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# SHEBOYGAN METROPOLITAN PLANNING AREA TRANSPORTATION WORK PROGRAM 2018



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



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



**PREPARED BY BAY-LAKE REGIONAL PLANNING COMMISSION  
NOVEMBER, 2017**



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TRANSPORTATION PLANNING WORK PROGRAM  
2018**

**PREPARED BY:  
BAY-LAKE REGIONAL PLANNING COMMISSION  
NOVEMBER, 2017**

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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 *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* was developed under the “Fixing America’s Surface Transportation (FAST)” Act. However, information in this document is subject to change based on final disposition of regulations issued implementing provisions of the FAST Act.





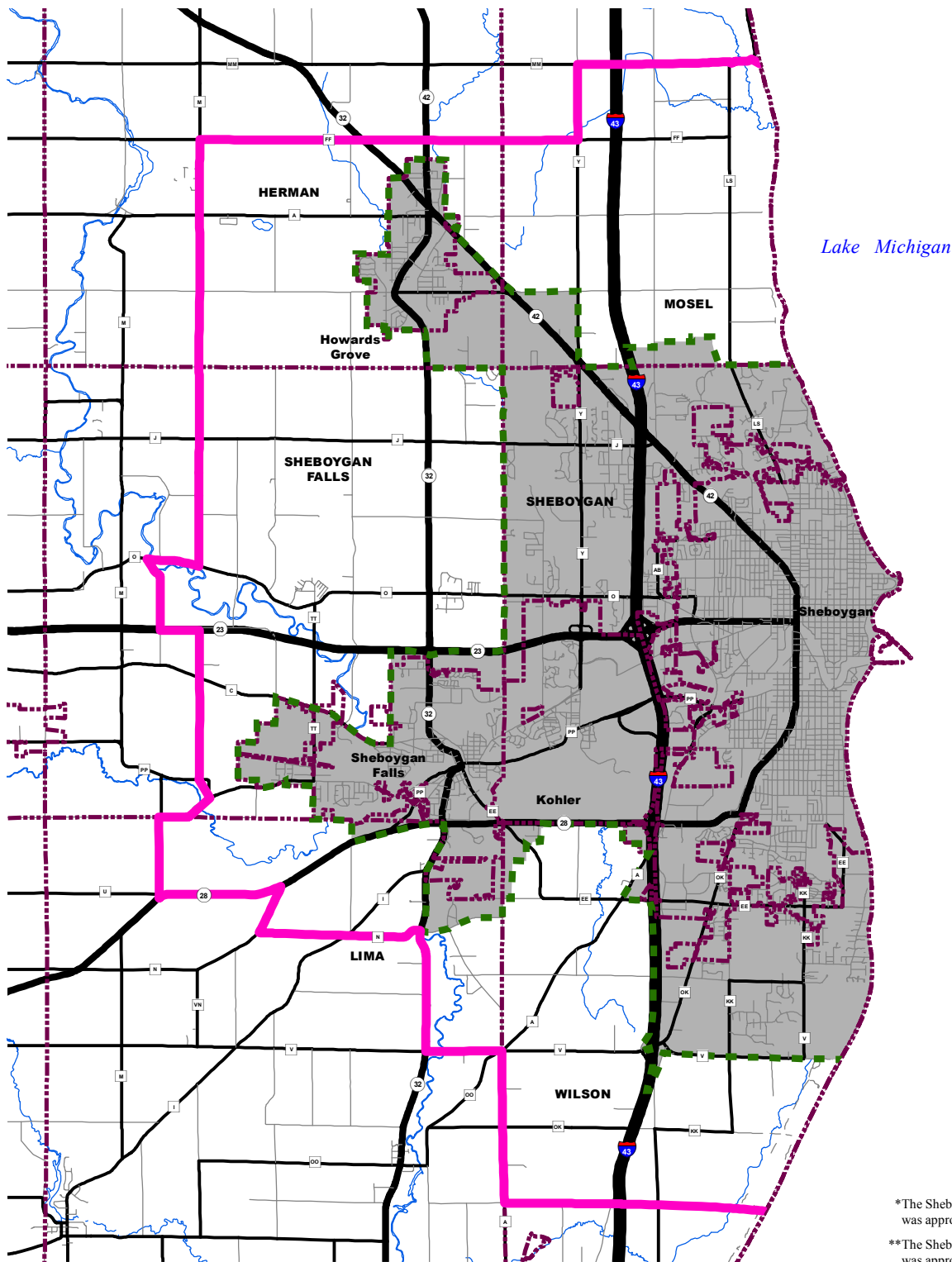
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# Map 1

## 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/  
Source: WDNR, 2008; WisDOT, 2013; Sheboygan  
County, 2014; Bay-Lake Regional Planning Commission, 2017.

 Sheboygan Metropolitan Planning Area Boundary\*

 Sheboygan Adjusted Urbanized Area Boundary\*\*



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Miles



## **INTRODUCTION AND PROSPECTUS**

The *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* schedules the Bay-Lake Regional Planning Commission's Sheboygan MPO work activities for 2018 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 2017; a summary of the 2018 budget and work program elements; and a specific annual work program which describes details of the work activity, budget and staffing requirements for 2018. 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 *2018 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 2018, 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's Demographic Services Center's preliminary 2017 population estimate of the

region is 588,290 persons, or approximately 10.2 percent of the population estimate of 5,788,500 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 two other standing committees: the Finance and Personnel Committee and the Nominating Committee.

The Commission currently has six full-time employees who collectively have expertise in the following areas: economic development planning; transportation planning; housing 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 contracts with a local firm to provide occasional accounting services, while it continues to handle contract management and invoicing in-house. The Commission also hires limited term employees to assist with tasks related to its various duties on an as-needed basis.

The Commission currently has three advisory committees. Two of these committees 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 2017 WORK PROGRAM ACTIVITIES**

**Major accomplishments of the 2017 Work Program from January 1, 2017, through October 31, 2017, included the following:**

### **Program Support and Administration**

- Commission staff coordinated seven joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees, with one additional meeting expected to occur in the remainder of 2017.
- Commission staff participated in seven 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 2017.
- Commission staff participated in a mid-year review meeting regarding the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* (via teleconference) in June.
- Commission staff participated in quarterly meetings of the Wisconsin MPO Directors in January, April, July and September.
- Commission staff participated in the annual MPO/RPC/WisDOT/FHWA transportation planning conference in Milwaukee in late October.
- The *Continuing Agreement for Continuing Transportation Planning for the Sheboygan, Wisconsin, Metropolitan Area* was signed by WisDOT's Secretary in early January. The agreement was posted to the Sheboygan MPO webpage in January.
- The Commission recruited for a Planner I in early 2017. The recruitment began in mid-January, and the deadline for receipt of application packages was in early February. Some 74 application packages were received; of these, eight candidates advanced for short interviews conducted either in person or via Skype. Commission staff interviewed seven of the eight candidates in late February (the eighth candidate dropped herself from further consideration due to receipt of a job offer elsewhere). A second round of interviews with the top two candidates occurred shortly thereafter. Commission staff decided on the top candidate in early March. This new employee began working with the Commission in early June. This position was to involve 40 percent Sheboygan MPO duties, 40 percent regional transportation planning activities (including completion of the Regional Bicycle and Pedestrian Transportation Plan under a separate contract), and 20 percent other duties as assigned. The interview panel consisted of the Executive Director, the MPO Transportation Planner, and the Community Assistance Planner (who also administers the regional transportation planning program).

