator		500		
Office Accounts Coordinator		0		
Total		1,220		

III. SHORT-RANGE TRANSPORTATION PLANNING

Objective and Methodology

Short-range transportation planning activities in 2016 will include:

- Several public involvement, environmental justice and Title VI activities, including assessment of the MPO public involvement/public participation process associated with the recently adopted long-range transportation plan and TIP, potentially culminating in an updated MPO Public Participation Plan;
- Providing planning assistance to local units of government and to WisDOT (upon request);
- Continuing to collect data for those performance indicators that can be tracked on an annual basis (including the sharing of such data with members of the Sheboygan MPO Technical and Policy Advisory Committees at their December joint meeting);
- Updating the *Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County* (promotes **Ladders of Opportunity, a USDOT planning emphasis area**);
- Assistance to Sheboygan County with the final stages of implementation of its non-motorized transportation pilot grant program;
- Assistance to Shoreline Metro with implementation of the *Sheboygan Transit Development Program (TDP): 2012 – 2016*;
- Data collection to prepare for a TDP to be completed for Shoreline Metro in 2017, including completion of reports documenting findings from boarding and alighting and passenger opinion surveys; and
- Completion of special studies for Shoreline Metro, as requested by its Director.

It should be noted that assistance provided to Sheboygan County in implementing its non-motorized transportation pilot grant program involves implementation of an earmark specified in the Safe, Accountable, Flexible, Efficient Transportation Efficiency Act: A Legacy for Users (SAFETEA-LU) enacted in 2005. The Commission would continue to act in a coordinating capacity in implementing this program in the Sheboygan metropolitan planning area, in cooperation with Sheboygan County staff. Funding for this earmark is subject to Congressional obligation limitations.

Table 3 (on page 19) outlines short-range transportation planning activities for 2016 and the budget, staff hours and schedule allocated to these activities.

TABLE 3 SHORT-RANGE TRANSPORTATION PLANNING				
ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Public Involvement, Environmental Justice and Title VI Activities	1. Complete various Title VI related tasks for the MPO program.	\$5,000	72	July
	2. Assess the effectiveness of the MPO public involvement/public participation process associated with the recently adopted long-range transportation plan and TIP, potentially culminating in an updated MPO Public Participation Plan.			January - December
	3. Implement improved strategies for engaging minority, low income, elderly and disabled populations through public involvement.			January - December
	4. Continue to enhance analytical capabilities for assessing impact distributions of transportation programs, policies and activities established in the transportation plan and TIP.			January - December
Other Short-Range Transportation Planning Activities	1. Provide planning assistance to local units of government and to WisDOT (upon request).*	\$45,000	581	January - December
	2. Continue to collect data for those performance indicators that can be tracked on an annual basis (including the sharing of such data with members of the Sheboygan MPO Technical and Policy Advisory Committees).*			January - December (Share data with MPO advisory committees at their December joint meeting)
	3. Update the <i>Coordinated Public Transit Human Services Transportation Plan for Sheboygan County</i> .			July - December
	4. Assistance to Sheboygan County with the final stages of implementation of its non-motorized transportation pilot grant program.			January - December
	5. Assistance to Shoreline Metro with implementation of the <i>Sheboygan Transit Development Program (TDP): 2012 - 2016</i> .			January - December
	6. Data collection to prepare for a TDP to be completed in 2017, including completion of reports documenting findings from boarding and alighting and passenger opinion surveys conducted in late 2015.			January - December
	7. Completion of special transit studies for Shoreline Metro, as requested by its Director.			January - December
Total		\$50,000	653	
*In cooperation with the WisDOT Travel Forecasting Section and/or their consultant.				
Staff Hour Summary for Short-Range Transportation Planning:				
Staff Position:		Total Work Program Hours:		
Executive Director		0		
Transportation Planner III/MPO Transportation Planner		573		
Natural Resources Planner III		0		
Community Assistance Planner III		0		
GIS Coordinator		80		
Office Accounts Coordinator		0		
Total		653		

IV. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Objective and Methodology

The TIP is a four-year listing of transit operating and capital, elderly and disabled transportation operating and capital, bicycle and pedestrian transportation, and street and highway improvements in the Sheboygan metropolitan planning area. All major projects receiving Federal funding must be included in the TIP. Projects are solicited from jurisdictions in the metropolitan planning area and from WisDOT, and are incorporated into the TIP. The draft TIP is reviewed by the MPO Technical and Policy Advisory Committees and by private transportation providers, and the general public is invited to offer comments on the projects. The TIP is forwarded to the Bay-Lake Regional Planning Commission for final approval. It should be noted that regionally significant transportation projects, regardless of funding source, need to be included in the TIP.

