

2023 Sheboygan Metropolitan Planning Area Transportation Planning Work Program



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Prepared by:
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Bay-Lake Regional Planning Commission

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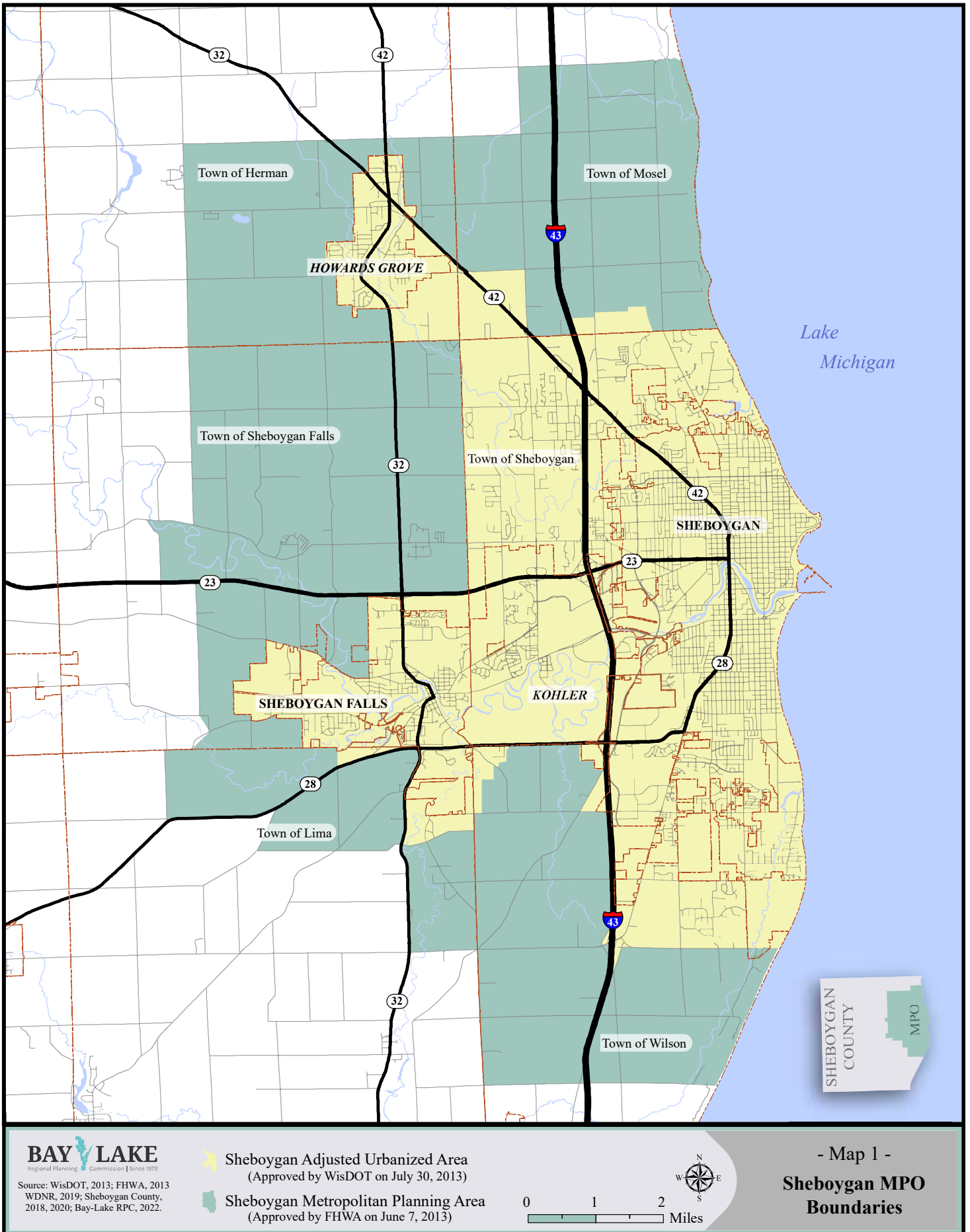
The contents of this report reflect the views of the Bay-Lake Regional Planning Commission, which is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views and policies of the U.S. Department of Transportation. This report does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

Note: The 2022 Sheboygan Metropolitan Planning Area Transportation Planning Work Program was developed under the "Bipartisan Infrastructure Law (BIL)". However, information in this document is subject to change based on final disposition of regulations issued implementing provisions of the BIL.

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Sheboygan MPO



Introduction and Prospectus

The 2023 Sheboygan Metropolitan Planning Area Transportation Planning Work Program schedules the Bay-Lake Regional Planning Commission's Sheboygan MPO work activities for 2023 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 2022; a summary of the 2023 budget and work program elements; and a specific annual work program which describes details of the work activity, budget and staffing requirements for 2023. 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 2023 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.

At this time, Florence, Marinette, Oconto, Kewaunee, Manitowoc, and Sheboygan counties are members of the Commission. Brown and Door counties have elected not to be members, but can have non-voting representation on the full Commission and on the Executive Committee. Some local jurisdictions within Brown and Door counties have elected to be members of the Commission.

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 Lake Michigan and Green Bay. The Wisconsin Department of Administration Demographic Services Center's 2022 final population estimate of the region is 610,121 persons, or approximately 10.3 percent of the population estimate of 5,949,155 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 Commission 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 eight full-time professional 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; local planning assistance; and GIS (mapping and data analysis). The Commission also has a full-time Administrative Assistant and a part-time Accounts Coordinator who handle secretarial and bookkeeping duties. 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 (LTEs) and interns 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.

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 2022 Work Program Activities

Major accomplishments of the 2022 Work Program from January 1, 2022, through October 31, 2022, included the following:

Program Support and Administration

- Commission staff participated in three meetings of the full Commission (March, June, and September) and four meetings of the Commission’s Executive Committee (January, April, August, and October) at which MPO items and/or correspondence were discussed and/or acted upon, with participation in up to one additional Commission meeting expected to occur in the remainder of 2022.
- The Sheboygan MPO Technical and Policy Advisory Committees met jointly on seven occasions (January, February, April, May, July, September, and October), with up to two additional meetings expected to occur in the remainder of 2022. The January meeting was conducted exclusively via teleconference due to the COVID-19 situation, while the other meetings were hybrid in-person/teleconference meetings.