- Commission staff participated in a Regional Transportation Planning Organization (RTPO) Work Group meeting (via teleconference) in late March, and followed the RTPO Work Group process through to its conclusion in late August.
- Commission staff prepared the draft *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* in late August and early 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 2018 MPO Work Program was held via teleconference in early October. The Sheboygan MPO Technical and Policy Advisory Committees reviewed and recommended approval of the draft 2018 MPO Work Program in late October. The Commission approved the *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* at a meeting of its Executive Committee in late October.
- Commission staff amended the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* in late July. The 2017 Work Program was amended to include Federal Transit Administration (FTA) Section 5304 funding for the completion of a transit development program (TDP) for Shoreline Metro; the TDP will be mostly completed in 2018.
- Commission staff prepared bimonthly financial and progress reports as well as a summary of staff hours and expenses by MPO line item and an MPO reimbursement checklist to accompany invoices for work completed in the Sheboygan MPO program that were submitted to WisDOT.
- Commission staff prepared bimonthly invoices to Shoreline Metro for the local share of transit activities in January, March, May, July and September.

### **Long-Range Transportation Planning**

- Commission staff updated the 2016 annual report on transportation system performance indicators in January. Items added included: the number of vehicles towed due to damage in severe injury crashes in the communities of the metropolitan planning area; an inventory of other passenger transportation services; updated information on park-and-ride usage in 2016; and information on usage of intercity bus services that stop in the metropolitan planning area. Items edited included: changes to the bridge condition inventory; and one minor change to the number of road calls divided by miles of service for transit service. Commission GIS staff also prepared two maps of local streets and roads in the communities of the metropolitan planning area as part of these updates, including: PASER ratings of gravel/sealcoat surfaces; and PASER ratings of paved surfaces (including county highways). This information was presented at the January joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees. At this same meeting, Commission staff distributed and reviewed information from the U.S. Census Bureau regarding how housing vacancy rates were calculated in the *American Community Survey* in response to questions raised at the December 2016 joint meeting of the MPO advisory committees. Commission staff also reported on how the Sheboygan



metropolitan planning area compared to five other smaller Wisconsin MPOs regarding several performance indicators at the January joint meeting of the MPO advisory committees.

- Commission staff began preparation of the 2017 annual report on transportation system performance indicators in October.
- Commission staff continued to monitor proposed national performance management measure regulations during this period, including assessment of the performance of the National Highway System (NHS), freight movement on the Interstate system, and the Congestion Mitigation and Air Quality improvement program (CMAQ).
- Commission staff learned more about Highway Safety Improvement Program (HSIP) national performance management measure regulations in April, including a webinar on how to use crash data from the University of Wisconsin – Madison’s Traffic Operations and Safety (TOPS) Laboratory, as well as a presentation at the quarterly MPO Directors’ meeting. Commission staff also participated in a safety performance target meeting at the WisDOT Central Office in late May.
- Commission staff spent much of June analyzing crash data for the Sheboygan Metropolitan Planning Area that has been stored by the UW – Madison’s TOPS Laboratory. One extensive table was produced analyzing crash data for the metropolitan planning area (including fatalities, serious injuries, and non-motorized fatalities and serious injuries resulting from those crashes) from 2006 through 2016. Fatality Analysis Reporting System (FARS) data were also analyzed to determine the number of fatalities resulting from crashes in the metropolitan planning area from 2006 through 2015. Commission staff produced three graphs that demonstrate the following over a rolling average five-year period from 2006 through 2016: average annual fatalities; average annual serious injuries; and average annual non-motorized fatalities and serious injuries. The table and graphs were presented to members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting in late June.
- Commission staff continued to analyze crash data for the Sheboygan Metropolitan Planning Area in September and October. The focus of this analysis was on calculating average annual fatality and serious injury rates per 100 million vehicle miles of travel (VMT). Sheboygan County VMT data for 2012 through 2015 were obtained from WisDOT in order to determine these rates; this information was projected for 2016, and all VMT figures were adjusted to the metropolitan planning area based on output from the WisDOT Northeast Region travel demand forecast model. Most of these statistics are significantly below statewide statistics applied to the VMT of the metropolitan planning area, with one statistic (average annual non-motorized fatalities and serious injuries) being slightly below statewide statistics applied to the VMT of the metropolitan planning area. Commission staff prepared a short report summarizing this information and presented it to the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting in late October. It is likely that the MPO will approve a resolution supporting the state’s targets by the end of 2017.

- 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.
- Commission staff participated in a meeting with the Director of the Wisconsin Department of Health Services (WDHS) Northeast Region in early February. The purpose of this meeting was to explore linkages between some of WDHS' public health initiatives and several of the Commission's planning activities, including transportation planning.
- Commission staff participated in a travel demand forecast model meeting at the East Central Wisconsin Regional Planning Commission (ECWRPC) office in Menasha in early June. The focus of this meeting was on a bus rapid transit (BRT)/transportation demand management (TDM) concept along the Interstate Highway 41 corridor between Fond du Lac and Green Bay, but Commission staff participated in the meeting in the event that other model-related issues were discussed, including changing project assumptions and including lakeshore transit systems in the WisDOT Northeast Region model.
- Commission staff participated in one meeting convened by the Sheboygan County Chamber of Commerce to discuss Sheboygan County's air quality nonattainment area status for ground-level ozone in mid-June. An interesting part of the meeting was touring two trailers stationed in the South Pier area of Sheboygan as part of a Lake Michigan Ozone Study; one of the trailers (operated by UW Madison faculty) was measuring atmospheric conditions, while the other trailer (operated by USEPA staff) was measuring ozone precursor emissions.
- Commission staff participated in a webinar sponsored by FHWA on "Incorporating Safety Performance into the Planning Process" in October.
- Commission staff assisted the WisDOT Traffic Forecasting Section with review of socioeconomic forecasts for traffic analysis zones (TAZs) adjacent to the State Highway 23 "majors" project in western Sheboygan County in August. This is anticipated to go into a revised Indirect and Cumulative Impacts (ICE) study for this project.
- Commission staff participated in two meetings regarding the State Highway 23 "majors" project (between Plymouth and Fond du Lac) ICE study. The first event was a local officials' meeting held at UW Fond du Lac in mid-October (a similar evening meeting that day was open to the public). The second event was an "expert panel" meeting that was held at the Fond du Lac County Airport in late October. Commission staff also completed a survey on development issues facing the corridor in advance of the "expert panel" meeting, and also provided other technical support regarding this study when asked.