Table 4 (on page 21) outlines activities pertinent to TIP development for 2016 and the budget, staff hours and schedule allocated to these activities. There may be possible processing of amendments to the *2016 – 2019 TIP* (if necessary) during 2016. The largest task under this work element in 2016 will involve preparation of the *2017 – 2020 TIP*. Some of these TIP preparation and amendment activities will require an air quality conformity analysis on both the *Year 2045 SATP* and the subject TIP utilizing emission factors from the MOVES emissions estimating model that will be provided by the WDNR Bureau of Air Management. Finally, MPO staff will prepare a mid-year report on the progress of projects in the *2016 – 2019 TIP* for members of the Sheboygan MPO Technical and Policy Advisory Committees (including the sharing of this report with members of these committees at their joint meeting in June or August).

TABLE 4 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)				
ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
2016 - 2019 TIP	1. Possible processing of amendments to the 2016 - 2019 TIP (if necessary). 3. Preparation of a mid-year report on the progress of projects in the 2016 - 2019 TIP for members of the Sheboygan MPO Technical and Policy Advisory Committees (including the sharing of this report with members of these committees).	\$7,500	103	January - September May - June (Share report with MPO advisory committees at their June or August joint meeting)
2017 - 2020 TIP	1. Compile Projects and Notify the Private Sector of Transit Projects. 2. Develop the TIP and Document the Private Sector Notification Process. 3. Review TIP for Compliance with the 1990 Clean Air Act Amendments (CAAA) and the Americans with Disabilities Act of 1990 (ADA). 4. Public Comment Period and Public Hearing 5. Technical Advisory Committee Review, Policy Advisory Committee Recommendation of Approval, MPO Approval, and Submittal to State and Federal Agencies and to the Governor.	\$17,500	256	July August August September - October September - November
Total		\$25,000	359	
Staff Hour Summary for Transportation Improvement Program (TIP):				
Staff Position:		Total Work Program Hours:		
Executive Director		0		
Transportation Planner III/MPO Transportation Planner		218		
Natural Resources Planner III		0		
Community Assistance Planner III		0		
GIS Coordinator		141		
Office Accounts Coordinator		0		
Total		359		

APPENDIX A
RESOLUTION OF APPROVAL OF WORK PROGRAM

RESOLUTION NO. 4-2015

Resolution of the Bay-Lake Regional Planning Commission to approve the 2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program

WHEREAS, the draft of the *Preliminary 2016 - 2017 Work Program & 2016 Annual Budget* has been duly reviewed by the full Commission, and was approved in preliminary form at a meeting of the full Commission on September 11, 2015, and

WHEREAS, the Federal Transit Administration and the Federal Highway Administration require each metropolitan planning organization (MPO) to develop and maintain a continuing, comprehensive and cooperative transportation planning process, including development and updating of a multi-modal long-range transportation plan and periodic development of a transportation improvement program, and

WHEREAS, the funding of these programs by the U.S. Department of Transportation and by the State of Wisconsin must be documented and supported by a planning work program.

NOW, THEREFORE BE IT RESOLVED:

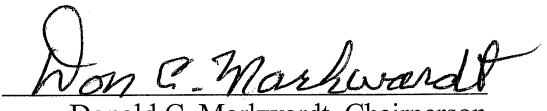
FIRST: That the Commission approves the *2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* as a component of the overall Commission Work Program for 2016.

SECOND: That the Commission authorizes the officers of the Commission to enter into contracts necessary to fund and carry out the intended work program.

THIRD: That the Commission, as MPO for the Sheboygan Metropolitan Planning Area, and in accordance with 23 CFR 450.334(a), hereby certifies that the metropolitan transportation planning process is addressing major issues facing the Sheboygan Metropolitan Planning Area, and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
- (2) Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR Part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR Part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Sections 1101 (b) of the "Moving Ahead for Progress in the 21st Century" Act (MAP-21, Pub. L. 112-141) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US DOT funded projects;
- (6) 23 CFR Part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et. seq.*) and 49 CFR Parts 27, 37 and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;

- (9) Section 324 of Title 23, U.S.C., regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.