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- Commission staff participated in quarterly MPO/RPC Directors' meetings in late January, late April, and late July (all via teleconference).
- Commission staff contributed MPO articles to the Commission's e-newsletter each month, and also prepared one separate MPO e-newsletter early in 2022.
- The Commission continued its membership in the Association of Metropolitan Planning Organizations (AMPO).
- Commission staff discussed potentially hosting the 2022 MPO/RPC/WisDOT/USDOT transportation planning conference in the Sheboygan area. Commission staff visited with staff of the Blue Harbor Resort and Conference Center several times to explore available dates for the conference in October, along with conference costs to develop a budget. Commission staff also visited with staff of the WisDOT Bureau of Planning and Economic Development to update WisDOT on the conference. A presentation was made at the MPO/RPC Directors at their teleconference meeting in late April. The Commission approved a contract to work with Blue Harbor to host the conference at a meeting of its Executive Committee in late April.
- The Commission signed a contract with Blue Harbor Resort and Conference Center to host the 2022 MPO/RPC/WisDOT/USDOT transportation planning conference in Sheboygan. This was after a meeting with Blue Harbor staff in early May to finalize contract details. Blue Harbor sent hotel reservation information to Commission staff. Commission staff then developed a conference registration form and emailed it and the hotel reservation form to Jim Kuehn of the WisDOT Bureau of Planning and Economic Development, who in turn forwarded the information to staff of the state's MPO and RPC transportation planners, to WisDOT region and central office staff, and to USDOT staff. Commission staff also fielded questions regarding the conference, and briefly participated in WisDOT/FHWA coordination meetings each month from June through October to discuss the conference. Commission staff solicited presentations for the conference, and discussed possible presentations and agenda items with past and future conference hosts in a teleconference meeting in early July. The conference was held October 10 – 12, 2022, and staff was on hand to facilitate the conference, handle registration, and place last minute adjustments to presentations in sequence by day of the conference. The week following the conference, Commission staff emailed the presentations to conference attendees and non-attendee presenters.
- Commission staff participated in two teleconference meetings with WisDOT, FHWA and the Wisconsin MPOs in late May and early June to discuss funding for 2023 MPO Work Programs.
- One of the transportation planners in the Sheboygan MPO program (Chris Garcia) left employment with the Commission on May 20, 2022. The Commission recruited for a transportation planner after Mr. Garcia made his announcement, with the position advertised in a variety of locations. The Commission received seven qualified application packages, and was able to interview four of those applicants in late May and the first half of June. A second round of interviews for the most qualified applicants took place in late June. An offer was extended to a candidate on June 29, 2022, and that candidate signed the letter accepting the offer on June 30, 2022. The candidate began her employment with the Commission on July 25, 2022.
- Commission staff prepared financial statements, progress reports and invoices for planning activities conducted in November and December 2021 (January), in January and February (March), in March and April (May), in May and June (July), and in July and August (September). Commission staff also supplied the WisDOT Bureau of Planning and Economic Development with supplemental documentation of these expenses, including summaries of staff hours as well as any other costs by MPO line item, and the MPO reimbursement checklists.

- Commission staff prepared invoices to Shoreline Metro for transit planning activities conducted in November and December 2021 (January), in January and February (March), in March and April (May), in May and June (July), and in July and August (September).

Long-Range Transportation Planning

- Commission staff prepared the first three chapters of the Year 2050 Sheboygan Area Transportation Plan (SATP) in January and February. These included Chapters 1 (Introduction), 2 (Metropolitan Transportation Planning Process), and 3 (Profile of the Metropolitan Planning Area). Draft Chapter 3 was revised in March and April in response to data released from the 2016 – 2020 American Community Survey (ACS).
- Commission staff conducted an idea generation exercise to start the process of developing a mission statement, goals, and objectives (Chapter 4) of the Year 2050 SATP at the joint meeting of the MPO advisory committees in late February. A survey was also developed that assisted with developing this portion of the plan. Commission staff prepared draft Chapter 4 in the second half of April once the online survey closed.
- Commission staff prepared draft Chapter 5 of the Year 2050 SATP (Existing Condition of the Transportation Network) over much of the second quarter of 2022.
- Commission staff worked on preparation of draft Chapter 6 of the Year 2050 SATP (Transportation and Land Use) from June through October; work on this chapter remains to be completed.
- Commission staff started preparation of draft Chapter 7 of the Year 2050 SATP (Recommended Transportation Plan) in October.
- Commission staff worked on preparation of draft Chapter 9 of the Year 2050 SATP (Financial Plan) from early July through October; work on this chapter remains to be completed.
- Draft Chapters 1, 2 and 4 of the Year 2050 SATP were presented to members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting in late April.
- Draft Chapter 3 of the Year 2050 SATP was presented in detail to members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting in late May. In addition, a revised draft of Chapter 4 of the Year 2050 SATP was presented to members of the MPO advisory committees at that same meeting.
- Commission staff started to present draft Chapter 5 of the Year 2050 SATP (Existing Condition of the Transportation Network) to members of the MPO advisory committees in early September. It will take multiple meetings of the MPO advisory committees to review this chapter.
- Commission staff met virtually with WisDOT Traffic Forecasting staff to review proposed slides for a conformity and travel demand forecast modeling discussion with the MPO conformity stakeholders in early March. Commission staff also met virtually with conformity stakeholders to discuss travel demand forecast modeling procedures to be used in the development of the Year 2050 SATP in early March.
- Commission staff participated in quarterly meetings of the Wisconsin Department of Natural Resources (WDNR) Bureau of Air Management's Transportation Conformity Workgroup (via teleconference) in mid-January, mid-April, mid-July, and mid-October.
- Commission staff participated in a meeting of the AMPO Socioeconomic Forecasting Working Group (via teleconference) in mid-February.

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- Commission staff met with staff from the WisDOT traffic forecasting section in mid-May to review socioeconomic projections that will be used in the travel demand forecast modeling for the Year 2050 SATP. These included the old 2010 baseline and 2045 horizon year data used in the Update to the Year 2045 SATP, as well as 2020 interim year and 2050 horizon year data to be used in the Year 2050 SATP. Socioeconomic data include households, employment (including retail, service, and total employment), school enrollment and college enrollment. After this meeting, Commission staff made adjustments to some of the data (particularly school and college enrollment). These projections were presented to the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting in late May. Commission staff also later reviewed these projections as they were disaggregated at the traffic analysis zone (TAZ) level in early June.
- Commission staff participated in a meeting of the Wisconsin Freight Advisory Committee (via YouTube) in early June.
- Commission staff participated in a meeting to discuss WisDOT's Electrification Initiative (via teleconference) in early July.
- The Sheboygan MPO Technical and Policy Advisory Committees discussed which capacity modifying projects to test with the travel demand forecast model as the Year 2050 SATP is prepared at their joint meeting in late October.
- Commission staff participated in a meeting of the WisDOT Northeast Region Travel Demand Forecast Model Users' Group (via teleconference) in late September.
- Commission staff participated in a meeting to obtain information regarding PM 2 targets and data (via teleconference) in early October.

