

# 2024 Sheboygan Metropolitan Planning Area Transportation Planning Work Program



# 2024 Sheboygan Metropolitan Planning Area Transportation Planning Work Program



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

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

Note: The 2024 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.

# **2024 Sheboygan Metropolitan Planning Area Transportation Planning Work Program**

Prepared by:  
**Sheboygan Metropolitan Planning Organization  
Bay-Lake Regional Planning Commission**

Adopted:  
October 27, 2023

Principal Author:  
**Heena Bhatt, Transportation Planner**  
Sheboygan Metropolitan Planning Organization  
Bay-Lake Regional Planning Commission  
1861 Nimitz Drive  
De Pere, WI 54115  
Phone: (920) 448-2820  
E-Mail: [hbhatt@baylakerpc.org](mailto:hbhatt@baylakerpc.org)



Table of Contents

Sheboygan Metropolitan Planning Area Boundaries Map 1

Introduction and Prospectus 2

Summary of Activities for 2023 Work Program Planning Emphasis Areas 4

2024 Work Program Description 5

Appendix A: Resolution of Approval of Work Program 17

Appendix B: Metropolitan Planning Factors and the 2024 Work Program 19

Appendix C: WisDOT/MPO/Transit Operator Cooperative Agreement 20

Appendix D: Title VI Non-Discrimination Agreement and Program 20

Appendix E: 2023 Tentative Schedule of Meetings 21

Appendix F: Distribution of Local Funding for the 2023 Work Program 22

Appendix G: 2020 Public Participation Plan Update for the Sheboygan MPO 22

Appendix H: 2024 Indirect Cost Allocation for Bay-Lake RPC (Incl. Sheboygan MPO) 23

Appendix I: Sheboygan MPO Technical and Policy Advisory Committee Members 29

TABLES

Table 1: Summary of the Budget of Sheboygan MPO 2024 Work Program 5

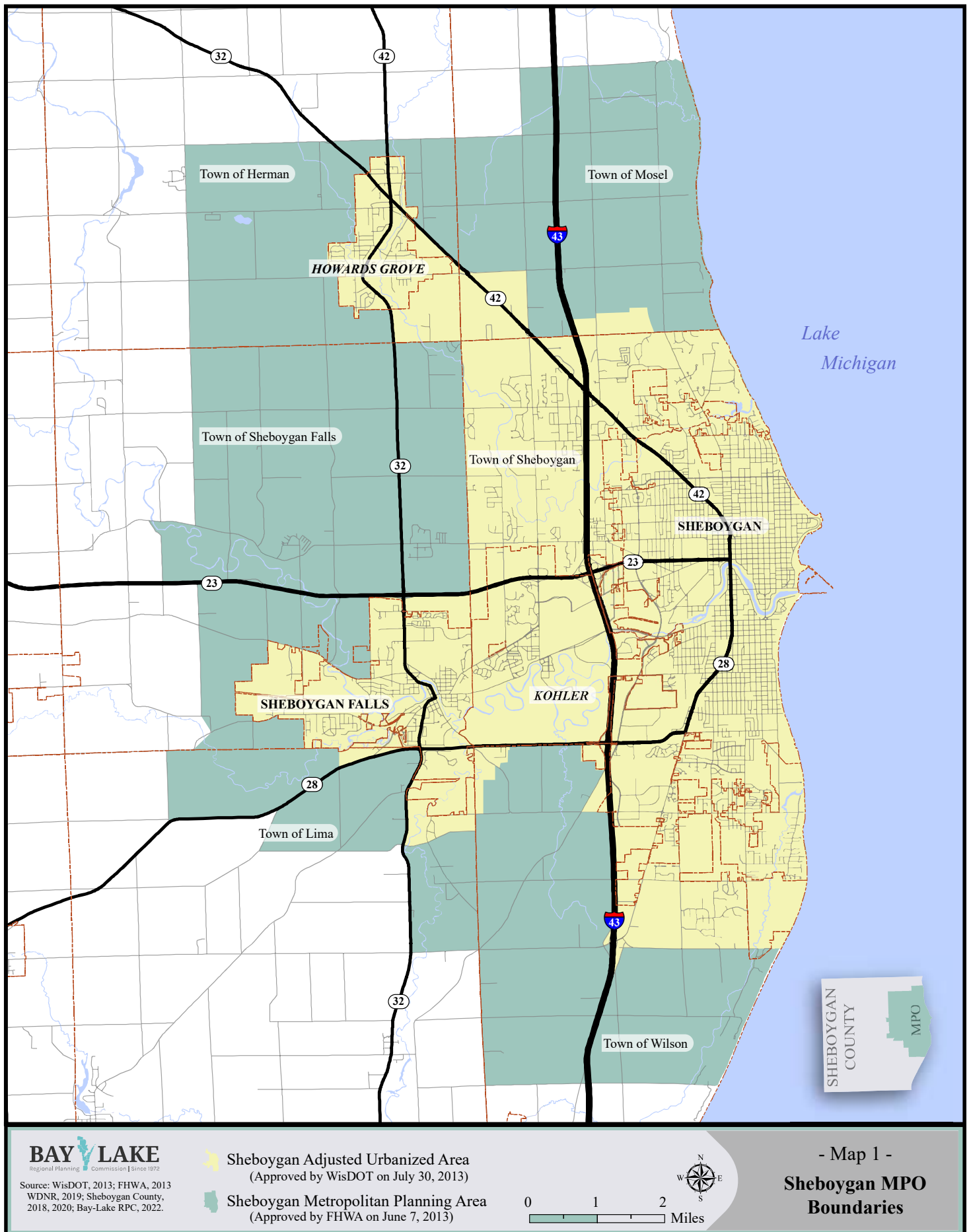
Table 2: Program Support and Administration 7

