

SHEBOYGAN METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK PROGRAM



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



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



BAY LAKE
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2019

Prepared By Bay-Lake Regional Planning Commission
November, 2018

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**SHEBOYGAN METROPOLITAN PLANNING AREA
TRANSPORTATION PLANNING WORK PROGRAM
2019**

**PREPARED BY:
BAY-LAKE REGIONAL PLANNING COMMISSION
NOVEMBER, 2018**

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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.

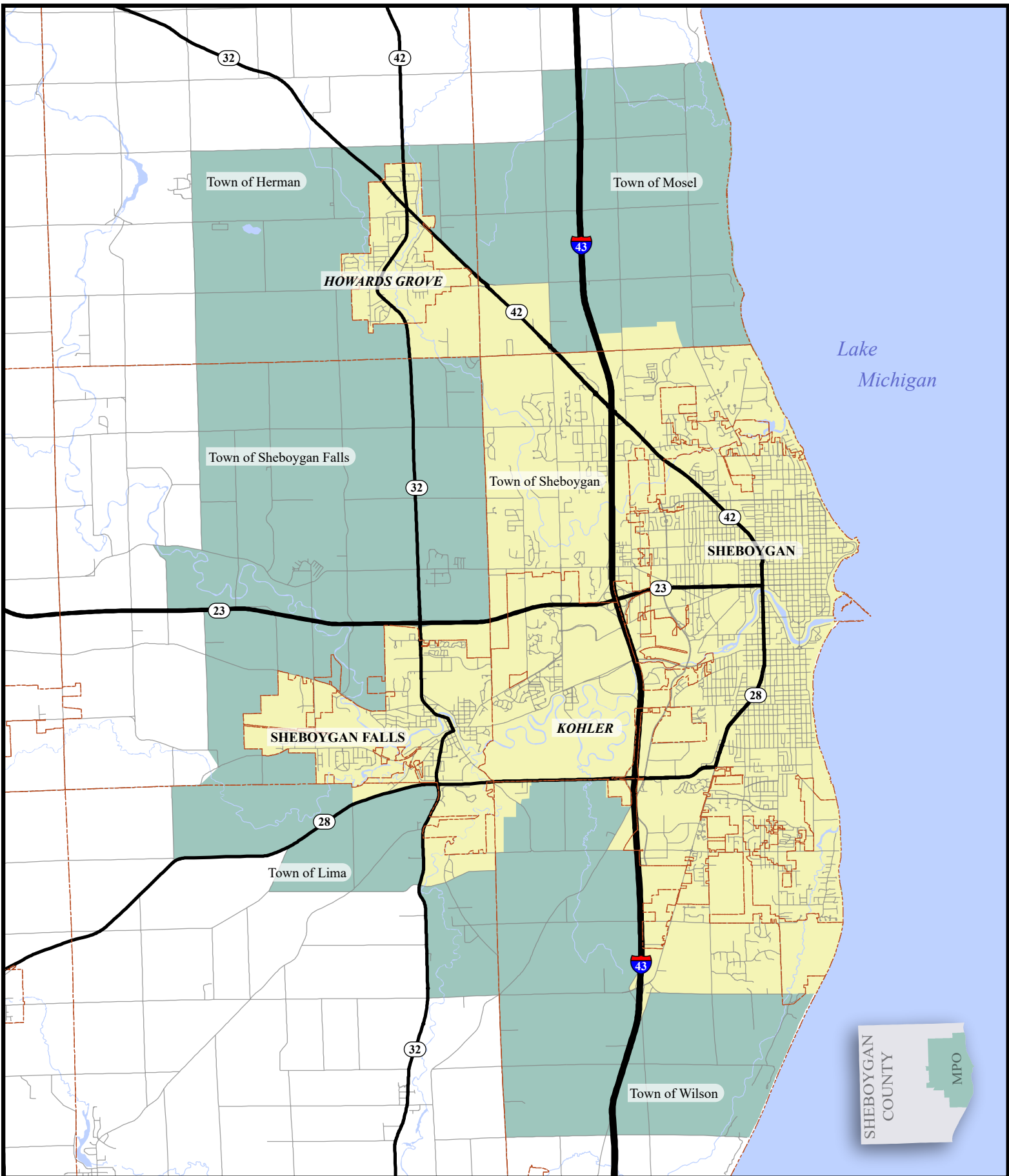
Note: The *2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* was developed under the “Fixing America’s Surface Transportation (FAST)” Act. However, information in this document is subject to change based on final disposition of regulations issued implementing provisions of the FAST Act.