Donald C. Markwardt, Chairperson
Bay-Lake Regional Planning Commission

ATTEST:

I, Alice M. Baumgarten, Secretary-Treasurer of the Bay-Lake Regional Planning Commission, hereby certify that the above is a true copy of a resolution adopted by the Bay-Lake Regional Planning Commission on the 23rd day of October, 2015.


Alice M. Baumgarten, Secretary-Treasurer
Bay-Lake Regional Planning Commission

APPENDIX B
METROPOLITAN PLANNING FACTORS AND THE 2016 SHEBOYGAN
METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK
PROGRAM

**METROPOLITAN PLANNING FACTORS AND THE 2016 SHEBOYGAN
METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK
PROGRAM**

The “*Moving Ahead for Progress in the 21st Century*” Act (MAP-21), which was signed into law in 2012, updated the planning factors that are to be considered by Metropolitan Planning Organizations (MPOs) when developing transportation plans and programs. The *2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* has been developed with consideration of the metropolitan planning factors in MAP-21. The eight metropolitan planning factors in MAP-21 are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system for motorized and nonmotorized users;
3. Increase the security of the transportation system for motorized and nonmotorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

The following matrix illustrates the major 2016 MPO work program elements and the metropolitan planning factors to be addressed in each project.

METROPOLITAN PLANNING FACTORS TO BE CONSIDERED IN THE 2016 SHEBOYGAN METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK PROGRAM									
Work Program Category	Significant Work Program Elements	Metropolitan Planning Factors							
		1	2	3	4	5	6	7	8
Administration	Preparation of 2017 Work Program	X	X	X	X	X	X	X	X
	Participation in Mid-Year Work Program Review Meeting	X	X	X	X	X	X	X	X
	Completion of Bimonthly Financial, Progress and Other Reports	X	X	X	X	X	X	X	X
	MPO TAC/PAC Joint Meeting Coordination	X	X	X	X	X	X	X	X
	Participate in Bay-Lake RPC Meetings with MPO Action Items	X	X	X	X	X	X	X	X
	Quarterly MPO Director Forums and MPO/RPC Conference	X	X	X	X	X	X	X	X
	Personnel Supervision	X	X	X	X	X	X	X	X
Long-Range Planning	Refinement of the Schedule for the MPO Long-Range Transportation Plan Completion Process (As Needed)	X	X	X	X	X	X	X	X
	Beginning Preparation of the Update to the <i>Year 2045 Sheboygan Area Transportation Plan (SATP)</i> Due in May 2019	X	X	X	X	X	X	X	X
	Discussion and Coordination of MAP-21 Performance Measurements and Establishment of State and MPO Performance Targets, Including Working to Align the <i>Year 2045 SATP</i> with USDOT Performance Management Rules	X	X	X	X	X	X	X	X
	Continuation of In-House Travel Demand Forecast Modeling Activities	X			X	X	X	X	X
	Continue to Work with WisDOT on the Development and Implementation of Statewide Transportation Plans, Including the State Freight Plan Expected to be Completed in December 2016, as well as the State Highway Plan Expected to be Completed in the Spring of 2017.	X	X	X	X	X	X	X	X
Short-Range Planning	Public Involvement, Environmental Justice and Title VI Activities, Including Assessment of the MPO Public Involvement/Public Participation Process Associated with the Recently Adopted Long-Range Transportation Plan and TIP, Potentially Culminating in an Updated MPO Public Participation Plan				X	X	X		
	Planning Assistance to Local Units of Government and WisDOT				X	X		X	X
	Continue to Collect Data for Performance Indicators that can be Tracked Annually/Sharing of Data with MPO Committees	X	X	X	X	X	X	X	X
	Update the <i>Coordinated Public Transit - Human Services Transportation Plan for Sheboygan County</i>				X	X	X	X	X
	Sheboygan County NMTTP Implementation Assistance		X	X	X	X	X		
	<i>Sheboygan TDP</i> Implementation Assistance	X	X	X	X	X	X	X	X
	Data Collection to Prepare for a TDP to be Completed for Shoreline Metro in 2017	X	X	X	X	X	X	X	X
	Shoreline Metro Special Studies	X			X	X		X	X
TIP	Possible Processing of Amendments to the 2016 - 2019 TIP (If Necessary)	X	X	X	X	X	X	X	X
	Preparation of Mid-Year Report on Progress of Projects in TIP	X	X	X	X	X	X	X	X
	Preparation of the 2017 - 2020 TIP	X	X	X	X	X	X	X	X