Short-Range Transportation Planning

- Commission staff assisted Shoreline Metro with tasks related to its Community Development Block Grant (CDBG) during this period. In January, April, July, and October, this involved assisting Shoreline Metro with its CDBG quarterly reports. In March, this involved assisting Shoreline Metro with portions of an annual CDBG application.
- Commission staff prepared the annual transportation system performance indicator report for 2021. This report was reviewed at the joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees in late January. Following this meeting, this report (along with a PowerPoint presentation concerning the report) was posted to the MPO webpage. Commission staff started preparation of a similar report for 2022 in October.
- Commission staff participated in quarterly meetings of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC, in person and via teleconference) in January, April, July, and October.
- Commission staff participated in quarterly meetings of the Sheboygan County Transportation Coordinating Committee (TCC, via teleconference) in February, May, and August.
- Commission staff participated in meetings of Sheboygan County's American Rescue Plan Act (ARPA) Transportation Taskforce (via teleconference).
- Commission staff provided the City of Sheboygan Department of Public Works with a letter of support for a Transportation Alternatives Program (TAP) grant application in late January.
- Commission staff participated in a webinar regarding changes to the Public Transit Agency

Safety Plan (PTASP) process resulting from the Bipartisan Infrastructure Law (BIL) in early March.

- Commission staff worked on the PTASP update in May. This update refined the PTASP to align with provisions in the BIL. The Sheboygan Transit Commission approved the PTASP update at its meeting in May. Commission staff continue to work with Shoreline Metro to refine some of the PTASP targets (Appendices G and H of the PTASP) based on the most current data available, and also made some revisions to Appendix B (Safety Assessment and System Review) at the request of Shoreline Metro. Additional approval of PTASP updates by the Sheboygan Transit Commission are expected in November.
- Commission staff worked on Shoreline Metro's Transit Asset Management (TAM) plan and targets over the summer. The Sheboygan MPO Technical and Policy Advisory Committees reviewed and recommended approval of the Shoreline Metro TAM plan and targets at their joint meeting in early September. The Commission approved the TAM plan and targets for the MPO at its September meeting. The Sheboygan Transit Commission approved the TAM plan and targets for Shoreline Metro in August. Shoreline Metro's TAM plan and targets were submitted to FTA Region 5 staff (with copies to WisDOT staff and to Shoreline Metro) in mid-September, and the plan and targets have been posted to the MPO webpage.
- Commission staff worked on Highway Safety Improvement Program (HSIP) targets for the Sheboygan Metropolitan Planning Area over the summer and early fall. This mainly involved analysis of 2021 crash data to determine the number of fatalities, serious injuries, and nonmotorized fatalities and serious injuries within the metropolitan planning area. Commission staff also reviewed the Fatality Analysis Reporting System (FARS) data from the National Highway Traffic Safety Administration (NHTSA) for 2020 to update fatality data for that year. This updated the five-year rolling average to 2017 through 2021. The Sheboygan MPO Technical and Policy Advisory Committees reviewed and recommended approval of HSIP 2023 performance targets for the Sheboygan Metropolitan Planning Area to the Commission at their joint meeting in late October. The Commission approved these targets at a meeting of its Executive Committee in late October. As in previous years, the Commission agreed "to plan and program projects so that they contribute toward the accomplishment of WisDOT's calendar year 2023 targets for all five performance measures," since the metropolitan planning area continues to be below statewide averages for four of the five measures, with additional education being recommended for motorists and pedestrians in the one measure that was above the state average (non-motorized fatalities and serious injuries). In addition, Commission staff would also encourage the communities within the Sheboygan Metropolitan Planning Area to install protected bike lanes to make bicyclists and pedestrians feel safer. Correspondence regarding this action will be sent to the WisDOT Bureau of Planning and Economic Development in November, and these targets will be posted to the MPO webpage in November.
- Commission staff met (via teleconference) with a representative of Love to Ride (a bicycling advocacy organization that has created an app to report bicycling activity) in mid-June. This representative was reaching out to various MPOs across Wisconsin.
- Commission staff participated in an informational teleconference with Via Transportation staff in Chicago regarding their work concerning microtransit solutions in Wisconsin and other midwestern states in early September.
- Commission staff met virtually with Sheboygan County staff in mid-October to discuss first steps in applying for a grant to conduct a transportation study of the county utilizing FTA Section 5304 funding.

Transportation Improvement Program (TIP)

- The first set of minor amendments to the 2022 – 2025 TIP was processed in January. These amendments involved additions and adjustments to Tables 3 (Elderly and Disabled Transportation Projects) and 4 (Elderly and Disabled Transportation Capital Projects), as well as cost and timing adjustments to projects in Table 6 (Street and Highway Improvement Projects). The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of these amendments at their joint meeting in late January, and the Commission approved these amendments at a meeting of its Executive Committee in late January. The amendments were transmitted to state and federal officials, and were posted to the MPO webpage. The amendments were approved by WisDOT in early March.
- The second set of minor amendments to the 2022 – 2025 TIP was processed in February and early March. These amendments involved the addition of seven design projects to Table 6; three of these projects were locally funded, while the other four were WisDOT projects. The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of these amendments at their joint meeting in late February, and the Commission approved the amendments at its meeting in March. The amendments were transmitted to state and federal officials and were posted to the MPO webpage. The amendments were approved by WisDOT in mid-April.
- The third set of minor amendments to the 2022 – 2025 TIP was processed in May and early June. These amendments involved cost and timing changes as well as additions to Table 4 (Elderly and Disabled Transportation Capital Projects), as well as a small cost change to one project in Table 6 (Street and Highway Improvement Projects). The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of these amendments at their joint meeting in late May, and the Commission approved the amendments at its meeting in June. The amendments were transmitted to state and federal officials and were posted to the MPO webpage. The amendments were approved by WisDOT in late June.
- The fourth minor amendment to the 2022 – 2025 TIP was processed in late July and August. This amendment involved the addition of a study to Table 5 (Bicycle and Pedestrian Transportation Projects). The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of this amendment at their special joint meeting in late July, and the Commission approved this amendment at a meeting of its Executive Committee in August. The amendment was transmitted to state and federal officials and was posted to the MPO webpage. The amendment was approved by WisDOT in early September.
- Commission staff prepared the Annual Listing of Obligated Projects for Calendar Year 2021 in January. Members of the Sheboygan MPO Technical and Policy Advisory Committees reviewed the listing at their joint meeting in late January. This listing was posted to the Sheboygan MPO webpage.
- Commission staff participated in two WisDOT-sponsored webinars regarding the BIL and its impacts on local programs in January (for MPO and RPC staff) and in February (for local officials).
- Commission staff participated in a webinar regarding the WisDOT Federal Fiscal Year (FFY) 2022 Local Programs Solicitation for the BIL in March.
- Commission staff participated in a webinar regarding the WisDOT FFYs 2022 – 2023 solicitation for Transportation Alternatives Program (TAP) projects under the BIL in mid-May.
- Commission staff received application materials for three (3) Surface Transportation Block Grant (STBG) Urban candidate projects in the Sheboygan Urbanized Area for FFYs 2023 – 2026

under the BIL from WisDOT Northeast Region Local Programs staff in June. Commission staff began rating the projects using the MPO's STBG Urban Project Prioritization Policy after the application materials were received. Commission staff received official word on the allocation for the Sheboygan Urbanized Area from WisDOT Local Programs staff in July. A special meeting of the Sheboygan MPO Technical and Policy Advisory Committees to prioritize the projects and select a project took place in late July.