### **Short-Range Transportation Planning**

- Commission staff assisted Shoreline Metro with portions of a Community Development Block Grant (CDBG) application that was due to the City of Sheboygan Department of Planning and Development in mid-January.
- Commission staff spent some time in January, early May, July and October assisting Shoreline Metro with the preparation of quarterly reports for its CDBG grant.
- Commission staff assisted Shoreline Metro with an estimate of eligible riders for a Section 5310 report in October.
- In February, Commission staff started to work with Shoreline Metro staff on setting performance targets for state of good repair (SGR), including a meeting in late February to discuss this and other matters (WisDOT Bureau of Planning and Economic Development and Bureau of Transit, Local Roads, Railroads and Harbors staff also held a teleconference with MPO and Shoreline Metro staff as part of this meeting). In April, Commission staff learned more about transit SGR national performance measure regulations, including discussions with WisDOT Transit Section staff and a presentation at the quarterly MPO Directors' meeting. Commission staff met with the Director of Shoreline Metro to brainstorm on developing Transit Asset Management (TAM) performance targets for the transit operation (and consequently for the MPO) in early May. Commission staff spent the first half of May working with Shoreline Metro to prepare a 2017 TAM performance target report for the transit operation. The Sheboygan Transit Commission approved this report at its May meeting. The Sheboygan MPO Technical and Policy Advisory Committees reviewed this report at its May joint meeting, and the Commission approved the report and its targets at its June meeting. The report and its targets were submitted to FTA Region 5 (with copies to pertinent staff at WisDOT and at Shoreline Metro) in mid-June.
- Upon their request, Commission staff provided pavement condition maps to the Director of Public Works for the Village of Kohler and to the Chairperson (at the time) of the Town of Mosel in late February. Commission staff also provided pavement condition maps to the Chairpersons of the Towns of Herman and Sheboygan Falls in March. A revised pavement condition map was also provided to the Director of Public Works for the Village of Kohler in March.
- Commission staff participated in portions of a Federal Transit Administration (FTA) triennial review of Shoreline Metro at the transit operation in late May.
- Commission staff assisted the Town of Sheboygan Falls with rating the pavement condition of its town roads in late July, and with data entry related to this inventory occurring in August. Commission staff also worked with the town to finalize its pavement ratings in October. The final 2017 pavement ratings were then submitted to WisDOT in October.

- Commission staff participated in a meeting with Shoreline Metro staff and with staff of the Sheboygan County Economic Development Corporation (EDC) in mid-September. The purpose of this meeting was to discuss potential grant applications under the “Transportation Investment Generating Economic Recovery (TIGER)” program. Commission staff also participated in a TIGER grant webinar in late September. Shoreline Metro submitted a TIGER grant application for replacement of the transit operation’s administration, maintenance and storage facility (including its bus garage) in mid-October, and Commission staff wrote a letter of support for this application citing findings in Shoreline Metro’s recently approved 2017 TAM targets.
- Commission staff prepared Amendment #1 to the *2016 Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County*. This included presenting the plan amendments to the Sheboygan County Transportation Coordinating Committee (TCC) at its quarterly meeting in October, as well as submitting the plan amendment to staff at the WisDOT Transit Section. Commission staff invited all Sheboygan County transportation coordination stakeholders to this meeting.

### **Transportation Improvement Program (TIP)**

- The Wisconsin Department of Transportation approved the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2017 – 2020* in early January.
- Commission staff prepared several minor amendments to the *2017 – 2020 TIP* in January. These minor amendments involved: (1) the addition of three projects to the elderly and disabled transportation capital project component of the *2017 – 2020 TIP*; (2) cost adjustments to one project in the bicycle and pedestrian transportation project component of the *2017 – 2020 TIP*; and (3) cost adjustments to two projects in the street and highway improvement project component of the *2017 – 2020 TIP*. An updated fiscal constraint redemonstration (financial plan) was also prepared for these amendments. The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of these minor amendments at their joint meeting in late January, and the Commission approved these amendments at a meeting of its Executive Committee in late January. Commission staff transmitted these minor amendments to pertinent Federal and state agencies in late January. The Wisconsin Department of Transportation approved these minor amendments to the *2017 – 2020 TIP* in mid-February.
- Commission staff prepared several minor amendments to the *2017 – 2020 TIP* in February. These minor amendments involved cost adjustments to four projects in the street and highway improvement project component of the *2017 – 2020 TIP*. An updated fiscal constraint redemonstration (financial plan) was also prepared for these amendments. The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of these minor amendments at their joint meeting in late February, and the Commission approved these amendments at its March meeting. Commission staff transmitted these minor amendments to pertinent Federal and state

agencies in mid-March. The Wisconsin Department of Transportation approved these minor amendments to the *2017 – 2020 TIP* in late March.

- Commission staff prepared several minor amendments to the *2017 – 2020 TIP* in late April. These minor amendments involved cost and/or cost share adjustments to six projects and one adjustment to out-year scheduling in the street and highway improvement project component of the *2017 – 2020 TIP*. An updated fiscal constraint redemonstration (financial plan) was also prepared for these amendments. The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of these minor amendments at their joint meeting in late April. The Commission approved these minor amendments at a meeting of its Executive Committee in late April. Transmittal of these minor amendments to pertinent Federal and state agencies took place in early May. The Wisconsin Department of Transportation approved these minor amendments to the *2017 – 2020 TIP* in May.
- Commission staff prepared another group of minor amendments and one addition to the *2017 – 2020 TIP* in May. The amendments impacted transit capital and street and highway improvement project components of the TIP. The addition involved a Wisconsin Employment Transportation Assistance Program (WETAP) project that will likely impact the metropolitan planning area. The amendments and addition included an updated fiscal constraint redemonstration (financial plan). The Sheboygan MPO Technical and Policy Advisory Committees reviewed and recommended approval of the amendments and addition at their joint meeting in late May. The Commission approved the amendments and addition at its June meeting. Commission staff transmitted these minor amendments and addition to the *2017 – 2020 TIP* to pertinent Federal and state agencies in mid-June. WisDOT approved the minor amendments and one addition to the *2017 – 2020 TIP* in late June.
- Commission staff processed administrative modifications to the *2017 – 2020 TIP* in July. These administrative modifications impacted one project (addition of an illustrative project) in the transit capital project component of the TIP, three projects (one scope change and addition of two illustrative projects) in the bicycle and pedestrian transportation project component of the TIP, and three projects (cost and cost share adjustments) in the street and highway improvement project component of the TIP. Members of the Sheboygan MPO Technical and Policy Advisory Committees were notified of these upcoming administrative modifications at their joint meeting in late June, and had no objections to them. Transmittal of these administrative modifications to pertinent Federal and state agencies took place in mid-July.
- Commission staff prepared one minor amendment to the *2017 – 2020 TIP* in July. This minor amendment involved the addition of one project (completion of a TDP for Shoreline Metro) to the transit capital project component of the *2017 – 2020 TIP*. An updated fiscal constraint redemonstration (financial plan) was also prepared for this minor amendment. The Commission approved this minor amendment at a meeting of its Executive Committee in late July. Commission staff transmitted this minor

amendment to pertinent Federal and state agencies in late July. WisDOT approved this minor amendment to the *2017 – 2020 TIP* in August.