Table 3: Long-Range Transportation Planning 9

Table 4: Short-Range Transportation Planning 11

Table 5: Transportation Improvement Program 13

Table 6: Safe and Accessible Transportation Options (SATO) 15



# Introduction and Prospectus

The 2024 Sheboygan Metropolitan Planning Area Transportation Planning Work Program schedules the Bay-Lake Regional Planning Commission's Sheboygan MPO work activities for 2024 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 2023; a summary of the 2024 budget and work program elements; and a specific annual work program which describes details of the work activity, budget and staffing requirements for 2024. 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 2024 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 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 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 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 Activities for 2023 Work Program

## Planning Emphasis Areas

Federal Highway Administration and Federal Transit Administration updated their planning emphases areas (PEAs) criteria in December 2021, to be used in the development of metropolitan and regional planning.

The activities that fulfilled the PEAs criteria in 2023 as a part of Sheboygan Metropolitan Planning Work Program are as follows:

- 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 2024 – 2027 TIP, as well as to assess the level of service provided to these populations by Shoreline Metro. **(promotes Equity and Justice40, and Tackling the Climate Crisis in Transportation Planning)**
- Commission staff continued outreach efforts with organizations that advocate for the interests of minority and low-income populations in the Sheboygan metropolitan planning area. **(promotes Equity and Justice40, and Public Involvement in Transportation Planning)**
- Continue to support the efforts of Shoreline Metro and it's para-transit service. **(promotes Tackling the Climate Crisis in Transportation Planning)**
- Commission staff started working on Bicycle and Pedestrian Master Plan for the Sheboygan MPA and as a part of the public outreach for the plan, staff hosted a booth at the local farmers' market in Sheboygan to educate the citizens and get feedback from them\*. **(promotes Equity and Justice40, Public Involvement, Complete Streets, and Tackling the Climate Crisis in Transportation Planning)**
- Commission staff assisted the City of Sheboygan's efforts to adopt the Complete Streets Policy\*. **(promotes Public Involvement, Complete Streets, and Tackling the Climate Crisis in Transportation Planning)**
- Commission adopted the *Year 2050 Sheboygan Area Transportation Plan*, a long-range transportation plan for Sheboygan MPA\*. **(promotes Equity and Justice in Transportation Planning, Public Involvement, and Data in Transportation Planning; USDOT planning emphasis areas)**
- Commission staff assisted City of Sheboygan's Department of Public Works for Discretionary federal grant application; Safe Streets and Roads for all\*. **(promotes Equity and Justice in Transportation Planning, Public Involvement, and Data in Transportation Planning; USDOT planning emphasis areas)**