- Commission staff provided technical assistance and answered questions regarding the BIL and various local programs from communities in the metropolitan planning area and from Sheboygan County.
- Commission staff finished preparation of the draft 2023 - 2026 TIP in late September. The Sheboygan MPO Technical and Policy Advisory Committees reviewed key tables in the draft 2023 - 2026 TIP, made modifications where necessary, and released the document for a 30-day public comment period at their joint meeting in early September. Members of the MPO advisory committees received copies of the full draft TIP via email in late September. Draft copies of the TIP were distributed for local public review and the draft TIP was placed on the MPO webpage in late September. WisDOT and USDOT received the draft TIP via email in late September, and the environmental consultation stakeholders for the MPO and members of the Transportation Conformity Workgroup of the MPO also received the draft TIP via email in late September. The 30-day public comment period on the draft TIP officially began on September 28, 2022, and ran through October 28, 2022; notice was placed in the Sheboygan Press, and other news media were also notified. Over 170 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.
- The Transportation Conformity Workgroup reviewed the conformity analysis for the draft 2023 - 2026 TIP at its quarterly meeting in mid-October. A public hearing on the draft 2023 - 2026 TIP was held as part of the joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees on October 27, 2022. The MPO advisory committees also reviewed the draft 2023 - 2026 TIP as well as comments received on that document at their joint meeting on October 27, 2022. In addition, the MPO advisory committees recommended approval of the 2023 - 2026 TIP at their joint meeting on October 27, 2022. The Commission approved the 2023 - 2026 TIP at a meeting of its Executive Committee on October 28, 2022. Final edits are being made to the document, and the final 2023 - 2026 TIP will be transmitted to pertinent WisDOT, USDOT, USEPA and WDNR staff and posted to the MPO webpage in November.

Major environmental justice, public involvement, and Title VI accomplishments of the 2022 Work Program from January 1, 2022, through October 31, 2022, include the following:

- Commission staff identified and mapped the locations of minority and low-income populations in the Sheboygan metropolitan planning area. This information is being used to estimate the impacts of transportation projects recommended in the 2023 - 2026 TIP, as well as to assess the level of service provided to these populations by Shoreline Metro. Minority population information came from the 2020 Census, while low-income population information came from the 2016 - 2020 American Community Survey (ACS) 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 participated in quarterly meetings of the Northeast Wisconsin Regional Access to Transportation Committee in January, April, July, and October. The charge of this committee is “to coordinate and develop a regional committee to systematically address access to transportation for at-risk populations with special needs.” Generally, counties covered by the Bay-Lake and East Central Wisconsin RPC regions are represented on this committee.
- Commission staff assisted Shoreline Metro with portions of its Title VI/Limited English Proficiency (LEP) plan in August.

2023 Work Program Summary

The key components of the 2023 Work Program are as follows:

Program Support and Administration

- Preparation of the 2024 *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 2023 *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 seven joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees in 2023 (**promotes Public Involvement, a USDOT planning emphasis area**).
- 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 (**promotes Public Involvement, a USDOT planning emphasis area**).
- 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).
- Completion and approval of the Year 2050 *Sheboygan Area Transportation Plan (SATP)* due in April 2023* (**promotes Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future, Equity and Justice⁴⁰ in Transportation Planning, Complete Streets, Public Involvement, and Planning and Environmental Linkages, USDOT planning emphasis areas**).
- Working with the Sheboygan MPO Technical and Policy Advisory Committees and with WisDOT to develop an adjusted urbanized area boundary and a revised metropolitan planning area boundary (this may include preliminary discussion of updating the functional classification of streets and highways in the Sheboygan Urbanized Area).

- Discussion and coordination of performance measurements and establishment of state and MPO performance targets, including working to align the *Year 2050 SATP* with USDOT performance management rules (**promotes Data in Transportation Planning, a USDOT planning emphasis area**).
- Continuation of in-house travel demand forecast modeling activities in 2023, 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, including the *Wisconsin Rail Plan 2050*, the *Wisconsin State Freight Plan*, and the *Active Transportation Plan 2050*.

Short-Range Transportation Planning

- Continuation of several public involvement, environmental justice and Title VI activities, including updating the Commission's Title VI Plan by October 2023 (**promotes Equity and Justice⁴⁰ in Transportation Planning, a USDOT planning emphasis area**).
- Providing planning assistance to local units of government and to WisDOT, if requested (this may include assistance on WisDOT and other grant applications, if needed).
- 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 (**promotes Data in Transportation Planning, a USDOT planning emphasis area**).
- 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 to the Sheboygan County Economic Development Corporation (SCEDC) on employment transportation issues in the Sheboygan metropolitan planning area*.
- Assistance in preparing possible amendments to the *2020 Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County** (**promotes Equity and Justice⁴⁰ in Transportation Planning, a USDOT planning emphasis area**).

Transportation Improvement Program (TIP)

- Possible processing of amendments to the 2023 – 2026 *TIP* (if necessary) during 2023.
- 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 2024 – 2027 *TIP*, including an air quality conformity analysis on both the latest long-range transportation plan and the 2024 – 2027 *TIP* utilizing emission factors from the MOVES3 emissions estimating model that will be provided by the WDNR Bureau of Air Management (this will be done based on the emission budgets for the adjusted Shoreline and inland portions of Sheboygan County which were found adequate by USEPA in July 2020). The 2024 – 2027 *TIP* will be developed to be compliant with the BIL and its metropolitan transportation planning requirements* (**promotes Equity and Justice⁴⁰ in Transportation**

***These items will include activities that meet the 2.5% Safe and Accessible Transportation Options Set-aside requirements in the BIL.**

Several MPO work program activities newly listed in the BIL will take place in this work program, including: web-based public participation; adding affordable housing organizations to the MPO Public Participation Plan mailing list; travel demand forecasting and modeling in support of planning products, and data gathering. Where possible, efforts will also be made to better connect housing and employment.

Key meetings in 2023

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 2023.

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. Virtual participation options may be made available for these meetings, and may be the only participation option available during certain emergencies.

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 take place in September or October. Both of these meetings are likely to take place via teleconference.