- Commission staff prepared the draft *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2018 – 2021* from mid-August through September. The Sheboygan MPO Technical and Policy Advisory Committees reviewed key tables in the draft *2018 – 2021 TIP* at their joint meeting in late August. Members of the Sheboygan MPO Technical and Policy Advisory Committees received copies of the full draft TIP via e-mail in late September. Draft copies of the TIP were sent out for local public review and the draft TIP was placed on the MPO webpage in late September. WisDOT and USDOT staff received the draft TIP via e-mail in late September, and the environmental consultation stakeholders for the MPO and members of the Transportation Conformity Work Group of the MPO also received the draft TIP via e-mail in late September. The 30 day public comment period on the draft TIP officially began in late September and ran through late October; notice was placed in the *Sheboygan Press*, and other area news media were also notified. Over 180 parties on the MPO Public Participation Plan mailing list were also notified of the public comment period on the TIP and its availability for review. The public comment period and availability of the draft TIP for review were also publicized on the Commission's Facebook page as well as via Twitter.
- A public hearing on the draft *2018 – 2021 TIP* was held in late October. The Sheboygan MPO Technical and Policy Advisory Committees reviewed the draft *2018 – 2021 TIP* as well as comments received on that document at their joint meeting in late October. The Sheboygan MPO Technical and Policy Advisory Committees also recommended approval of the *2018 – 2021 TIP* to the Bay-Lake Regional Planning Commission at their joint meeting in late October. The Bay-Lake Regional Planning Commission approved the *2018 – 2021 TIP* at a meeting of its Executive Committee in late October.
- With the assistance of USDOT and WisDOT Northeast Region staff, Commission staff prepared the *Annual Listing of Obligated Projects for Calendar Year 2016*. WisDOT Northeast Region staff suggested revisions to the costs for one project in this listing. This revised listing was posted to the MPO webpage in March, and was also distributed to the Sheboygan County Planning and Conservation Department for permanent public display in that office, as noted in the *2016 Sheboygan MPO Public Participation Plan Update*. This listing was also reviewed by members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meetings in February and April.
- Commission staff attended WisDOT's Local Program Symposium at the WisDOT Northeast Region office in late February. Commission staff kept members of the Sheboygan MPO Technical and Policy Advisory Committees informed as to the status of the various local programs at their joint meetings between February and October.
- Commission staff sent a letter to the Local Program Manager at the WisDOT Northeast Region in late September establishing local priorities for projects to be funded in the STP-Urban program in the 2017 – 2022 cycle within the Sheboygan Urbanized Area.

Since funding was limited this cycle (\$129,763 according to program managers at WisDOT), and since submitted applications involved projects over \$2 million each, it was decided to allocate the limited available funding to two paratransit replacement vehicles for Shoreline Metro at a cost of \$102,080, with the remaining \$27,683 going to two existing STP-Urban projects in the urbanized area (the North Avenue and Superior Avenue reconstruction projects).

- Commission staff participated in a teleconference with WisDOT, WDNR and SEWRPC staff to discuss rollout of the next Congestion Mitigation and Air Quality improvement program (CMAQ) funding cycle in late March.
- Commission staff reviewed the four CMAQ program applications from the Sheboygan Metropolitan Planning Area that the WisDOT Northeast Region received by the mid-June deadline. All of these applications had the City of Sheboygan as the project sponsor (bus replacements from Shoreline Metro and three signal timing projects from the city's Department of Public Works). Commission staff calculated emission reduction estimates for these projects in October; these estimates were transmitted to WisDOT's CMAQ program manager.

#### **Shoreline Metro Transit Development Program (TDP) Update**

- Commission staff received an agreement for an FTA Section 5304 grant to complete a transit development program (TDP) for Shoreline Metro in late June. This agreement also included a set of 2017 certifications and assurances. The Commission approved the contract to complete the TDP update at a meeting of its Executive Committee in late July. It is hoped that FTA will approve the grant soon so that WisDOT can sign the contract to move forward with this project.
- Commission staff completed several chapters of the update to the *Shoreline Metro Transit Development Program (TDP)*. These included Chapters 3 (Transit System Overview), 4 (Community Profile), 5 (Ridership Opinion – a repackaging of the passenger opinion survey results originally presented in January 2016 from the survey conducted in December 2015), and 7 (Transit System Performance). Commission GIS staff prepared several maps for Chapters 3 and 4 of the TDP update. (*Note: This work was done with regular MPO Short-Range Transportation Planning funds, but presentation of these chapters to a TDP Review Committee will take place once Section 5304 funding has been awarded*).
- Commission staff prepared for a boarding and alighting survey of Shoreline Metro that will be initiated soon after a contract for this project has been signed by WisDOT. Commission staff prepared and revised boarding and alighting survey forms for each route, sent solicitations of bids for assistance with the survey to several temporary employment services in the Sheboygan area, and reviewed a proposal submitted by a temporary employment agency to provide staff to assist with administration of the survey. (*Note: This work was done with regular MPO Short-Range Transportation Planning funds, and will continue once Section 5304 funding has been awarded*).

**Major environmental justice, public involvement and Title VI accomplishments of the 2017 Work Program from January 1, 2017, through October 31, 2017, included the following:**

- Commission staff prepared the draft 2017 update to its Title VI and Non-Discrimination Program/Limited English Proficiency (LEP) Plan from March through June. Commission GIS staff also completed five maps that were included in this document. The Sheboygan MPO Technical and Policy Advisory Committees reviewed and recommended approval of this document at their June joint meeting. The Commission approved this document at its Executive Committee meeting in late July. Commission staff made final edits to the document, and submitted the document to WisDOT and posted it to the Commission's website in late August.
- Commission staff 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 *2018 – 2021 TIP*, and to assess the level of service provided to these populations by Shoreline Metro. Minority and low income population information came from the *2011 – 2015 American Community Survey 5-Year Estimates*. All analysis was conducted 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.
- Commission staff helped facilitate meetings of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) in April, July and October. The January meeting of this committee was cancelled due to inclement weather. The charge of the 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.



## **2018 WORK PROGRAM SUMMARY**

**The key components of the 2018 Work Program are as follows:**

### **Program Support and Administration**

- Preparation of the *2019 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 *2018 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 2018.
- 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).
- Continue preparation of the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* due in May 2019.
- Discussion and coordination of MAP-21/FAST Act 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/FAST Act Implementation, a USDOT planning emphasis area**).

- Continuation of in-house travel demand forecast modeling activities in 2018, 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 of statewide transportation plans; possible examples could include the State Highway Investment Plan and an update to the State Rail Plan (**promotes Regional Models of Cooperation, a USDOT planning emphasis area**).

### **Short-Range Transportation Planning**

- Continuation of several public involvement, environmental justice and Title VI activities.
- 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.
- Assistance to Sheboygan County with the final stages of implementation of its non-motorized transportation pilot grant program.
- Completion of special studies for Shoreline Metro, as requested by its Director.
- Continuing to provide technical assistance to Shoreline Metro and the Sheboygan County Economic Development Corporation (EDC) on employment transportation issues in the Sheboygan metropolitan planning area (**promotes Ladders of Opportunity, a USDOT planning emphasis area**).

### **Transportation Improvement Program (TIP)**

- Possible processing of amendments to the *2018 – 2021 TIP* (if necessary) during 2018.
- 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 *2019 – 2022 TIP*, including an air quality conformity analysis on both the *Year 2045 SATP* and the *2019 – 2022 TIP* utilizing emission factors from the MOVES emissions estimating model that will be provided by the WDNR Bureau of Air Management. The *2019 – 2022 TIP* will be developed to be compliant with the FAST Act and its new metropolitan transportation planning requirements.

### **Shoreline Metro Transit Development Program (TDP) Update**

- Presentation and refinement of the Transit System Overview, Community Profile, Ridership Profile and Opinion, and Transit System Performance chapters of the TDP;
- Administration of a boarding and alighting survey of all Shoreline Metro fixed routes;
- Development, presentation and refinement of the Route Ridership Patterns chapter of the TDP;
- Development, presentation and refinement of the Goals, Objectives and Standards chapter of the TDP;
- Development, presentation and refinement of the Alternatives Analysis chapter of the TDP;
- Development, presentation and refinement of the Recommended Plan chapter of the TDP;
- Facilitation of public informational/input meetings, driver focus groups, and public hearings regarding the TDP;
- Assembly of full draft and final TDPs;
- Obtain review committee approval and governing board adoption of the TDP;
- Project administration; and
- Preparation of meeting agendas for and minutes of TDP Review Committee meetings.