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Source: WDNR, 2009; WisDOT, 2016; Sheboygan County, 2018; and Bay-Lake RPC, 2018.

G:\Sheboygan\MPO\Work Program



Sheboygan Adjusted Urbanized Area
(Approved by WisDOT on July 30, 2013)



Sheboygan Metropolitan Planning Area
(Approved by FHWA on June 7, 2013)

0 1 2
Miles



- Map 1 -

**Sheboygan MPO
Boundaries**

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INTRODUCTION AND PROSPECTUS

The *2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* schedules the Bay-Lake Regional Planning Commission's Sheboygan MPO work activities for 2019 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 2018; a summary of the 2019 budget and work program elements; and a specific annual work program which describes details of the work activity, budget and staffing requirements for 2019. 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 *2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* will continue to address long- and short-term planning needs, and the development and maintenance of the metropolitan transportation system. Commission staff will work closely with the Sheboygan MPO Technical and Policy Advisory Committees, with special project review committees, and with WisDOT and USDOT personnel in completing elements identified in this work program.

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

For 2019, Florence, Marinette, Oconto, Kewaunee, Manitowoc and Sheboygan counties are members of the Commission. Brown and Door counties have elected not to be members, but have non-voting representation on the full Commission and on the Executive Committee.

The Commission serves a region in northeastern Wisconsin consisting of the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto and Sheboygan. The Bay-Lake Region is comprised of eight counties, 17 cities, 40 villages, 119 towns, and the Oneida Nation of Wisconsin, for a total of 185 local units of government. The total area of the region is 5,433 square miles, or 9.7 percent of the area of the State of Wisconsin. The region has over 400 miles of coastal shoreline along Lake Michigan and Green Bay, and contains 12 major watersheds that drain into the waters of Lake Michigan and Green Bay. The Wisconsin Department of Administration's Demographic Services Center's 2018 population estimate of the region is

591,595 persons, or approximately 10.2 percent of the population estimate of 5,816,231 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 seven full-time employees who collectively have expertise in the following areas: economic development planning; transportation planning; housing planning; comprehensive planning; zoning; outdoor recreation planning; coastal management; sustainability planning; sewer service area planning and administration; hazard mitigation planning; grant writing and administration; local planning assistance; and GIS (mapping and data analysis). The Commission also has a full-time Administrative Assistant who handles secretarial duties (including mailings), and in 2018, the Commission has had a Transportation Planning Intern who has assisted the MPO Transportation Planner with various tasks. In addition, the Commission contracts with a local firm to provide occasional accounting services, while it continues to handle contract management and invoicing in-house. The Commission also hires limited-term employees to assist with tasks related to its various duties on an as-needed basis.

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

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

SUMMARY OF 2018 WORK PROGRAM ACTIVITIES

Major accomplishments of the 2018 Work Program from January 1, 2018, through October 31, 2018, included the following:

Program Support and Administration

- Commission staff coordinated eight joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees (including one special meeting of the committees in late July), with up to two additional meetings expected to occur in the remainder of 2018.
- Commission staff participated in seven meetings of the Bay-Lake Regional Planning Commission or its Executive Committee at which MPO work elements were discussed and/or acted upon, with participation in up to one additional Commission meeting expected to occur in the remainder of 2018.
- Commission staff participated in a mid-year review meeting regarding the *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* (via teleconference) in late June.
- Commission staff participated in quarterly meetings of the Wisconsin MPO Directors in January (via teleconference), May (in Madison), August (via teleconference), and in September (in Madison).
- Commission staff participated in the annual MPO/RPC/WisDOT/FHWA transportation planning conference in Madison in September.
- Commission staff participated in meetings regarding updating of the Commission's website in February (proposal review) and in March (interviews of firms).
- The Commission approved Amendment #1 to the *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* in late April. This amendment modified Appendix I (the 2018 Indirect Cost Allocation Plan) to adjust the Commission's various indirect rates for 2018 as a result of the Commission's 2017 audit conducted in February 2018. Commission staff transmitted the amendment materials to WisDOT in early May, and the amendment was approved by WisDOT and FHWA later in May.
- Commission staff recruited for a transportation planning intern to assist with MPO activities in May. After review of application materials and interviews, an intern was hired in June, and started in mid-June. The intern worked full-time through the end of August, and will work part-time (around 10 to 12 hours per week) during the fall 2018 semester. Duties of the intern include data gathering and writing, as well as some possible GIS work.
- Commission staff participated in a teleconference to discuss plans for the 2018 MPO/RPC/WisDOT transportation planning conference in late June.