Commission staff also plan to participate in quarterly forums with directors from other Wisconsin MPOs and RPCs 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.

The following tables summarize the Sheboygan MPO 2023 Work Program budget and staff hours.

Summary Budget for Sheboygan MPO 2023 Work Program							
Work Elements	Budget	Funding Source					
		FHWA	Percentage	WisDOT	Percentage	MPO/Local	Percentage
1. Program Support and Administration	\$51,000	\$40,800	80.000%	\$1,892	3.710%	\$8,308	16.290%
2. Long-Range Transportation Planning*	\$91,000	\$72,800	80.000%	\$3,376	3.710%	\$14,824	16.290%
3. Short-Range Transportation Planning	\$54,000	\$43,200	80.000%	\$2,004	3.710%	\$8,796	16.290%
4. Transportation Improvement Program (TIP)	\$29,000	\$23,200	80.000%	\$1,076	3.710%	\$4,724	16.290%
TOTAL	\$225,000	\$180,000	80.000%	\$8,348	3.710%	\$36,652	16.290%

*Long-range transportation planning activities will include: refinement of the schedule for the MPO long-range transportation plan completion process (as needed); completion and approval of the *Year 2050 Sheboygan Area Transportation Plan (SATP)* due in April 2023; developing an adjusted urbanized area boundary and a revised metropolitan planning area boundary (this may include preliminary discussion of updating the functional classification of streets and highways in the Sheboygan Urbanized Area); discussion and coordination of performance measurements and establishment of state and MPO performance targets, including working to align the *Year 2050 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, including the *Wisconsin Rail Plan 2050*, the *Wisconsin State Freight Plan*, and the *Active Transportation Plan 2050*.

Staff Hour Summary for the Sheboygan MPO 2023 Work Program	
Staff Position	Total Work Program Hours
Executive Director	20
Assistant Director	0
Transportation Planner III	863
Transportation Planner I	1,560
Community Assistance Planner	0
GIS Coordinator/Planner	206
Economic Development Planner	0
Environmental Planner	0
Administrative Assistant	20
Accounts Coordinator	0
Planning/GIS Intern	0
Economic Development Intern	0
TOTAL	2,669

2023 Work Program Details

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 in 2023 will include:

- Preparation of the 2024 *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 2023 *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 seven joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees in 2023 (**promotes Public Involvement, a USDOT planning emphasis area**).
- 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 (**promotes Public Involvement, a USDOT planning emphasis area**).
- 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.

Table 1 outlines administrative activities for 2023 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 2024 <i>Sheboygan Metropolitan Planning Area Transportation Planning Work Program</i> .	\$38,265	436	August - November
	2. Attend one meeting with WisDOT and FHWA staff to review draft 2024 <i>Sheboygan Metropolitan Planning Area Transportation Planning Work Program</i> .			September or October
	3. Participation in a mid-year review meeting (regarding the 2023 <i>Sheboygan Metropolitan Planning Area Transportation Planning Work Program</i>) with WisDOT and FHWA staff.			May or June
	4. Completion of bimonthly financial, progress, staff hour and other requested reports for submittal to WisDOT.			January, March, May, July, September and November
	5. Coordination of approximately seven 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.	\$8,735	100	January, April, July, and September or October
	2. Attendance at the annual MPO/RPC/WisDOT Transportation Planning Conference.			September or October
Program Expenses*	1. Total MPO expenses (excluding travel)	\$4,000	Expense Only	
Total		\$51,000	536	
*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.				
Staff Hour Summary for Program Support and Administration				
Staff Position		Total Work Program Hours		
Executive Director		20		
Assistant Director		0		
Transportation Planner III		241		
Transportation Planner I		240		
Community Assistance Planner		0		
GIS Coordinator/Planner		15		
Economic Development Planner		0		
Environmental Planner		0		
Administrative Assistant		20		
Accounts Coordinator		0		
Planning/GIS Intern		0		
Economic Development Intern		0		
Total		536		

II. LONG-RANGE TRANSPORTATION PLANNING

Objective and Methodology

Long-range transportation planning activities in 2023 will include:

- Refinement of the schedule for the MPO long-range transportation plan completion process (as needed).
- Completion and approval of the *Year 2050 Sheboygan Area Transportation Plan (SATP)* due in April 2023* (**promotes Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future, Equity and Justice⁴⁰ in Transportation Planning, Complete Streets, Public Involvement, and Planning and Environmental Linkages, USDOT planning emphasis areas**).
- Working with the Sheboygan MPO Technical and Policy Advisory Committees and with WisDOT to develop an adjusted urbanized area boundary and a revised metropolitan planning area boundary (this may include preliminary discussion of updating the functional classification of streets and highways in the Sheboygan Urbanized Area).
- Discussion and coordination of performance measurements and establishment of state and MPO performance targets, including working to align the *Year 2050 SATP* with USDOT performance management rules (**promotes Data in Transportation Planning, a USDOT planning emphasis area**).
- Continuation of in-house travel demand forecast modeling activities in 2023, 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, including the *Wisconsin Rail Plan 2050*, the *Wisconsin State Freight Plan*, and the *Active Transportation Plan 2050*.

***This item will include activities that meet the 2.5% Safe and Accessible Transportation Options Set-aside requirements in the BIL.**

Table 2 outlines long-range transportation planning activities for 2023 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).	\$91,000	1,120	May - June and September - October
	2. Completion and approval of the year 2050 <i>Sheboygan Area Transportation Plan (SATP)</i> due in April 2023 (see Appendix E for details).			January - April
	3. Develop an adjusted urbanized area boundary and a revised metropolitan planning area boundary (including possible preliminary discussion of updating the functional classification of streets and highways in the Sheboygan Urbanized Area).			January - December
	4. Discussion and coordination of performance measurements and establishment of state and MPO performance targets, including working to align the Update to the <i>Year 2050 SATP</i> with USDOT performance management rules.			January - December
	5. 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
	6. Continuing to work with WisDOT on the development of statewide transportation plans, including the <i>Wisconsin Rail Plan 2050</i> , the <i>Wisconsin State Freight Plan</i> , and the <i>Active Transportation Plan 2050</i> .			January - December
	Total	\$91,000	1,120	
Staff Hour Summary for Long-Range Transportation Planning				
Staff Position		Total Work Program Hours		
Executive Director		0		
Assistant Director		0		
Transportation Planner III		310		
Transportation Planner I		690		
Community Assistance Planner		0		
GIS Coordinator/Planner		120		
Economic Development Planner		0		
Environmental Planner		0		
Administrative Assistant		0		
Accounts Coordinator		0		
Planning/GIS Intern		0		
Economic Development Intern		0		
Total		1,120		

III. SHORT-RANGE TRANSPORTATION PLANNING

Objective and Methodology

Short-range transportation planning activities in 2023 will include:

- Continuation of several public involvement, environmental justice and Title VI activities, including updating the Commission's Title VI Plan by October 2023 **(promotes Equity and Justice⁴⁰ in Transportation Planning, a USDOT planning emphasis area)**.
- Providing planning assistance to local units of government and to WisDOT, if requested (this may include assistance on WisDOT and other grant applications, if needed).
- 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 **(promotes Data in Transportation Planning, a USDOT planning emphasis area)**.
- 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 to the Sheboygan County Economic Development Corporation (SCEDC) on employment transportation issues in the Sheboygan metropolitan planning area*.
- Assistance in preparing possible amendments to the *2020 Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County** **(promotes Equity and Justice in Transportation Planning, a USDOT planning emphasis area)**.