APPENDIX C
WisDOT/MPO/TRANSIT OPERATOR COOPERATIVE PLANNING AGREEMENT

**COOPERATIVE AGREEMENT FOR CONTINUING TRANSPORTATION PLANNING
FOR THE SHEBOYGAN METROPOLITAN PLANNING AREA**

The *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan Metropolitan Planning Area* can be found on the Bay-Lake Regional Planning Commission's Sheboygan MPO webpage at:

http://www.baylakerpc.org/media/76513/cooperative_agreement.pdf

Signatories to the agreement include: the Bay-Lake Regional Planning Commission, the Wisconsin Department of Transportation, and the Sheboygan Transit Commission. The agreement was signed in late 2005 and early 2006, and took effect on January 23, 2006. This agreement is expected to be revised in 2016.

APPENDIX D
TITLE VI NON-DISCRIMINATION AGREEMENT AND PROGRAM

TITLE VI NON-DISCRIMINATION AGREEMENT AND PROGRAM

The *Title VI Non-Discrimination Agreement* can be found on the Bay-Lake Regional Planning Commission's Sheboygan MPO webpage at:

http://www.baylakerpc.org/media/76510/title_vi_non-discrimination_agreement.pdf

Signatories to the agreement include: the Bay-Lake Regional Planning Commission (a Wisconsin Department of Transportation Sub-Recipient), and the Wisconsin Department of Transportation. The updated agreement (the original agreement was signed in 2009) was signed in late October of 2013, and took effect immediately.

In addition, the *Title VI and Non-Discrimination/Limited English Proficiency (LEP) Plan* can be found on the Commission's Sheboygan MPO webpage at:

http://www.baylakerpc.org/media/84122/title_vi_non-discrimination_program.pdf

The Bay-Lake Regional Planning Commission completed the *Title VI and Non-Discrimination Program/LEP Plan* in 2014. This document was recommended for approval by the Sheboygan MPO Technical and Policy Advisory Committees (in terms of elements related to the Sheboygan Metropolitan Planning Area), and was approved by the Bay-Lake Regional Planning Commission at a meeting of its Executive Committee in late July of 2014. This document applies to both of the Commission's transportation planning programs (the Regional Transportation Planning program and the Sheboygan MPO program).

APPENDIX E
SCHEDULE FOR THE UPDATE TO THE YEAR 2045 SHEBOYGAN AREA
TRANSPORTATION PLAN (SATP) DUE IN MAY 2019

KEY	
Scheduled Time	
MPO Action	◇
TAC/PAC Vote	√
Information Meeting	?
Due Date	•

APPENDIX F
2016 TENTATIVE SCHEDULE OF MPO TECHNICAL AND POLICY ADVISORY
COMMITTEE JOINT MEETINGS, BAY-LAKE RPC FULL COMMISSION AND
EXECUTIVE COMMITTEE MEETINGS, AND OTHER MEETING DATES

2016 Tentative Schedule of MPO Technical and Policy Advisory Committee Joint Meetings, BLRPC Full Commission and Executive Committee Meetings, and Other Meeting Dates			
MPO Technical and Policy Advisory Committee Joint Meetings*	BLRPC Full Commission and Executive Committee Meetings	MPO Directors' Meetings with WisDOT and FHWA**	Mid-Year and Draft Work Program Review Meetings with WisDOT and FHWA
January 28	January 29 (Executive)	January 26	
February 25			
	March 11 (Full)		
April 28	April 29 (Executive)	April 26	
May 26			May or June
June 23	June 10 (Full)		May or June
	July 29 (Executive)	July 26	
August 25			
	September 9 (Full)		September or October
October 13	October 28 (Executive)	October 25	September or October
November 10			
December 8	December 9 (Full)		
*Commission staff reserves the right to reschedule existing meetings or call special meetings of the Sheboygan MPO Technical and Policy Advisory Committees in order to complete tasks in a timely manner or to accommodate unforeseen deadlines, etc..			
**One of the MPO Directors' meetings might be timed to coincide with the annual MPO/RPC/WisDOT transportation planning conference that normally takes place in the late summer or early fall.			