- Commission staff prepared the draft *2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* in late August and early September. The draft MPO Work Program was sent to WisDOT and USDOT staff as well as to other interested parties in mid-September. A meeting with WisDOT and FHWA staff to review the draft 2019 MPO Work Program was held via teleconference in late October. The Sheboygan MPO Technical and Policy Advisory Committees reviewed and recommended approval of the 2019 MPO Work Program in late October. The Commission approved the *2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* at a meeting of its Executive Committee in late October.
- Commission staff prepared bimonthly financial and progress reports as well as a summary of staff hours and expenses by MPO line item and an MPO reimbursement checklist to accompany invoices for work completed in the Sheboygan MPO program that were submitted to WisDOT.
- Commission staff prepared bimonthly invoices to Shoreline Metro for the local share of transit activities in January, March, May, July and September.

Long-Range Transportation Planning

- Commission staff continued to monitor proposed national performance management measure regulations, including assessment of the performance of the National Highway System (NHS), freight movement on the Interstate system, and the Congestion Mitigation and Air Quality (CMAQ) improvement program. As part of this effort, Commission staff evaluated the condition of pavement and bridges on the NHS in the metropolitan planning area. Commission staff discovered that the percentage of pavements in “good” condition on Interstate Highway (IH) 43 and on the non-Interstate NHS in the metropolitan planning area exceeded the statewide average, while the percentage of pavements in “poor” condition on IH 43 and on the non-Interstate NHS in the metropolitan planning area were lower than the statewide average. As far as bridge conditions on the NHS were concerned, the percentage of NHS bridges by deck area in “good” condition was lower than the statewide average, while the percentage of NHS bridges by deck area in “poor” condition was lower than the statewide average. In regard to travel time reliability, the percentage of person-miles traveled that are reliable on IH 43 exceeded the statewide average, but the percentage of person-miles traveled that are reliable on the non-Interstate NHS was lower than the statewide average. In the area of freight reliability, the truck travel time reliability index on the Interstate in the metropolitan planning area is 1.13, which is lower than the statewide average. Commission staff also examined emission reductions associated with CMAQ projects that could potentially be used for performance target setting. After all of this information was analyzed, staff recommended that the MPO support statewide targets for the above measurements. Much of this information was presented to the Sheboygan MPO Technical and Policy Advisory Committees at their special joint meeting in late July and their regular meeting in early September. The MPO advisory committees recommended

supporting WisDOT's statewide targets for the above measurements at their joint meeting in late October, and the Commission approved the MPO supporting WisDOT's statewide targets for the above measurements at a meeting of its Executive Committee in late October.

- Commission staff finalized the annual transportation system performance indicator report for the Sheboygan metropolitan planning area for 2017 in January. The MPO advisory committees reviewed the report one final time at their joint meeting in late January. Once finalized, the report was posted to the MPO webpage in a new category entitled "Performance Targets and Indicators." Other items that have been added to the MPO webpage under this category include the transit asset management (TAM) performance targets for the MPO that were approved in June 2017 and the Highway Safety Improvement Program (HSIP) performance targets (evidence of support of the state's targets) that were approved in December 2017. The MPO webpage also acknowledges that additional performance targets would be approved later in 2018.
- Commission staff held a nominal group exercise with members of the MPO advisory committees at their joint meeting in late February. Results from this exercise were one of several inputs used in preparing draft goals and objectives for the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)*.
- Commission staff prepared draft chapters of the Update to the *Year 2045 SATP*. Staff completed draft Chapters 2 (Metropolitan Transportation Planning Process), 3 (Profile of the Metropolitan Planning Area), 4 (Mission Statement, Goals and Objectives), and 5 (Existing Condition of the Transportation Network). The Sheboygan MPO Technical and Policy Advisory Committees reviewed draft Chapter 4 at their joint meeting in late April, and reviewed draft Chapters 2 and 3 and revisions to draft Chapter 4 at their joint meetings in May and June. Draft Chapter 5 was completed, was distributed electronically to members of the MPO advisory committees in early August, and members of the MPO advisory committees had an opportunity to comment on draft Chapter 5 at their joint meetings in early September and late October. Commission staff also started preparing draft Chapters 6 (Transportation and Land Use), 7 (Recommended Transportation Plan), 8 (Mitigation of Environmental Impacts of Major Transportation Projects), and 9 (Financial Plan) between late August and late October. Commission GIS staff also prepared numerous maps to accompany most of these chapters.
- Commission staff participated in quarterly meetings of the Wisconsin Department of Natural Resources (WDNR) Bureau of Air Management's Transportation Conformity Work Group (via teleconference) in January, April, July and October. Commission staff also participated in two teleconference meetings called by the WDNR Bureau of Air Management to discuss updated planning assumptions to be used in future conformity analyses in May and June.