***These items will include activities that meet the 2.5% Safe and Accessible Transportation Options Set-aside requirements in the BIL.**

Table 3 outlines short-range transportation planning activities for 2023 and the budget, staff hours and schedule allocated to these activities.

TABLE 3
SHORT-RANGE TRANSPORTATION PLANNING

ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Public Involvement, Environmental Justice and Title VI Activities	1. Complete various Title VI related tasks for the MPO program, including updating the Commission's Title VI Plan by October 2023.	\$11,000	129	January - December
	2. Implement improved strategies for engaging minority, low income, elderly and disabled populations through public involvement.			January - December
	3. 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, if requested (this may include assistance on WisDOT and other grant applications, if needed).*	\$43,000	527	January - December
	2. Continue to collect data for those performance indicators that can be tracked on an annual basis, and 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
	6. Assistance in preparing possible amendments to the 2020 <i>Coordinated Public Transit - Human Services Transportation Plan for Sheboygan County</i> .			January - December
Total		\$54,000	656	

*In cooperation with the WisDOT Travel Forecasting Section and/or their consultant.

Staff Hour Summary for Short-Range Transportation Planning

Staff Position	Total Work Program Hours
Executive Director	0
Assistant Director	0
Transportation Planner III	211
Transportation Planner I	405
Community Assistance Planner	0
GIS Coordinator/Planner	40
Economic Development Planner	0
Environmental Planner	0
Managerial Assistant	0
Accounts Coordinator	0
Planning/GIS Intern	0
Economic Development Intern	0
Total	656

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 outlines activities pertinent to TIP development for 2023 and the budget, staff hours and schedule allocated to these activities. There may be possible processing of amendments to the 2023 – 2026 *TIP* (if necessary) during 2023. The largest task under this work element in 2023 will involve preparation of the 2024 – 2027 *TIP*, which will be developed to be compliant with the Bipartisan Infrastructure Law (BIL) and its metropolitan transportation planning requirements. Some of these TIP preparation and amendment activities will require an air quality conformity analysis on both the *Year 2050 SATP* and the subject TIP utilizing emission factors from the MOVES 3 emissions estimating model that will be provided by the WDNR Bureau of Air Management (for the 2024 – 2027 *TIP*, this will be done based on the emission budgets for the Shoreline and Inland portions of Sheboygan County, which were found adequate by USEPA in July 2020). Finally, MPO staff will prepare a mid-year report on the progress of projects in the 2023 – 2026 *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).

Development of the 2024 – 2027 *TIP* will promote Equity and Justice⁴⁰ in Transportation Planning, Complete Streets, Public Involvement, and Planning and Environmental Linkages, which are USDOT planning emphasis areas. Development of the 2024 – 2027 *TIP* will also include activities that meet the 2.5% Safe and Accessible Transportation Options Set-aside requirements in the BIL.

TABLE 4
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
2023 - 2026 TIP	1. Possible processing of amendments to the 2023 - 2026 TIP (if necessary). 2. Preparation of a mid-year report on the progress of projects in the 2023 - 2026 TIP for members of the Sheboygan MPO Technical and Policy Advisory Committees (including the sharing of this report with members of these committees).	\$8,700	92	January - September May - June (Share report with MPO advisory committees at their June or September joint meeting)
2024 - 2027 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.	\$20,300	265	July - August August - September August - September September - October September - November
Total		\$29,000	357	
Staff Hour Summary for Transportation Improvement Program (TIP)				
Staff Position		Total Work Program Hours		
Executive Director		0		
Assistant Director		0		
Transportation Planner III		101		
Transportation Planner I		225		
Community Assistance Planner		0		
GIS Coordinator/Planner		31		
Economic Development Planner		0		
Environmental Planner		0		
Administrative Assistant		0		
Accounts Coordinator		0		
Planning/GIS Intern		0		
Economic Development Intern		0		
Total		357		

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Appendix A: Resolution of Approval of Work Program

RESOLUTION NO. 7-2022

Resolution of the Bay-Lake Regional Planning Commission to approve the 2023 Sheboygan Metropolitan Planning Area Transportation Planning Work Program

WHEREAS, the draft of the *Preliminary 2023 - 2024 Work Program & 2023 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 9, 2022; 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 *2023 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* as a component of the overall Commission Work Program for 2023.

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:

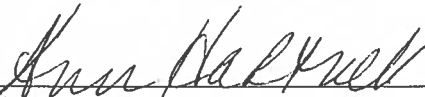
- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) Sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR Part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR Part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 11101 (e) of the “Infrastructure Investment and Jobs Act (IIJA)” (Pub. L. 117-58) 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, Ann Hartnell, 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 28th day of October, 2022.


Ann Hartnell, Secretary-Treasurer
Bay-Lake Regional Planning Commission

Appendix B: Metropolitan Planning Factors and the 2023 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; these factors remained unchanged in the Bipartisan Infrastructure Law (BIL) that superseded the FAST Act in 2021. *The 2023 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 2023 MPO work program elements and the metropolitan planning factors to be addressed in each project.

Work Program Category	Significant Work Program Elements	Metropolitan Planning Factors									
		1	2	3	4	5	6	7	8	9	10
Administration	Preparation of 2024 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
Long-Range Planning	Personnel Supervision	X	X	X	X	X	X	X	X	X	X
	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
	Completion and Approval of the <i>Year 2050 Sheboygan Area Transportation Plan (SATP)</i> Due in April 2023 (See Appendix E and the Narrative for Details)	X	X	X	X	X	X	X	X	X	X
	Development of Adjusted Urbanized Area and Revised Metropolitan Planning Area Boundaries (Including Preliminary Discussion of Updating the Fundamental Classification of Streets and Highways)	X			X		X	X			
	Discussion and Coordination of Performance Measurements and Establishment of State and MPO Performance Targets, Including Working to Align the <i>Year 2050 SATP</i> 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, Including the <i>Wisconsin Rail Plan 2050</i> , the <i>Wisconsin State Freight Plan</i> , and the <i>Active Transportation Plan 2050</i>	X	X	X	X	X	X	X	X	X	X
	Public Involvement, Environmental Justice and Title VI Activities, Including Updating the Commission's Title VI Plan by October 2023				X	X	X				
	Planning Assistance to Local Units of Government and to WisDOT, if Requested (Including Possible Assistance on WisDOT and Other Grant Applications)				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
Short-Range Planning	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
	Preparing Possible Amendments to the <i>2020 Coordinated Public Transit - Human Services Transportation Plan for Sheboygan County</i>	X			X	X	X	X	X		
	Possible Processing of Amendments to the <i>2023 - 2026 TIP</i> (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 <i>2024 - 2027 TIP</i>	X	X	X	X	X	X	X	X	X	X

Appendix C: WisDOT/MPO/Transit Operator Cooperative Agreement

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: <https://baylakerpc.org/sheboygan-mpo/about/cooperative-agreement-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

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 was signed in September and October of 2022.