In the process of implementing the *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*, new planning rule factors will be considered. Such factors will include: improving the resiliency and reliability of the transportation system; reducing or mitigating storm water impacts of surface transportation; enhancing travel and tourism; and consulting with tourism and natural disaster agencies and officials in the development of plans and TIPs.

**Key meetings in 2018:**

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 2018.

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, 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 2018 Work Program is provided on the following page.

**SUMMARY BUDGET  
SHEBOYGAN MPO 2018 WORK PROGRAM**

Work Elements	Budget	Funding Source			
		FHWA	Percentage	WisDOT	Percentage
1. Program Support and Administration	\$40,000	\$32,000	80.000%	\$1,590	3.975%
2. Long-Range Transportation Planning*	\$105,000	\$84,000	80.000%	\$4,174	3.975%
3. Short-Range Transportation Planning	\$40,000	\$32,000	80.000%	\$1,590	3.975%
4. Transportation Improvement Program (TIP)	\$25,000	\$20,000	80.000%	\$994	3.975%
<b>PL SUBTOTAL</b>	<b>\$210,000</b>	<b>\$168,000</b>	<b>80.000%</b>	<b>\$8,348</b>	<b>3.975%</b>
5. Shoreline Metro Transit Development Program (TDP) Update**	\$44,360	\$35,488	80.000%	\$0	0.000%
<b>TOTALS</b>	<b>\$254,360</b>	<b>\$203,488</b>	<b>80.000%</b>	<b>\$8,348</b>	<b>3.282%</b>

\*Long-range transportation planning activities will include: refinement of the schedule for the MPO long-range transportation plan completion process (as needed); continued preparation of the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* due in May 2019; discussion and coordination of MAP-21/FAST Act 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 of statewide transportation plans (possible examples could include the State Highway Investment Plan and an update to the State Rail Plan).

\*\*Completion of the Shoreline Metro Transit Development Program (TDP) Update will be a major activity in 2018. The project is funded with FTA Section 5304 funding (80 percent), along with a 20 percent local match; there is no state funding associated with the project. A total of \$44,360 has been allocated to the project, all of which is anticipated to be expended in 2018. Work activities for this project will include: presentation and refinement of the Transit System Overview, Community Profile, Ridership Profile and Opinion, and Transit System Performance chapters of the TDP; administration of a boarding and alighting survey of all Shoreline Metro fixed routes; development, presentation and refinement of the Route Ridership Patterns, Goals, Objectives and Standards, Alternatives Analysis, and Recommended Plan chapters of the TDP; facilitation of public informational/input meetings, driver focus groups, and public hearings regarding the TDP; assembly of full draft and final TDPs; and obtaining review committee approval and governing board adoption of the TDP. Other activities will include project administration and preparation of meeting agendas for and minutes of TDP Review Committee meetings.

**Staff Hour Summary for the Sheboygan MPO 2018 Work Program:**

Staff Position:	Total Work Program Hours:
Executive Director	80
Transportation Planner III/MPO Transportation Planner	1,861
Community Assistance Planner I	528
Natural Resources Planner III	0
Community Assistance Planner III	0
GIS Coordinator	834
<b>Total</b>	<b>3,303</b>



## **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 2018 will include:

- Preparation of the *2019 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 *2018 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 2018;
- 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 20) outlines administrative activities for 2018 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 2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program.	\$28,856	338	August - November
	2. Attend one meeting with WisDOT and FHWA staff to review draft 2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program.			September - October
	3. Participation in a mid-year review meeting (regarding the 2018 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, April, July, October
	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 and MPO Directors' Meetings	1. Continued participation in quarterly FHWA/WisDOT/MPO meetings to discuss transportation planning, policy, financial and technical issues and questions.	\$7,144	92	January, April, July, October
	2. Attendance at the annual MPO/RPC/WisDOT Transportation Planning Conference.			August - October
Program Expenses*	1. Total MPO expenses (excluding travel)	\$4,000	Expense Only	
Total		\$40,000	430	
*Expenses include: memberships and subscriptions, all printing (including publication of public notices), all postage, telephone expenses, supplies and equipment, as well as the Sheboygan MPO share of outsourced BLRPC bookkeeping services.				
<b>Staff Hour Summary for Program Support and Administration:</b>				
<b>Staff Position:</b>		<b>Total Work Program Hours:</b>		
Executive Director		48		
Transportation Planner III/MPO Transportation Planner		322		
Community Assistance Planner I		48		
Natural Resources Planner III		0		
Community Assistance Planner III		0		
GIS Coordinator		12		
<b>Total</b>		<b>430</b>		



## II. LONG-RANGE TRANSPORTATION PLANNING

### Objective and Methodology

Long-range transportation planning activities in 2018 will include:

- Refinement of the schedule for the MPO long-range transportation plan completion process (as needed);
- Continue preparation of the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* due in May 2019;
- Discussion and coordination of MAP-21/FAST Act 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/FAST Act Implementation, a USDOT planning emphasis area**);
- Continuation of in-house travel demand forecast modeling activities in 2018, 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 of statewide transportation plans; possible examples could include the State Highway Investment Plan and an update to the State Rail Plan (**promotes Regional Models of Cooperation, a USDOT planning emphasis area**).

Table 2 (on page 22) outlines long-range transportation planning activities for 2018 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).	\$105,000	1,437	May - June and September - October
	2. Continue 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/FAST Act 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 of statewide transportation plans; possible examples could include the State Highway Investment Plan and an update to the State Rail Plan.			January - December
	Total	\$105,000	1,437	
<b>Staff Hour Summary for Long-Range Transportation Planning:</b>				
<b>Staff Position:</b>		<b>Total Work Program Hours:</b>		
Executive Director		20		
Transportation Planner III/MPO Transportation Planner		764		
Community Assistance Planner I		261		
Natural Resources Planner III		0		
Community Assistance Planner III		0		
GIS Coordinator		392		
<b>Total</b>		<b>1,437</b>		

### III. SHORT-RANGE TRANSPORTATION PLANNING

#### Objective and Methodology

Short-range transportation planning activities in 2018 will include:

- Continuation of several public involvement, environmental justice and Title VI activities;
- 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);
- Assistance to Sheboygan County with the final stages of implementation of its non-motorized transportation pilot grant program;
- Completion of special studies for Shoreline Metro, as requested by its Director; and
- Continuing to provide technical assistance to Shoreline Metro and the Sheboygan County Economic Development Corporation (EDC) on employment transportation issues in the Sheboygan metropolitan planning area (**promotes Ladders of Opportunity, a USDOT planning emphasis area**).

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 Equity 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 24) outlines short-range transportation planning activities for 2018 and the budget, staff hours and schedule allocated to these activities.