\*These items included activities that met the 2.5% Safe and Accessible Transportation Options Set-aside requirements in the BIL.



# 2024 Work Program Description

The work Program activities and budget are divided into five elements. The fifth element, Safe and Accessible Transportation Options (SATO) was added as a part of the set aside requirements in the BIL. The Federal Transit Administration are providing (minimum 2.5% of the total funds) full reimbursement for the activities that fulfill the SATO criteria. These activities are mentioned in the description of the SATO element. All the other elements highlights the activities that fulfills the updated Planning Emphasis Areas criteria .

The following tables summarizes the total Sheboygan MPO 2024 Work Program budget and staff hours.

**TABLE 1**  
**SUMMARY BUDGET FOR SHEBOYGAN MPO 2024 WORK PROGRAM**

Work Elements	Budget	Funding Source					
		FHWA	Percentage	WisDOT	Percentage	MPO/Local	Percentage
1. Program Support and Administration	\$50,600.00	\$40,480.00	80.000%	\$2,122.77	4.195%	\$7,997.23	15.805%
2. Long-Range Transportation Planning	\$67,400.00	\$53,920.00	80.000%	\$2,827.56	4.195%	\$10,652.44	15.805%
3. Short-Range Transportation Planning	\$61,550.00	\$49,240.00	80.000%	\$2,582.14	4.195%	\$9,727.86	15.805%
4. Transportation Improvement Program (TIP)	\$29,753.86	\$23,803.09	80.000%	\$1,248.23	4.195%	\$4,702.54	15.805%
5. Safe and Accessible Transportation Options	\$25,250.00	\$25,250.00	100.000%	\$0	0%	\$0	0%
<b>TOTAL</b>	<b>\$234,553.86</b>	<b>\$192,693.09</b>	<b>80.000%</b>	<b>\$8,780.70</b>	<b>4.195%</b>	<b>\$33,080.07</b>	<b>15.805%</b>

**Staff Hour Summary for the Sheboygan MPO 2024 Work Program**

Staff Position	Total Work Program Hours
Executive Director	48
Assistant Director	6
Transportation Planner (MPO Coordinator)	1,560
Transportation Planner	820
GIS Coordinator/Planner	180
Planning Assistant	160
Managerial Assistant	24
Community Assistance Planner	0
Environmental Planner	0
<b>TOTAL</b>	<b>2,798</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 in 2024 will include:

- Preparation of the *2025 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 *2024 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 2024 (**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, as well as other transportation related conferences/trainings.
- Supervision of personnel involved in the Sheboygan MPO program.

Table 1 outlines administrative activities for 2024 and the budget, staff hours and schedule allocated to these activities.