APPENDIX G
DISTRIBUTION OF LOCAL SHARE FUNDING FOR THE 2016 *SHEBOYGAN*
METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK
PROGRAM

**DISTRIBUTION OF LOCAL SHARE FUNDING FOR THE 2016 SHEBOYGAN
METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK
PROGRAM**

Of the \$200,000 (across all sources) that is funding the *2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*, some \$25,000 is devoted to transit planning activities. When the 15.826 percent local share (\$31,652 of \$200,000) is applied to the \$25,000 in transit planning activity, the transit local share is **\$3,957**. Shoreline Metro, the Sheboygan Transit Utility, will provide this portion of local funding in 2016. This is billed incrementally at the same time that WisDOT gets billed for the federal and state shares of the MPO program.

The remaining \$175,000 is devoted to planning for all other modes of transportation. When the 15.826 percent local share is applied to the \$175,000 in planning activity for all other modes, this local share is **\$27,695**. This portion of local funding will be provided by Sheboygan County's membership levy with the Commission in 2016. Sheboygan County pays its membership levy to the Commission at the beginning of the year, and the \$27,695 is a portion of this levy.

APPENDIX H
2012 PUBLIC PARTICIPATION PLAN UPDATE FOR THE SHEBOYGAN MPO

2012 PUBLIC PARTICIPATION PLAN UPDATE FOR THE SHEBOYGAN MPO

The *2012 Public Participation Plan Update: Sheboygan Metropolitan Planning Organization (MPO)* can be found on the Bay-Lake Regional Planning Commission's Sheboygan MPO webpage at: http://www.baylakerpc.org/media/54484/2012_mpo_public_participation_plan.pdf

It is possible that this plan may be updated in 2016 or 2017.

APPENDIX I
2016 INDIRECT COST ALLOCATION PLAN FOR THE BAY-LAKE REGIONAL
PLANNING COMMISSION (INCLUDING THE SHEBOYGAN MPO)

2016 COST ALLOCATION PLAN FOR THE BAY-LAKE REGIONAL PLANNING COMMISSION (INCLUDING THE SHEBOYGAN MPO)

Most Bay-Lake Regional Planning Commission staff members are anticipated to work on Sheboygan MPO activities in 2016, as follows:

- Transportation Planner (1,839 hours);
- GIS Coordinator (741 hours);
- Executive Director (80 hours); and
- Office Accounts Coordinator (60 hours).

All permanent Bay-Lake Regional Planning Commission staff members receive employee fringe benefits, which include: health insurance; dental insurance; life insurance; income continuation insurance; and an employee assistance program. All permanent staff members participate in the Wisconsin Retirement System, which is also an employee benefit. Government required coverage in this category includes: worker compensation (in the case of injuries on the job); unemployment insurance; and social security. Other employee benefits can include educational and professional development assistance. Staff can also participate in optional insurance and deferred compensation plans that are at the sole expense of the employee.

All permanent staff members also receive paid leave, which includes: 10.5 days of holidays (8.5 days of recognized holidays plus two days of personal holidays); vacation (amount accrued depends on the amount of years of service of the employee); and sick leave. Other less common forms of paid leave can include taking a small amount of time to vote on Election Day, as well as jury duty. There are forms of unpaid leave as well (family/medical leave of absence, military leave of absence and personal leave of absence), but since these are not paid, they are not accounted for in this category.

All other indirect costs include categories that are identified in the attached cost policy statement.

The source for the above information is the *Bay-Lake Regional Planning Commission Cost Policy Statement* prepared by Schenck in 2015. This report applies uniformly to all programs of the Commission, including the Sheboygan MPO program. This report is being used for the 2016 budget because this was the most recent period in which such a cost policy statement was developed (the 2014 audit prepared in 2015 increased the employee fringe benefit and paid leave rates, but maintained the indirect cost rate). The attached cost policy statement is available for review at the Bay-Lake Regional Planning Commission.

Costs and rates will be adjusted and reconciled back for 2016 based on audited 2015 costs when they become available in early 2016.