<b>TABLE 3</b> <b>SHORT-RANGE TRANSPORTATION PLANNING</b>				
<b>ACTIVITY</b>	<b>OUTCOME</b>	<b>BUDGET</b>	<b>STAFF HOURS</b>	<b>SCHEDULE</b>
Public Involvement, Environmental Justice and Title VI Activities	1. Complete various Title VI related tasks for the MPO program.	\$5,000	75	January - December
	2. Continue to assess the effectiveness of the MPO public involvement/public participation process.			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).*	\$35,000	501	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. Assistance to Sheboygan County with the final stages of implementation of its non-motorized transportation pilot grant program.			January - December
	4. Completion of special transit studies for Shoreline Metro, as requested by its Director.			January - December
	5. Continue to provide technical assistance to Shoreline Metro and the Sheboygan County Economic Development Corporation (SCEDC) on employment transportation issues in the Sheboygan Metropolitan Planning Area.			January - December
Total		\$40,000	576	
*In cooperation with the WisDOT Travel Forecasting Section and/or their consultant.				
<b>Staff Hour Summary for Short-Range Transportation Planning:</b>				
<b>Staff Position:</b>		<b>Total Work Program Hours:</b>		
Executive Director		0		
Transportation Planner III/MPO Transportation Planner		250		
Community Assistance Planner I		130		
Natural Resources Planner III		0		
Community Assistance Planner III		0		
GIS Coordinator		196		
<b>Total</b>		<b>576</b>		

#### **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 local 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 26) outlines activities pertinent to TIP development for 2018 and the budget, staff hours and schedule allocated to these activities. There may be possible processing of amendments to the *2018 – 2021 TIP* (if necessary) during 2018. The largest task under this work element in 2018 will involve preparation of the *2019 – 2022 TIP*, which will be developed to be compliant with the FAST Act and its new metropolitan transportation planning requirements. 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 *2018 – 2021 TIP* for members of the Sheboygan MPO Technical and Policy Advisory Committees (including the sharing of this report at a joint meeting of these committees).

TABLE 4 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)				
ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
2018 - 2021 TIP	1. Possible processing of amendments to the 2018 - 2021 TIP (if necessary). 2. Preparation of a mid-year report on the progress of projects in the 2018 - 2021 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	101	January - September  May - June (Share report with MPO advisory committees at their June or August joint meeting)
2019 - 2022 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	236	July  August  August  September - October September - November
Total		\$25,000	337	
Staff Hour Summary for Transportation Improvement Program (TIP):				
Staff Position:		Total Work Program Hours:		
Executive Director		0		
Transportation Planner III/MPO Transportation Planner		195		
Community Assistance Planner I		42		
Natural Resources Planner III		0		
Community Assistance Planner III		0		
GIS Coordinator		100		
Total		337		

## **V. SHORELINE METRO TRANSIT DEVELOPMENT PROGRAM (TDP) UPDATE**

### Objective and Methodology

Completion of the Shoreline Metro TDP Update will be a major activity in 2018. Shoreline Metro TDP Update activities in 2018 will include:

- Presentation and refinement of the Transit System Overview, Community Profile, Ridership Profile and Opinion, and Transit System Performance chapters of the TDP;
- Administration of a boarding and alighting survey of all Shoreline Metro fixed routes;
- Development, presentation and refinement of the Route Ridership Patterns chapter of the TDP;
- Development, presentation and refinement of the Goals, Objectives and Standards chapter of the TDP;
- Development, presentation and refinement of the Alternatives Analysis chapter of the TDP;
- Development, presentation and refinement of the Recommended Plan chapter of the TDP;
- Facilitation of public informational/input meetings, driver focus groups, and public hearings regarding the TDP;
- Assembly of full draft and final TDPs;
- Obtain review committee approval and governing board adoption of the TDP;
- Project administration; and
- Preparation of meeting agendas for and minutes of TDP Review Committee meetings.

This project is funded with Federal Transit Administration (FTA) Section 5304 funding, along with a 20 percent local match; there is no state funding associated with this project.

Table 5 (on page 28) outlines Shoreline Metro TDP Update planning activities in 2018 and the budget, staff hours and schedule allocated to these activities.

TABLE 5 SHORELINE METRO TRANSIT DEVELOPMENT PROGRAM (TDP) UPDATE				
ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Completion and Presentation of TDP Update Chapters	1. Presentation and Refinement of the Transit System Overview, Community Profile, Ridership Profile and Opinion, and Transit System Performance Chapters of the TDP.	\$29,267	401	January - March
	2. Development, Presentation and Refinement of the Route Ridership Patterns Chapter of the TDP.			April - May
	3. Development, presentation and refinement of the Goals, Objectives and Standards chapter of the TDP.			May - June
	4. Development, presentation and refinement of the Alternatives Analysis chapter of the TDP.			July - September
	5. Development, presentation and refinement of the Recommended Plan chapter of the TDP.			October
Boarding and Alighting Survey Administration	1. Administration of a boarding and alighting survey of all Shoreline Metro fixed routes.	\$2,841	Expense Only	January - March
Public Participation, TDP Assembly, TDP Approval and Review Committee Coordination	1. Facilitation of Public Informational/Input Meetings, Driver Focus Groups, and Public Hearings Regarding the TDP.	\$8,603	110	June, September and November
	2. Assembly of Full Draft and Final TDPs.			October - December
	3. Obtain Review Committee Approval and Governing Board Adoption of TDP.			November - December
	4. Preparation of Meeting Agendas for and Minutes of TDP Review Committee Meetings.			January - December
Administration	1. Project Administration	\$1,146	12	January - December
Non-Personnel Costs	1. Non-Personnel Costs (Printing, Postage, and Meeting Travel).	\$2,503	Expense Only	January - December
Total		\$44,360	523	
<b>Staff Hour Summary for Shoreline Metro TDP Update:</b>				
<b>Staff Position:</b>		<b>Total Work Program Hours:</b>		
Executive Director		12		
Transportation Planner III/MPO Transportation Planner		330		
Community Assistance Planner I		47		
Natural Resources Planner III		0		
Community Assistance Planner III		0		
GIS Coordinator		134		
<b>Total</b>		<b>523</b>		



**APPENDIX A**  
**RESOLUTION OF APPROVAL OF WORK PROGRAM**



## RESOLUTION NO. 13-2017

### **Resolution of the Bay-Lake Regional Planning Commission to approve the 2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program**

**WHEREAS**, the draft of the *Preliminary 2018 - 2019 Work Program & 2018 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 8, 2017, 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 *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* as a component of the overall Commission Work Program for 2018.

**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, 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) Section 1101 (b) of the “Fixing America’s Surface Transportation (FAST)” Act (Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in 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 Part 27 regarding discrimination against individuals with disabilities.

  
Mike Hotz, Chairperson  
Bay-Lake Regional Planning Commission

ATTEST:

I, Dan Koski, 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 27<sup>th</sup> day of October, 2017.

  
Dan Koski, Secretary-Treasurer  
Bay-Lake Regional Planning Commission

**APPENDIX B**  
**METROPOLITAN PLANNING FACTORS AND THE 2018 SHEBOYGAN**  
***METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK***  
***PROGRAM***



**METROPOLITAN PLANNING FACTORS AND THE 2018 SHEBOYGAN  
METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK  
PROGRAM**

The “*Fixing America’s Surface Transportation (FAST)*” Act, which was signed into law in late 2015, updated the planning factors that are to be considered by Metropolitan Planning Organizations (MPOs) when developing transportation plans and programs. The *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* has been developed with consideration of the metropolitan planning factors in the FAST Act. The ten metropolitan planning factors in the FAST Act 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 and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

The following matrix illustrates the major 2018 MPO work program elements and the metropolitan planning factors to be addressed in each project.