- Commission staff participated in a teleconference with WisDOT and FHWA Wisconsin Division staff in early February to discuss the appropriate base year (2010 vs. 2015) that should be used in the Update to the *Year 2045 SATP* given air quality conformity regulations. After some researching of this matter by FHWA Wisconsin Division staff and consultation with WDNR and USEPA staff, it was decided to keep the base year of 2010 for the plan update.
- Commission staff participated in a meeting of the Sheboygan County Nonattainment Task Force (via teleconference) in mid-April.
- Commission staff completed a FHWA freight program assessment survey and submitted it to the MPO's FHWA Wisconsin Division liaison in mid-January. Commission staff also responded to other surveys related to the MPO as needed.
- Commission staff supplied GIS line work of Shoreline Metro transit routes and information on route attributes for inclusion in the WisDOT Northeast Region travel demand forecast model in mid-February.
- Commission staff participated in a public hearing regarding the limited scope supplemental Environmental Impact Statement (EIS) for the State Highway 23 "majors" project between Plymouth and Fond du Lac; this hearing was held in mid-June in Fond du Lac. Commission staff also provided written comment at this public hearing.
- Commission staff participated in a FHWA "Effective Implementation of Transportation Performance Management" workshop in Madison in mid-August.
- Commission staff participated in a meeting of the WisDOT Northeast Region travel demand forecast model users' group in late August, and also supplied WisDOT travel forecasting staff with updated socioeconomic and project information for model testing in late 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 the preparation of quarterly CDBG reports. In March, this involved assisting Shoreline Metro with portions of an application for annual CDBG funding.
- Commission staff provided the Director of Shoreline Metro with census data (various maps and tables) of attributes of the population age 50 and over in the City of Sheboygan in February.
- Commission staff prepared maps of 2017 pavement conditions in select communities in the Sheboygan Metropolitan Planning Area (at their request) in the first quarter of 2018, including the Village of Kohler, the City of Sheboygan Falls, and the Towns of Sheboygan and Wilson.

- Commission staff participated in quarterly meetings of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) in January, April, July and October.
- Commission staff prepared Amendment #2 to the *2016 Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County*. This included presenting the plan amendment to the Sheboygan County Transportation Coordinating Committee (TCC) at its quarterly meeting in January, as well as submitting the plan amendment to staff at the WisDOT Transit Section in late January. The amendment was also posted to the Commission’s website. Commission staff invited all Sheboygan County transportation coordination stakeholders to this meeting.
- Commission staff participated in a meeting with the Director of the Wisconsin Department of Health Services (WDHS) Northeast Region in late January. The purpose of this meeting was to explore linkages between some of WDHS’ public health initiatives and several of the Commission’s planning activities, including transportation planning.
- Commission staff provided Sheboygan County Economic Development Corporation (SCEDC) staff with commercial truck traffic and registration data in April and May. Some of this information might be included in the Update to the *Year 2045 SATP* and/or in upcoming transportation system performance indicator reports. Multiple WisDOT Central Office staff assisted the Commission staff in accessing this information.
- Commission staff provided SCEDC staff with work commute travel data into and out of Sheboygan County in August.
- Commission staff assisted Shoreline Metro in the preparation of its *2018 Transit Asset Management (TAM) Plan* (including 2018 TAM targets). The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of the TAM Plan and targets at its joint meeting in early September. The Commission approved the TAM Plan and targets for the MPO at its meeting in mid-September. The Sheboygan Transit Commission approved the TAM Plan and targets for Shoreline Metro at its meeting in late October.