A copy of the most current cost policy statement of the Bay-Lake Regional Planning Commission can be found on the following pages.

BAY LAKE REGIONAL PLANNING COMMISSION

COST POLICY STATEMENT

I. General Accounting Policies

- A. Basis of Accounting – Accrual
- B. Fiscal Period – January 1 to December 31
- C. Allocation Basis – Salaries and other direct project costs are charged directly to projects and grants
- D. Indirect Cost Rate Allocation Bases:
 - Employee Fringe Benefits – Total salaries
 - Time Off with Pay (TOWP) – Total salaries minus TOWP
 - Indirect Costs – Total salaries minus TOWP and indirect salaries
- E. Bay Lake Regional Planning Commission maintains adequate internal controls to insure that no cost is charged both directly and indirectly to Federal contracts or grants.

II. Description of Cost Allocation Methodology

A. Salaries and Wages

- 1. Direct Costs – The majority of employees direct charge their salary costs since their work is specifically identifiable to specific grants, contracts, or other activities of the Commission. The charges are supported by auditable time sheets which reflect the actual activities of employees.
- 2. Indirect Costs – The following staff members charge a portion of their salary costs to indirect costs:
 - Executive Director
 - Office Accounts Coordinator

The distinction between direct and indirect is primarily based on the functions performed. For example, when the positions shown are performing functions that are necessary and beneficial to all programs, they are indirect. When functions are specific to one or more programs they are direct because they do not benefit all programs.

B. Time Off With Pay

The Commission charges all vacation, sick leave and holiday pay to a cost pool and apportions time to all direct and indirect salaries as a percentage of the salary amounts. The annual percentage is determined by the budget.

C. Fringe Benefits

Employee fringe benefits are all charged to a cost pool and allocated to all salary costs charged to direct programs, indirect cost pool and time off with pay cost pool. The employee fringe benefit costs include health insurance, life insurance and employers share of retirement and social security. The costs are allocated as a percentage of salary amounts based on the annual budget.

D. All Other Costs

All other expenditure object costs directly benefitting a particular program or grant are charged directly to that program or grant. Most costs incurred are not directly attributable to a particular program or grant and are charged to an indirect cost pool. The costs are apportioned based on salary costs based on a percentage as determined by the annual budget. The major expenditure object codes used are:

- Rent
- Equipment
- Audit and accounting services
- Legal services
- Other professional services
- Insurance
- Internet
- Electricity and heat
- Commissioner expense
- Moving expenses
- Telephone
- Postage
- Office supplies
- Computer supplies and expenses
- Conferences
- Travel
- Depreciation
- Interest charges

Richard L. Heath
Signature

EXECUTIVE DIRECTOR
Title

FEBRUARY 27, 2015
Date

Bay Lake Regional Planning Commission

January 1, 2015 to December 31, 2015

Allocation of Costs - Based on 2015 Budget

	2015 Budget	Allocation Base Method	Amount	Rate
1. Employee Fringe Benefits				
Social security	26,000.00			
Retirement	26,000.00			
Health and life insurance	97,000.00			
Total	149,000.00	Total Salaries	340,000.00	44%
 2. Time Off With Pay (TOWP)				
Vacation	24,000.00			
Sick Leave	14,200.00			
Holiday	14,000.00			
Subtotal	52,200.00			
Employee fringe benefits - 44%	24,000.00			
Total	76,200.00	Total Salaries minus TOWP	287,800.00	26%
 3. Indirect Costs				
Salaries	37,000.00			
Employee fringe benefits	16,280.00			
Time off with pay	9,620.00			
Rent	27,900.00			
Audit and accounting services	6,500.00			
Legal	250.00			
Other professional	1,500.00			
Insurance	8,600.00			
Internet	600.00			
Office maintenance and cleaning	2,500.00			
Commissioner expense	5,300.00			
Telephone	3,200.00			
Postage	1,000.00			
Office supplies	1,400.00			
GIS supplies	1,800.00			
Computer supplies and expenses	7,200.00			
Conferences	1,500.00			
Travel	1,000.00			
Depreciation	2,000.00			
Payment on retirement liability	2,000.00			
Interest charges	2,000.00			
Total	139,150.00	Total Salaries minus TOWP and Indirect	250,800.00	55%