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 2020. 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 its meeting in June of 2020. This document applies to both of the Commission's transportation planning programs (the Regional Transportation Planning program and the Sheboygan MPO program). This plan will be updated in 2023.

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 Civil Rights webpage, which can be found at: <https://baylakerpc.org/about/civil-rights-title-vi-notice>

Appendix E: Schedule for the Update to the Long-Range Transportation Plan

Sheboygan MPO 2023 Plan Update (Horizon Year of 2050)					2023											
					J	F	M	A	M	J	J	A	S	O	N	D
Annual TIP or TIP Amendment													?	◇	•	
Annual UPWP													•	◇	•	
Public Participation Plan (Completed in 2020)																
LRTP Timeline Evaluation/Revision																
Data Collection/Preparation																
Development of Transportation Inventory Chapter (Completed in 2022)																
Control Total Socioeconomic Projections/Suballocation to TAZs (Completed in 2022)																
Continued Tracking of Performance of Indicators (Annual)																•
Goals & Objectives (Completed in 2022)																
Draft																
Present to Relevant Committees and Public																
Refine Goals and Objectives																
Approve Goals and Objectives																
Existing Needs/Deficiencies Analysis (Completed in 2022)																
Projects to be Modeled																
Projects not Modeled																
Modeling (Completed in 2022)																
Existing Conditions (Base Year)																
Future Conditions (2050 - Selected Land Use Scenario)																
Future Committed and Planned Projects																
Analyze Results																
Refinement																
Financial Plan/Fiscal Constraint																
Existing and Historic Financial Information (Revenues and Costs - Completed in 2022)																
Inflation Methodology (Revenues and Costs - Completed in 2022)																
Anticipated Revenues (Completed in 2022)																
Costs by Project Type (Completed in 2022)																
Identify Revenue Constraints (Completed in 2022)																
Identify Shortfalls/Refinement of Project List																
Demonstrate Fiscal Constraint																
Conformity																
Interagency Consultation					•			•			•			•		
Planning Factors																
Emission Factors																
Analysis																
Determination																
MPO Meetings																
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)																
Plan Approval																
Public Comment								?								
Final Approval							√	◇								
KEY	Scheduled Time		MPO Action	◇	TAC/PAC Vote	√	Information Meeting	?	Due Date	•						

Appendix F: 2023 Tentative Schedule of Meetings

2023 Tentative Schedule of Meetings*			
MPO Technical and Policy Advisory Committee Joint Meetings**	BLRPC Full Commission and Executive Committee Meetings	MPO Directors' Meetings with WisDOT and FHWA***	Mid-Year and Draft Work Program Review Meetings with WisDOT and FHWA
January 26	January 27 (Executive)	January 24	
February 23			
March 30	March 10 (Full)		
April 27	April 28 (Executive)	April 25	
			May or June
	June 9 (Full)		May or June
	July 28 (Executive)	July 25	
September 7	September 8 (Full)		September or October
October 26	October 27 (Executive)	October 24	September or October
December 7	December 8 (Full)		
*Some or all of these meetings may be conducted wholly or partially via teleconference.			
**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. There could also be changes to these meeting dates made by WisDOT or FHWA.			

Appendix G: Distribution of Local Funding for the 2023 Work Program

Of the \$225,000 (across all sources) that is funding the 2023 *Sheboygan Metropolitan Planning Area Transportation Planning Work Program*, some \$28,125 is devoted to transit planning activities. When the 16.2897 percent local share (\$36,652 of \$225,000) is applied to the \$28,125 in transit planning activity, the transit local share is **\$4,582**. Shoreline Metro, the Sheboygan Transit Utility, will provide this portion of local funding in 2023. This is billed incrementally at the same time that WisDOT gets billed for the federal and state shares of the MPO program.

The remaining \$196,875 is devoted to planning for all other modes of transportation. When the 16.2897 percent local share is applied to the \$196,875 in planning activity for all other modes, this local share is **\$32,070**. This portion of local funding will be provided by Sheboygan County's membership levy with the Commission in 2023. Sheboygan County pays its membership levy to the Commission at the beginning of the year, and the \$32,070 is a portion of this levy.

Appendix H: 2020 Public Participation Plan Update for the Sheboygan MPO

The 2020 *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: <https://baylakerpc.org/sheboygan-mpo/about/sheboygan-mpo-public-participation-plan>

The Bay-Lake Regional Planning Commission (BLRPC) approved the 2020 update to the Public Participation Plan for the Sheboygan MPO in September of 2020 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 2020 *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 2020 *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: 2023 Indirect Cost Allocation for Bay-Lake RPC (Incl. Sheboygan MPO)

Many Bay-Lake Regional Planning Commission staff members are anticipated to work on Sheboygan MPO activities in 2023, as follows:

- Transportation Planner III (863 hours);
- Transportation Planner I (1,560 hours);
- GIS Coordinator/Planner (206 hours);
- Executive Director (20 hours); and
- Administrative Assistant (20 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 Evans Race and Van Dreel CPAs in August 2022 (based on the 2021 audit of the Commission conducted by CLA in early 2022). This report applies uniformly to all programs of the Commission, including the Sheboygan MPO program. This is being used for the 2023 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 2023 based on audited 2022 costs when they become available in early 2022.

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

U.S. Department of Commerce
Office of Acquisition Management – Grants Management Division
1401 Constitution Ave., NW, HCHB Rm 6412

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief.