**TABLE 2**  
**PROGRAM SUPPORT AND ADMINISTRATION**

ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Work Program and Committee Coordination	1. Preparation of the 2025 <i>Sheboygan Metropolitan Planning Area Transportation Planning Work Program</i> . 2. Attending meeting with WisDOT and FHWA staff to review draft 2025 <i>Sheboygan Metropolitan Planning Area Transportation Planning Work Program</i> . 3. Participation in a mid-year review meeting (regarding the 2024 <i>Sheboygan Metropolitan Planning Area Transportation Planning Work Program</i> ) with WisDOT and FHWA staff. 4. Completion of bimonthly financial, progress, staff hour and other requested reports for submittal to WisDOT. 5. Coordination of approximately seven joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees. 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. 7. Supervision of personnel involved in the Sheboygan MPO program.	\$34,000	416	August - November Due in November  September or October  June or July  January, March, May, July, September and November January - December  January - December  January - December
Conferences, trainings and MPO Directors' Meetings	1. Continued participation in quarterly FHWA/WisDOT/MPO meetings to discuss transportation planning, policy, financial and technical issues and questions. 2. Attendance at the annual MPO/RPC/WisDOT Transportation Planning Conference, and other transportation related conferences or trainings.	\$11,600	122	January, April, July, and September or October September or October
Program Expenses*	1. Total MPO expenses (excluding travel)	\$5,000	Expense Only	
<b>Total</b>		<b>\$50,600</b>	<b>538</b>	
*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		
Assistant Director		6		
Transportation Planner (MPO Coordinator)		295		
Transportation Planner		160		
GIS Coordinator/Planner		5		
Planning Assistant		0		
Managerial Assistant		24		
Environmental Planner		0		
Community Assistant Planner		0		
<b>Total</b>		<b>538</b>		

## II. LONG-RANGE TRANSPORTATION PLANNING

### Objective and Methodology

Long-range transportation planning activities in 2024 will include:

- Refinement of the schedule for the MPO long-range transportation plan completion process (as needed).
- Working with the Sheboygan MPO Technical and Policy Advisory Committees and with WisDOT on development and approval of Urban Area Boundary adjustment and a revised Metropolitan Planning Area boundary (this may include preliminary discussion of updating the functional classification of streets and highways in the Sheboygan Urban Area).
- Discussion and coordination of performance measurements and establishment of state and MPO performance targets. **(promotes Data in Transportation Planning, a USDOT planning emphasis area).**
- Possible amendments or updates to the *Year 2050 Sheboygan Area Transportation Plan*, if needed. **(promotes Equity and Justice in Transportation Planning, and Data in Transportation Planning; USDOT planning emphasis areas)**
- Continuation of in-house travel demand forecast modeling activities in 2024, 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 *Active Transportation Plan 2050*, and support WisDOT's freight planning efforts.
- Developing long-range recommendations for Bicycle and Pedestrian Master Plan including strategies and policies. **(promotes Equity and Justice<sup>40</sup> in Transportation Planning, Tackling the Climate Crisis, and Complete Streets, USDOT planning emphasis areas)**

**\*These items 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 2024 and the budget, staff hours and schedule allocated to these activities.

**TABLE 3**  
**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).	\$67,400	845	May - June and September - October
	2. Development and approval of Urban Area Boundary adjustment and a revised Metropolitan Planning Area boundary.			January - April
	3. Discussion and coordination of performance measurements and establishment of state and MPO performance targets.			January - December
	4. Possible amendments or updates to the <i>Year 2050 Sheboygan Area Transportation Plan</i> , if needed.			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>Active Transportation Plan 2050</i> and support WisDOT's freight planning efforts.			January - December
	7. Developing long-range recommendations for Bicycle and Pedestrian Master Plan including strategies and policies.			January - December
	<b>Total</b>	<b>\$67,400</b>	<b>845</b>	
<b>Staff Hour Summary for Long-Range Transportation Planning</b>				
<b>Staff Position</b>		<b>Total Work Program Hours</b>		
Executive Director		0		
Assistant Director		0		
Transportation Planner (MPO Coordinator)		465		
Transportation Planner		260		
GIS Coordinator/Planner		60		
Planning Assistant		60		
Managerial Assistant		0		
Environmental Planner		0		
Community Assistant Planner		0		
<b>Total</b>		<b>845</b>		

### III. SHORT-RANGE TRANSPORTATION PLANNING

#### Objective and Methodology

Short-range transportation planning activities in 2024 will include:

- Updating the Public Participation Plan for Sheboygan MPO. **(promotes Equity and Justice<sup>40</sup> in Transportation Planning, a USDOT planning emphasis area)**
- Implement improved strategies for engaging minority, low income, elderly and disabled populations through public involvement. **(promotes Equity and Justice<sup>40</sup> in Transportation Planning, a USDOT planning emphasis area)**
- 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)**
- Working on adding a performance measures dashboard (as time permits) on the Sheboygan MPO web page to make it interactive and accessible for citizens to better understand the data. **(promotes Data 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).
- 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 2024 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 4**  
**SHORT-RANGE TRANSPORTATION PLANNING**

ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Public Involvement, Updating Public Participation Plan	1. Complete updating the Public Participation Plan for MPO.	\$10,000	160	January - September
	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).*	\$51,550	610	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
<b>Total</b>		<b>\$61,550</b>	<b>770</b>	

\*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 (MPO Coordinator)	425
Transportation Planner	250
GIS Coordinator/Planner	45
Planning Assistant	50
Managerial Assistant	0
Environmental Planner	0
Community Assistant Planner	0
<b>Total</b>	<b>770</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 (MPA). All major projects receiving federal funding must be included in the TIP. Projects are solicited from local jurisdictions in the MPA 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 2024 and the budget, staff hours and schedule allocated to these activities. There may be possible processing of amendments to the *2024 – 2027 TIP* (if necessary) during 2024. The largest task under this work element in 2024 will involve preparation of the *2025 – 2028 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 3/4 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 *2024 – 2027 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 2025 – 2028 TIP will promote Equity and Justice<sup>40</sup> in Transportation Planning, Complete Streets, Public Involvement, and Planning and Environmental Linkages, which are USDOT planning emphasis areas. Development of the 2025 – 2028 TIP will also include activities that meet the 2.5% Safe and Accessible Transportation Options Set-aside requirements in the BIL.**

**TABLE 5  
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
2024 - 2027 TIP	1. Possible processing of amendments to the 2024 - 2027 TIP (if necessary). 2. Preparation of a mid-year report on the progress of projects in the 2024 - 2027 TIP for members of the Sheboygan MPO Technical and Policy Advisory Committees (including the sharing of this report with members of these committees).	\$9,000	90	January - September  May - June (Share report with MPO advisory committees at their June or September joint meeting)
2025 - 2028 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.	\$20,753.86	230	July - August  August - September  August - September  September - October September - November
<b>Total</b>		<b>\$29,754.86</b>	<b>320</b>	
<b>Staff Hour Summary for Transportation Improvement Program (TIP)</b>				
<b>Staff Position</b>		<b>Total Work Program Hours</b>		
Executive Director		0		
Assistant Director		0		
Transportation Planner (MPO Coordinator)		215		
Transportation Planner		70		
GIS Coordinator/Planner		35		
Planning Assistant		0		
Managerial Assistant		0		
Environmental Planner		0		
Community Assistant Planner		0		
<b>Total</b>		<b>320</b>		

## V. SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS (SATO)

### Objective and Methodology

This element is a recent requirement under BIL, Federal Highway Administration and Federal Transit Administration are providing 100% reimbursable funds for the activities to be performed that meet the requirement of the Safe and Accessible Transportation Options. The activities performed under this element has to meet at least 2.5% of the total funds provided.

The following is the description of the activities that are considered as SATO activities to be performed for the Sheboygan MPA.