METROPOLITAN PLANNING FACTORS TO BE CONSIDERED IN THE 2018 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	9	10
Administration	Preparation of 2019 Work Program	X	X	X	X	X	X	X	X	X	X
	Participation in Mid-Year Work Program Review Meeting	X	X	X	X	X	X	X	X	X	X
	Completion of Bimonthly Financial, Progress and Other Reports	X	X	X	X	X	X	X	X	X	X
	MPO TAC/PAC Joint Meeting Coordination	X	X	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	X	X
	Quarterly MPO Director Meetings and Annual MPO/RPC Conference	X	X	X	X	X	X	X	X	X	X
	Personnel Supervision	X	X	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	X	X
	Continuing Preparation of the Update to the Year 2045 Sheboygan Area Transportation Plan (SATP) Due in May 2019	X	X	X	X	X	X	X	X	X	X
	Discussion and Coordination of MAP-21/FAST Act Performance Measurements and Establishment of State and MPO Performance Targets, Including Working to Align the Year 2045 SATP with USDOT Performance Management Rules	X	X	X	X	X	X	X	X	X	X
	Continuing In-House Travel Demand Forecast Modeling Activities	X			X	X	X	X	X		
	Continuing to Work with WisDOT on the Development of Statewide Transportation Plans; Possible Examples Could Include the State Highway Investment Plan and an Update to the State Rail Plan	X	X	X	X	X	X	X	X	X	X
Short-Range Planning	Continuation of Several Public Involvement, Environmental Justice and Title VI Activities				X	X	X				
	Planning Assistance to Local Units of Government and to WisDOT				X	X		X	X	X	
	Continuing to Collect Data for Performance Indicators that can be Tracked Annually/Sharing of Data with MPO Advisory Committees	X	X	X	X	X	X	X	X	X	X
	Sheboygan County NMTTP Implementation Assistance		X	X	X	X	X				X
	Completion of Special Studies for Shoreline Metro	X			X	X		X	X		
	Continuing to Provide Technical Assistance to Shoreline Metro and the Sheboygan County Economic Development Corporation (SCEDC) on Employment Transportation Issues in the Sheboygan Metropolitan Planning Area	X			X	X	X				X
TIP	Possible Processing of Amendments to the 2018 - 2021 TIP (If Necessary)	X	X	X	X	X	X	X	X	X	X
	Preparation of a Mid-Year Report on Progress of Projects in TIP	X	X	X	X	X	X	X	X	X	X
	Preparation of the 2019 - 2022 TIP	X	X	X	X	X	X	X	X	X	X
Shoreline Metro Transit Development (TDP) Program Update	Presentation and Refinement of Various TDP Inventory Chapters	X	X	X	X	X	X	X	X		X
	Administration of a Boarding and Alighting Survey of all Shoreline Metro Fixed Routes	X	X	X	X	X	X	X	X		X
	Development, Presentation and Refinement of the Route Ridership Patterns Chapter of the TDP	X	X	X	X	X	X	X	X		X
	Development, Presentation and Refinement of the Goals, Objectives and Standards Chapter of the TDP	X	X	X	X	X	X	X	X		X
	Development, Presentation and Refinement of the Alternatives Analysis Chapter of the TDP	X	X	X	X	X	X	X	X		X
	Development, Presentation and Refinement of the Recommended Plan Chapter of the TDP	X	X	X	X	X	X	X	X		X
	TDP Public Involvement (Public Informational/Input Meetings, Driver Focus Groups, Public Hearings, etc.)	X	X	X	X	X	X	X	X		X
	Assembly of Full Draft and Final TDPs	X	X	X	X	X	X	X	X		X
	Review Committee Approval and Governing Board Adoption of TDP	X	X	X	X	X	X	X	X		X
	Project Administration	X	X	X	X	X	X	X	X		X
	TDP Review Committee Coordination (Prepare Agendas and Minutes)	X	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 by clicking on the link on the Bay-Lake Regional Planning Commission's Sheboygan MPO webpage, which can be found at:

[http://www.baylakerpc.org/sheboygan-mpo/cooperative-agreement-for-continuing-transportation-planning\(.\)](http://www.baylakerpc.org/sheboygan-mpo/cooperative-agreement-for-continuing-transportation-planning(.))

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 2016 and early 2017, and took effect on January 5, 2017.



**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. 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 (previous versions of the agreement were signed in 2009 and 2013) was signed in October of 2016, 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. The Bay-Lake Regional Planning Commission completed an update to the *Title VI and Non-Discrimination Program/LEP Plan* in 2017. 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 2017. This document applies to both of the Commission's transportation planning programs (the Regional Transportation Planning program and the Sheboygan MPO program).

The *Title VI Non-Discrimination Agreement* and the *Title VI and Non-Discrimination/Limited English Proficiency (LEP) Plan* can be found by clicking on the links on the Bay-Lake Regional Planning Commission's Sheboygan MPO webpage, which can be found at:

[http://www.baylakerpc.org/sheboygan-mpo/title-vi-non-discrimination-program-and-agreement\(.\)](http://www.baylakerpc.org/sheboygan-mpo/title-vi-non-discrimination-program-and-agreement(.))





**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

	2018												2019											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
<b>Sheboygan MPO</b>																								
<b>2019 Plan Update (Horizon Year of 2045)</b>																								
<b>Annual TIP (2017, 2018, 2019) or TIP Amendment</b>																								
<b>Annual UPWP</b>																								
<b>Public Participation Plan Completed in 2016</b>																								
<b>LRTIP Timeline Evaluation/Revision</b>																								
<b>Data Collection/Preparation</b>																								
<b>Inventories</b>																								
Land Use (Completed in 2015 and 2016)																								
Transportation (Inventory Chapter)																								
TAZ Delineation (Completed in 2011)																								
Development of Control Total Socioeconomic Projections																								
Implementation Status of Adopted Plan																								
Land Use																								
Transportation																								
Continued Tracking of Performance of Indicators (Annual)																								
<b>Goals &amp; Objectives</b>																								
Draft																								
Present to Relevant Committees and Public																								
Refine Goals and Objectives																								
Adopt Goals and Objectives																								
<b>Existing Needs/Deficiencies Analysis</b>																								
Projects to be Modeled																								
Projects not Modeled																								
<b>Modeling</b>																								
Existing Conditions (Base Year)																								
Future Conditions (2045 - Continuation of Existing Trends)																								
Future Committed and Planned Projects																								
Analyze Results																								
Refinement																								
<b>Financial Plan/Fiscal Constraint</b>																								
Existing and Historic Financial Information (Revenues and Costs)																								
Inflation Methodology (Revenues and Costs)																								
Anticipated Revenues																								
Costs by Project Type																								
Identify Revenue Constraints																								
Identify Shortfalls/Refinement of Project List																								
Demonstrate Fiscal Constraint																								
<b>Conformity</b>																								
Interagency Consultation																								
Planning Factors																								
Emission Factors																								
Analysis																								
Determination																								
<b>MPO Meetings</b>																								
Policy Board (Bay-Lake Regional Planning Commission)																								
Sheboygan MPO Technical/Policy Advisory Committees (Joint)																								
Other MPO Committees (to be determined)																								
Consultation/Focus Groups (to be determined)																								
General Public																								
Other Groups (As Needed - to be determined)																								
<b>Plan Adoption</b>																								
Public Comment																								
Final Adoption																								



**APPENDIX F**  
**2018 TENTATIVE SCHEDULE OF MPO TECHNICAL AND POLICY ADVISORY**  
**COMMITTEE JOINT MEETINGS, BAY-LAKE RPC FULL COMMISSION AND**  
**EXECUTIVE COMMITTEE MEETINGS, AND OTHER MEETING DATES**