1. All costs included in this proposal dated August 19, 2022, to establish indirect cost billing rates for fiscal year 2023, which is January 1, 2023 to December 31, 2023, are allowable in accordance with the requirements of the federal award(s) to which they apply and OMB Circular A 87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been Adjusted for in allocating costs as indicated in the cost allocation plan.
2. All costs included in this proposal are properly incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, in the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that could affect the rate.
3. The indirect cost rate calculated within the proposal is 135.9% which was calculated using an indirect cost rate base type of Project Salaries. The calculations were based on actual costs from fiscal year 2021, to obtain a federal indirect cost billing rate for fiscal year 2023.
4. All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), the False Claims Act (18 USC 287 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Organization Name:

Bay-Lake Regional Planning Commission

Signature:



Name of Authorized Official:

Dan Koski

Title:

Chairperson

Date of Execution:

08/19/22

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 –
- 2. Indirect Costs – The following staff members charge a portion of their salary costs to indirect costs:
 - Executive Director
 - Managerial Assistant

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 decisions 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 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:

- Mortgage
- 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

Dan Koski

8-19-20

Date

Bay-Lake Regional Planning Commission Chair

Gail M Van Dreel, CPA
Brian G Van Dreel, CPA



Creative Progressive Accounting Solutions

August 16, 2022

Cindy Wojtczak
Bay-Lake Regional Planning Commission
1861 Nimitz Drive
De Pere, WI 54115

Dear Ms. Wojtczak:

With the completion of the 2021 Financial Audit of Bay-Lake Regional Planning Commission, I reviewed the adequacy of your indirect cost rates used in 2021. In my opinion, the rates were adequate and reasonable based on your actual 2021 expenses and were calculated in accordance with the principles of Office of Management and Budget Circular A-87.

In order to correspond to your projected 2023 expenses, I propose the following as 2023 indirect rates to be charged to direct labor:

Employee Benefits	33.1%
Time Off With Pay	25.8%
All Other Indirect Costs	77.0%
Total	135.9%

If you have any questions or desire any further information, don't hesitate to contact me.

Sincerely,

Gail M Van Dreel, CPA
President, Owner
Evans Race & Van Dreel CPAs

PO BOX 1505 - Green Bay, WI 54305-1505 - (920) 432-1040 - www.vandreel.com

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Bay-Lake Regional Planning Commission

January 1, 2021 to December 1, 2021

Indirect Costs – Based on 2021 Budget

Employee Fringe Benefits	Allocation Base			
	2021 Actuals	Method	Amount	Rate
Bay-Lake FICA	45,857			
WRS Employer	38,859			
Bay-Lake Ins. Payment	<u>119,071</u>			
	203,787	Total Salaries	615,660	33.1%

Time Off With Pay	Allocation Base			
	2021 Actuals	Method	Amount	Rate
Vacation	38,292			
Sick Leave	17,230			
Holiday Pay	<u>23,507</u>			
	79,029			
Employee Benefits Allocation	<u>59,308</u>			
	138,337	Total Salaries - TOWP	536,631	25.8%

Indirect Costs	2021 Actuals	Allocation Base		
		Method	Amount	Rate
Salaries	85,093			
EE Fringe				
Time Off w/ Pay	22,873			
Unemployment	6,230			
Professional Services				
Audit & Accounting	25,243			
Other Professional Services	7,943			
Less: Single Audit Fees	(3,500)			
Utilities				
Internet	381			
Gas & Electric	4,649			
Water	757			
Phone	4,275			
Office Maintenance & Cleaning	7,025			
Office Supplies/Printing/Repair	38,473			
Conferences & Publications	1,906			
Travel & Auto Expenses	4,818			
Insurance	10,805			
Equipment Lease	2,772			
Depreciation	29,823			
Mortgage Interest	18,712			
Commission Expenses	6,176			
Less: Trustee Meals/Travel	<u>(959)</u>			
	273,495	Total Project Salaries	355,148	77.0%

Appendix J: Sheboygan MPO Technical and Policy Advisory Committee Members

Sheboygan Metropolitan Planning Organization Technical Advisory Committee

Kelley Brookins, Regional Adm.
FTA Region 5
Chicago

Nick Weber
WisDOT Northeast Region
Green Bay

Kevin Struck
Growth Management Educator
Sheboygan County UW Extension
Sheboygan

Ryan Welsing
Village of Howards Grove

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

Matthew Grenoble
Sheboygan Co. Memorial Airport
Sheboygan Falls

Aaron Brault
Sheboygan County Planning and Conservation Department
Sheboygan

David Bizot
Bureau of Air Management
Wisconsin DNR
Madison

Matt Schreiber, Urban Planning Section
WisDOT Bureau of Planning & Economic Development
Madison

Al Bosman
Eastern WI Counties Railroad Consortium
Sheboygan

Greg Schnell, Director*
Sheboygan County Transportation Dept.
Sheboygan

David Smith
Bicycling Advocate
Sheboygan

Karl Buck (Ex-Officio Member)
Federal Highway Administration, Wisconsin Division
Madison

David Biebel, Director
Department of Public Works
City of Sheboygan

Ryan Sazama
City of Sheboygan DPW Engineering Division
Sheboygan

Christopher Bovee
Bureau of Air Management
Wisconsin DNR
Madison

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

Jeremiah Schiefelbein
Wisconsin DNR Northeast Region
Green Bay

Derek Muench, Director**
Shoreline Metro
Sheboygan

Cory Roeseler
Sheboygan Co. Traffic Safety Commission
Sheboygan

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

Mike Kitzerow
Village of Kohler

*Indicates Committee Chair

**Indicates Committee Vice-Chair

Sheboygan Metropolitan Planning Organization
Policy Advisory Committee

Vernon Koch, Chairperson*
Sheboygan County Board

Lyman “Skip” Theobald, Chairperson
Town of Sheboygan Falls

John Ehmann, Chairperson
Town of Wilson

Tom Holtan (for Daniel Hein, Chairperson)
Town of Sheboygan

Tom Schnettler, President
Village of Kohler

Randy Meyer, Mayor
City of Sheboygan Falls

Ryan Sorenson, Mayor
City of Sheboygan

Aaron Anger, Chairperson
Town of Mosel

Charles Born, Chairperson**
Town of Lima

Jeff Plass, President
Village of Howards Grove

Heather Cleveland, Chairperson
Sheboygan Transit Commission
Sheboygan

George Marthenze, Chairperson
Town of Herman

Tom Buchholz, Director
WisDOT Northeast Region
Green Bay

*Indicates Committee Chair

**Indicates Committee Vice-Chair

Bay-Lake Regional Planning Commission

Commission Members

Brown County

Vacant

Door County

Vacant

Florence County

Edwin Kelley
Larry Neuens
Rich Wolosyn

Kewaunee County

Mary Ellen Dobbins
Tom Romdenne
Donna Thomas

Manitowoc County

Dan Koski, Vice-Chairperson
James Falkowski
Greg Grotegut

Marinette County

Ann Hartnell, Secretary/Treasurer
Michael Kunesh
Thomas Mandli

Oconto County

Karl Ballestad
Terry Brazeau
Dennis Kroll

Sheboygan County

Mike Hotz, Chairperson
Ed Procek
Ryan Sorenson

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