- Working on the Bicycle and Pedestrian Master Plan for Sheboygan MPA including working on public and stakeholder participation throughout the progress of the Plan\*. **(promotes Equity and Justice<sup>40</sup> in Transportation Planning, Tackling the Climate Crisis, and Complete Streets, USDOT planning emphasis areas)**
- Developing long-range recommendations for Bicycle and Pedestrian Master Plan including strategies and policies. **(promotes Equity and Justice<sup>40</sup> in Transportation Planning, Tackling the Climate Crisis, and Complete Streets, USDOT planning emphasis areas)**
- Assisting City of Sheboygan with their efforts to adopt Complete Streets Policy, including public outreach efforts\*. **(promotes Equity and Justice in Transportation Planning, and Data in Transportation Planning; USDOT planning emphasis areas)**
- Assisting City of Sheboygan with their Safety Action Plan under the federal Discretionary funding, Safe Streets and Roads for All (SS4A) (When awarded)\*. **(promotes Equity and Justice in Transportation Planning, a USDOT planning emphasis area)**

**TABLE 6**  
**SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS (SATO)**

ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Bicycle and Pedestrian Master Plan	1. Working on the Bicycle and Pedestrian Master Plan for Sheboygan MPA including working on public and stakeholder participation throughout the progress of the Plan	\$22,800	253	January - December
	2. Developing long-range recommendations for Bicycle and Pedestrian Master Plan including strategies and policies.			July - December
Complete Streets	3. Assisting City of Sheboygan with their efforts to adopt Complete Streets Policy, including public outreach efforts	\$1,350	40	January - December
Safety Action Plan	4. Assisting City of Sheboygan with their Safety Action Plan under the federal Discretionary funding, Safe Streets and Roads for All (SS4A) (When awarded)	\$1,100	32	January - December
<b>Total</b>		<b>\$25,250</b>	<b>325</b>	
<b>Staff Hour Summary for Transportation Improvement Program (TIP)</b>				
<b>Staff Position</b>		<b>Total Work Program Hours</b>		
Executive Director		0		
Assistant Director		0		
Transportation Planner (MPO Coordinator)		160		
Transportation Planner		80		
GIS Coordinator/Planner		35		
Planning Assistant		50		
Managerial Assistant		0		
Environmental Planner		0		
Community Assistant Planner		0		
<b>Total</b>		<b>325</b>		

**The following activities are not included in the 2024 Work Program Budget, but are illustrated for informational purposes.**

### **Bicycle Level of Traffic Stress Analysis**

In September 2023, commission staff hired a consultant to work on Bicycle Level of Traffic Stress Analysis for Sheboygan MPA with the budget of \$19,966.35. This study will continue through March 2024. The funds for this analysis are provided from 2023 Work Program funding and has been carry forwarded to 2024 (2023 Shboygan MPO work program amendment#2, approved by FHWA and WisDOT). In 2024, transportation planner will utilize about 25 hours to conduct regular meetings with the consultant for the progress of the Analysis.

### **Sheboygan County Transportation Planning/Feasibility Study (5304)**

The Sheboygan County Transportation Planning/Feasibility Study started in March 2023 and is anticipated to be completed by July 2024. Sheboygan County applied and got awarded for the Federal Transit Administration (FTA) Section 5304 program. About 80 percent of the study (\$44,000) is funded by FTA 5304 program with 20 percent (\$11,000) local match coming from a combination of American Rescue Plan Act (ARPA) funds received by Sheboygan County and local revenues provided by the county; there is no state funding associated with this project.

### **Safety Action Plan for the City of Sheboygan (SS4A)**

City of Sheboygan has applied for a Safe Streets and Roads for All (SS4A) Discretionary federal program. Th City applied for a total of \$250,000, of which 80 percent (\$200,000) will be federal share and the remaining 20 percent (\$50,000) will be local share provided by the City of Sheboygan. The awards are anticipated to be announced in December 2023.

### **Transportation Access to Public Health Options: A Study for Bay-Lake Region**

Bay-Lake RPC applied for Transportation Alternatives Program (TAP) Grant for the Study that covers eight counties including Sheboygan County. The Study started in April 2023 and is anticipated to be completed by 2025. About 80 percent (\$86,400) of total funding are federal TAP funds and 20 percent (\$21,600) local share is provided by Bay-Lake RPC.