<b>2018 Tentative Schedule of MPO Technical and Policy Advisory Committee Joint Meetings, BLRPC Full Commission and Executive Committee Meetings, and Other Meeting Dates</b>			
<b>MPO Technical and Policy Advisory Committee Joint Meetings*</b>	<b>BLRPC Full Commission and Executive Committee Meetings</b>	<b>MPO Directors' Meetings with WisDOT and FHWA**</b>	<b>Mid-Year and Draft Work Program Review Meetings with WisDOT and FHWA</b>
January 25	January 26 (Executive)	January 23	
February 22			
	March 9 (Full)		
April 26	April 27 (Executive)	April 24	
May 24			May or June
June 28	June 8 (Full)		May or June
	July 27 (Executive)	July 24	
September 6	September 14 (Full)		September or October
October 25	October 26 (Executive)	October 23	September or October
November 15			
December 13	December 14 (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 2018 *SHEBOYGAN***  
***METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK***  
***PROGRAM***



**DISTRIBUTION OF LOCAL SHARE FUNDING FOR THE 2018 SHEBOYGAN  
METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK  
PROGRAM**

Of the \$210,000 (across all sources) that is funding the main portion of the *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*, some \$26,250 is devoted to transit planning activities. When the 16.025 percent local share (\$33,652 of \$210,000) is applied to the \$26,250 in transit planning activity, the transit local share is **\$4,207**. Shoreline Metro, the Sheboygan Transit Utility, will provide this portion of local funding in 2018. This is billed incrementally at the same time that WisDOT gets billed for the federal and state shares of the MPO program.

The remaining \$183,750 is devoted to planning for all other modes of transportation. When the 16.025 percent local share is applied to the \$183,750 in planning activity for all other modes, this local share is **\$29,445**. This portion of local funding will be provided by Sheboygan County's membership levy with the Commission in 2018. Sheboygan County pays its membership levy to the Commission at the beginning of the year, and the \$29,445 is a portion of this levy.

In addition, some \$44,360 is anticipated to be expended to complete an update to the *Shoreline Metro Transit Development Program (TDP)* in 2018. Of this amount, 80 percent (\$35,488) is expected to come from a Federal Transit Administration (FTA) Section 5304 grant administered by the Wisconsin Department of Transportation, while the 20 percent local share (**\$8,872**) will be provided by Shoreline Metro.



**APPENDIX H**  
***2016 PUBLIC PARTICIPATION PLAN UPDATE FOR THE SHEBOYGAN MPO***



## **2016 PUBLIC PARTICIPATION PLAN UPDATE FOR THE SHEBOYGAN MPO**

The *2016 Public Participation Plan Update: Sheboygan Metropolitan Planning Organization (MPO)* can be found by clicking on the link on the Bay-Lake Regional Planning Commission's Sheboygan MPO webpage, which can be found at: [http://www.baylakerpc.org/sheboygan-mpo/sheboygan-mpo-public-participation-plan\(.\)](http://www.baylakerpc.org/sheboygan-mpo/sheboygan-mpo-public-participation-plan(.))

The Bay-Lake Regional Planning Commission (BLRPC) adopted the 2016 update to the PPP for the Sheboygan MPO in late 2016 after several months of review by the Sheboygan MPO Technical and Policy Advisory Committees and after a 30 day "consultation period" and a 45 day public comment period. The *2016 Public Participation Plan Update* is intended to describe how BLRPC staff will, to the best of their ability, provide the opportunity for public input and understanding of transportation plans and programs to all residents of the Sheboygan metropolitan planning area, especially to those persons who have been historically underrepresented in the planning process. The *2016 Public Participation Plan Update* also includes additional outreach to specific entities as required under recent Federal surface transportation legislation, particularly the "Fixing America's Surface Transportation" (FAST) Act.





**APPENDIX I**  
**2018 INDIRECT COST ALLOCATION PLAN FOR THE BAY-LAKE REGIONAL**  
**PLANNING COMMISSION (INCLUDING THE SHEBOYGAN MPO)**



**2018 INDIRECT 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 2018, as follows:

- Transportation Planner III/MPO Transportation Planner (1,861 hours);
- Community Assistance Planner I (528 hours);
- GIS Coordinator (834 hours); and
- Executive Director (80 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 2017. This report applies uniformly to all programs of the Commission, including the Sheboygan MPO program. This report is being used for the 2018 budget because this was the most recent period in which such a cost policy statement was developed. 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 2018 based on audited 2017 costs when they become available in early 2018.

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. Allocated Costs Allocation Base:
  - Employee Fringe Benefits – Total salaries
  - Time Off with Pay (TOWP) – Total salaries minus TOWP
- E. Indirect Cost Rate Allocation Base:
  - Direct project salaries
- F. 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 lease agreements  
Audit and accounting services  
Legal services  
Other professional services  
Insurance  
Telephone  
Internet  
Office maintenance and cleaning  
Commissioner expense  
Postage  
Office supplies and printing  
Computer supplies and expenses  
Conferences, dues, and publications  
Travel  
Auto expenses and repair  
Depreciation

Cindy Fiedor  
Signature  
Executive Director  
Title

March 30, 2017  
Date

**Bay Lake Regional Planning Commission**

**January 1, 2017 to December 31, 2017**

**Allocation of Costs - Based on 2017 Budget**

	2017 Budget	Allocation Base		
		Method	Amount	Rate
<b>1. Employee Fringe Benefits</b>				
Social security	31,000			
Retirement	28,000			
Health and life insurance	109,000			
<b>Total</b>	<b>168,000</b>	<b>Total Salaries</b>	<b>420,000</b>	<b>40%</b>
<b>2. Time Off With Pay (TOWP)</b>				
Vacation	33,100			
Sick Leave	19,600			
Holiday	19,300			
Subtotal	72,000			
Employee fringe benefits - 45%	32,400			
<b>Total</b>	<b>104,400</b>	<b>Total Salaries minus TOWP</b>	<b>348,000</b>	<b>30%</b>
<b>3. Indirect Costs</b>				
Salaries	48,000			
Employee fringe benefits	22,000			
Time off with pay	14,000			
Rent	29,100			
Equipment lease agreements	3,700			
Audit and accounting services	7,000			
Legal services	400			
Other professional	2,000			
Insurance	14,500			
Telephone	2,000			
Internet	1,500			
Office maintenance and cleaning	3,500			
Commissioner expense	4,000			
Postage	2,000			
Office supplies and printing	3,500			
GIS supplies	1,000			
Computer supplies and expenses	13,500			
Conferences, dues, and publications	5,500			
Travel	11,500			
Auto expenses and repair	1,600			
Depreciation	4,700			
<b>Total</b>	<b>195,000</b>	<b>Total Salaries minus TOWP and Indirect</b>	<b>300,000</b>	<b>65%</b>

**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

George Marthenze, 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

Aaron Anger, Chairperson  
Town of Mosel

Charles Born\*\*, Chairperson  
Town of Lima

James Scheiber, President  
Village of Howards Grove

Ald. Todd Wolf, 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

RONALD PAIDER  
ERIC CORROY  
VIRGINIA HASKE

#### MANITOWOC COUNTY

MARC HOLSEN  
DAN KOSKI  
CHUCK HOFFMAN

#### MARINETTE COUNTY

MARY MEYER  
DAN KOSKI, SECRETARY-TREASURER  
SHIRLEY KAUFMAN

#### OCONTO COUNTY

TERRY BRAZEAU, VICE CHAIRPERSON  
DENNIS KROLL  
VACANT

#### SHEBOYGAN COUNTY

MIKE HOTZ, CHAIRPERSON  
ED PROCEK  
BRIAN YERGES

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