APPENDIX J
SHEBOYGAN MPO TECHNICAL AND POLICY ADVISORY COMMITTEE
MEMBERS

SHEBOYGAN METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE

Marisol Simon, Regional Adm.
FTA Region 5
Chicago

Kevin Struck
Growth Management Educator
Sheboygan Co. UW Extension
Sheboygan

Steve Sokolowski
City of Sheboygan Dept. of Planning and Development
Sheboygan

Aaron Brault
Sheboygan County Planning and Conservation Department
Sheboygan

Diane Paoni, Urban Planning Section
WisDOT Bureau of Planning & Economic Development
Madison

Greg Schnell**, Director
Sheboygan County Transportation Dept.
Sheboygan

Mary Forlenza (Ex-Officio Member)
Federal Highway Administration, Wisconsin Division
Madison

Ryan Sazama
City of Sheboygan DPW Engineering Division
Sheboygan

Jerry Benzschawel, Director
City of Sheboygan Falls Public Works Department
Sheboygan Falls

Derek Muench, Director
Shoreline Metro
Sheboygan

Steve Hirshfeld
WisDOT Bureau of Transit, Local Roads, Railroads & Harbors
Madison

Matt Halada
WisDOT Northeast Region
Green Bay

Ryan Welsing
Village of Howards Grove

Charles Sweet
Sheboygan Co. Memorial Airport
Sheboygan Falls

Peter McMullen
Wisconsin DNR Southeast Region
Milwaukee

Mark Winkel
Eastern WI Counties Railroad Consortium
Sheboygan

David Smith
Bicycling Advocate
Sheboygan

David Biebel*, Director
Department of Public Works
City of Sheboygan

Christopher Bovee
Bureau of Air Management
Wisconsin DNR
Madison

Jeremiah Schiefelbein
Wisconsin DNR Northeast Region
Green Bay

Cory Roeseler
Sheboygan Co. Traffic Safety Commission
Sheboygan

Brett Edgerle
Village of Kohler

*Indicates Committee Chair

**Indicates Committee Vice-Chair

SHEBOYGAN METROPOLITAN PLANNING ORGANIZATION
POLICY ADVISORY COMMITTEE

Tom Wegner, Vice Chairperson
Sheboygan County Board

Steven Bauer*, Chairperson
Town of Sheboygan Falls

John Ehmann, Chairperson
Town of Wilson

William Blashka (for Daniel Hein, Chairperson)
Town of Sheboygan

Tom Schnettler, President
Village of Kohler

Randy Meyer, Mayor
City of Sheboygan Falls

Michael Vandersteen, Mayor
City of Sheboygan

Dirk Zylman, Chairperson
Town of Mosel

Charles Born**, Chairperson
Town of Lima

James Scheiber, President
Village of Howards Grove

Ald. Darryl Carlson, Chairman
Sheboygan Transit Commission
Sheboygan

Jeffrey Sixel, Chairperson
Town of Herman

Will Dorsey, Director
WisDOT Northeast Region
Green Bay

*Indicates Committee Chair

**Indicates Committee Vice-Chair

BAY-LAKE REGIONAL PLANNING COMMISSION

www.baylakerpc.org

COMMISSION MEMBERS

Brown County

Tom Sieber

Door County

Ken Fisher

Florence County

Ed Kelley

Larry Neuens

Rich Wolosyn

Kewaunee County

Chuck Wagner

Eric Corroy

Virginia Haske

Manitowoc County

Don Markwardt, Chairperson

Dan Koski

Chuck Hoffman

Marinette County

Alice Baumgarten, Secretary/Treasurer

Mary Meyer

Nomination Pending

Oconto County

Tom Kussow

Terry Brazeau

Dennis Kroll

Sheboygan County

Mike Hotz, Vice-Chairperson

Ed Procek

Brian Yerges

STAFF

Cindy J. Wojtczak

Executive Director

cwojtczak@baylakerpc.org

Jeffrey C. Agee-Aguayo

Transportation Planner

jagee@baylakerpc.org

Angela M. Kowalzek-Adrians

Natural Resources Planner

AngelaKA@baylakerpc.org

Richard J. Malone

Office Accounts Coordinator

rmalone@baylakerpc.org

Brandon G. Robinson

Community Assistance Planner

brobinson@baylakerpc.org

Joshua W. Schedler

GIS Coordinator

jschedler@baylakerpc.org