## Appendix A: Resolution of Approval of Work Program

### RESOLUTION NO. 16-2023

#### **Resolution of the Bay-Lake Regional Planning Commission to approve the 2024 Sheboygan Metropolitan Planning Area Transportation Planning Work Program**

**WHEREAS**, the draft of the *Preliminary 2024 – 2025 Work Program & 2024 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, 2023; 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 *2024 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* as a component of the overall Commission Work Program for 2024.

**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 27<sup>th</sup> day of October, 2023.

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

## Appendix B: Metropolitan Planning Factors and the 2024 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, however some of the new factors were introduced in the Bipartisan Infrastructure Law (BIL) that superseded the FAST Act in 2021. *The 2024 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* has been developed with consideration of the metropolitan planning factors in the BIL. The factors are as follows:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
- Increase the safety of the transportation system for motorized and nonmotorized users;
- Increase the security of the transportation system for motorized and nonmotorized users;
- Increase the accessibility and mobility of people and for freight;
- 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;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- Enhance travel and tourism.
- Consideration of state and local housing patterns in the metropolitan planning process.
- Promoting the use of social media and other web-based tools to encourage public participation.
- Consideration of the equitable and proportional representation of the population of the metropolitan planning area when designating officials for the first time.

## **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 October 2023.

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 2023. 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 October of 2023. 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 Civil Rights webpage, which can be found at: <https://baylakerpc.org/about/civil-rights-title-vi-notice>

## Appendix E: 2024 Tentative Schedule of Meetings

2024 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 25	January 26 (Executive)	January 23	
March 7	March 8 (Full)		
April 25	April 26 (Executive)	April 23	
June 13	June 14 (Full)		June or July
	July 26 (Executive)	July 23	
September 5	September 13 (Full)		September or October
October 17	October 25 (Executive)	October 22	September or October
December 12	December 13 (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 F: Distribution of Local Funding for the 2024 Work Program

Of the **\$234,553.86** (across all sources) that is funding the *2024 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*, some \$30,750 is devoted to transit planning activities. When the 15.8048 percent local share (\$33,080.07 of \$234,553.86) is applied to the \$30,750 in transit planning activity, the transit local share is about **\$4,860**. Shoreline Metro, the Sheboygan Transit Utility, will provide this portion of local funding in 2024. This is billed incrementally at the same time that WisDOT gets billed for the federal and state shares of the MPO program.

The remaining \$203,803.86 is devoted to planning for all other modes of transportation. When the 15.8048 percent local share is applied to the \$203,803.86 in planning activity for all other modes, this local share is **\$32,210.81**. 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 \$32,210.81 is a portion of this levy.

## Appendix G: 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 H: 2024 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 2024, as follows:

- Transportation Planner (MPO Coordinator) (1,560 hours);
- Transportation Planner (820 hours);
- GIS Coordinator/Planner (175 hours);
- Planning Assistant (130);
- Executive Director (48 hours);
- Assistant Director (6 hours) and;
- Managerial Assistant (24 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 Dreele CPAs in August 2023 (based on the 2022 audit of the Commission conducted by CLA in early 2023). This report applies uniformly to all programs of the Commission, including the Sheboygan MPO program. This is being used for the 2024 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 2024 based on audited 2023 costs when they become available in early 2024.

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

**Certificate of Indirect Costs**  
**For State & Local Governments and Indian Tribes**

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

- (1) All costs included in this proposal dated July 28, 2023, to establish billing or final indirect cost rates for January 1, 2024, to December 31, 2024, are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of 2 CFR Part 200 Subpart E-Cost Principles. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, 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 would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Bay-Lake Regional Planning Commission

Signature: 

Name of Official: Mike Hotz

Title: Commission Chair

Date of Execution: 7/28/2023

This certification:

- Is a requirement per 2 CFR Part 200 Subpart E Subsection 200.415 and Appendix VII Section D.3.;
- Must be submitted as part of the annual indirect cost rate proposal; and
- Must be signed on behalf of the non-Federal entity by an individual at a level no lower than vice president or chief financial officer of the organization.

## 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 ensure 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
  - Administrative Assistant
  - Assistant Director

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 salaried 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**

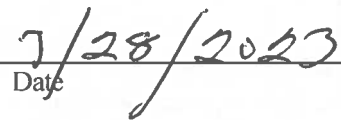
All other expenditure object costs directly benefiting a particular program or grant are charged directly to that program or grant. Most costs incurred are not directly attributable to a particular program or grant and are charged to an indirect cost pool. The costs are apportioned based on salary costs 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



Mike Hotz

Bay-Lake Regional Planning Commission Chair



Date

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



Creative Progressive Accounting Solutions

July 20, 2023

Brandon Robinson  
Bay-Lake Regional Planning Commission  
1861 Nimitz Drive  
De Pere, WI 54115

Dear Mr. Robinson:

With the completion of the 2022 Financial Audit of Bay-Lake Regional Planning Commission, I reviewed the adequacy of your indirect cost rates used in 2022. In my opinion, the rates were adequate and reasonable based on your actual 2022 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 2024 expenses, I propose the following as 2024 indirect rates to be charged to direct labor:

Employee Benefits	31.1%
Time Off With Pay	29.0%
All Other Indirect Costs	78.3%
Total	138.4%

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](http://www.vandreel.com)

Accounting Management & Assistance ♦ Business Consulting & Advisory Services ♦ Financial Reporting  
Reviews & Compilations ♦ System Design & Support ♦ Tax Planning & Preparation

	2022 Actuals	Allocation Base		
		Method	Amount	Rate
Employee Fringe Benefits				
Bay-Lake FICA	49,157			
WRS Employer	39,443			
Bay-Lake Ins. payment	119,358			
	207,958	Total Salaries	668,832	31.1%
Time Off With Pay				
Vacation	46,605			
Sick leave	23,423			
Holiday pay	25,681			
	95,709			
Employee Benefits Allocation - Other	70,255			
	165,964	Total Salaries - Direct TOWP	573,123	29.0%
Indirect Costs				
Salaries	116,976			
Less: Extra Indirect-Turnover/Covid Prog	(32,909)			
EE Fringe				
Time Off w/Pay	32,123			
Unemployment	-			
Professional Services				
Audit & Acctg	32,250			
Other Professional	5,139			
Less: Single Audit Fees	(4,500)			
Utilities				
Internet	381			
Gas & Electric	5,102			
Water	644			
Phone	7,984			
Less: One Time Costs	-			
Office Maintenance & Cleaning	3,025			
Office Supplies/Printing/Repair	52,351			
Less: One Time Costs	(11,742)			
Conferences & Publications	5,428			
Less: Donations	-			
Travel & Auto Expenses	3,899			
Less: One Time Costs	-			
Insurance	12,621			
Equip Lease	1,724			
Depreciation	31,114			
Mortgage Interest	17,324			
Commission Expenses	12,019			
Less: Trustee Meals/Travel	(7,264)			
	283,689	Total Project Salaries	362,172	78.3%



**Appendix I: 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

Vacant  
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

Emily Stewart, Business Manager\*  
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**

Vacant  
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

## Staff

### **Brandon G. Robinson**

Executive Director  
brobinson@baylakerpc.org

### **Sydney Swan**

Assistant Director  
sswan@baylakerpc.org

### **Nicole Barbiaux**

GIS Coordinator / Planner  
nbarbiaux@baylakerpc.org

### **Heena Bhatt**

Transportation Planner  
hbhatt@baylakerpc.org

### **Izzy Fuller**

Environmental Planner  
ifuller@baylakerpc.org

### **Makayla Lesperance**

Planning Assistant  
mlesperance@baylakerpc.org

### **Jessica Missall**

Community Assistance Planner  
jmissall@baylakerpc.org

### **Raquel Orta**

Administrative Assistant  
blrpcadmin@baylakerpc.org