Transportation Improvement Program (TIP)

- WisDOT approved the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2018 – 2021* in early January.
- Several major and minor amendments to the *2018 – 2021 TIP* have been approved in 2018:
 - Minor amendments to the transit capital, elderly and disabled transportation operating, elderly and disabled transportation capital, bicycle and pedestrian transportation, and street and highway improvement project components of the *2018 – 2021 TIP* were approved in late January.
 - Addition of a section to the TIP which discusses how performance measures and targets are addressed in the TIP and how future performance targets will be addressed

- in future TIPs, and minor amendments to the street and highway project component of the *2018 – 2021 TIP* were approved in late April.
- Addition of a CMAQ program funded project under the Wisconsin Employment Transportation Assistance Program (WETAP) for a carpool employment transportation program, and minor amendments to the street and highway project component of the *2018 – 2021 TIP* were approved in early June.
 - Addition of three CMAQ program funded signal timing projects as major amendments and one minor amendment to the street and highway project component of the *2018 – 2021 TIP* were approved in late July. The major amendments were subject to a 30 day public comment period and a public hearing that was held during the special joint meeting of the MPO advisory committees in late July.
 - Commission staff prepared the draft *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2019 – 2022* from mid-August through September. The Sheboygan MPO Technical and Policy Advisory Committees reviewed key tables in the draft *2019 – 2022 TIP* and released the draft TIP for a 30 day public comment period at their joint meeting in early September. Members of the Sheboygan MPO Technical and Policy Advisory Committees received copies of the full draft TIP via e-mail in late September. Draft copies of the TIP were distributed for local public review and the draft TIP was placed on the MPO webpage in late September. WisDOT and USDOT staff received the draft TIP via e-mail in late September, and the environmental stakeholders for the MPO and members of the Transportation Conformity Work Group of the MPO also received the draft TIP via e-mail in late September. The 30 day public comment period on the draft TIP officially began in late September and ran through late October; notice was placed in the *Sheboygan Press*, and other area news media were also notified. Over 180 parties on the MPO Public Participation Plan mailing list were also notified of the public comment period on the TIP and its availability for review. The public comment period and availability of the draft TIP for review were also publicized on the Commission's Facebook page as well as via Twitter.
 - A public hearing on the draft *2019 – 2022 TIP* was held in late October. The Sheboygan MPO Technical and Policy Advisory Committees reviewed the draft *2019 – 2022 TIP* as well as comments received on that document at their joint meeting in late October. The Sheboygan MPO Technical and Policy Advisory Committees also recommended approval of the *2019 – 2022 TIP* to the Bay-Lake Regional Planning Commission at their joint meeting in late October. The Bay-Lake Regional Planning Commission approved the *2019 – 2022 TIP* at a meeting of its Executive Committee in late October.
 - Commission staff participated in a meeting to discuss candidate projects for the CMAQ 2018 – 2022 funding cycle (via teleconference) in mid-January.
 - Commission staff participated in a teleconference with WisDOT staff and with staff from other MPOs across Wisconsin in early April to discuss WisDOT's proposal in regard to the future of the Surface Transportation Block Grant (STBG) Urban program.

- With the assistance of WisDOT Central Office and USDOT staff, Commission staff prepared the *Annual Listing of Obligated Projects for Calendar Year 2017* in March. This listing was posted to the MPO webpage in March. This listing was also reviewed by members of the MPO advisory committees at their joint meeting in late April.
- Commission staff assisted WisDOT Bureau of Transit, Local Roads, Railroads and Harbors staff with emission reduction calculations for one candidate project in the CMAQ program in late April.

Shoreline Metro Transit Development Program (TDP) Update (Funded Outside of Traditional PL Funding)

- The WisDOT Transit Section signed the contract to authorize funding for work on the Shoreline Metro TDP Update in late January, and the project was added to Commission staff timesheets starting in February.
- Commission staff met briefly with the Director of Shoreline Metro in late January to discuss formation of a review committee for the TDP.
- Some time was spent on TDP review committee formation in February, March and April (including preparation of mail and e-mail distribution lists for the committee).
- The Commission's Transportation Planning Intern updated three draft chapters of the Shoreline Metro TDP Update in the second half of June; these included draft Chapters 3 (Transit System Overview), 4 (Community Profile), and 7 (Transit System Performance). Work on these draft chapters involved refreshing data in order to have the most current available data in each chapter. The MPO Transportation Planner guided the Transportation Planning Intern in obtaining data and answering questions regarding the updating of these chapters, and Commission GIS staff updated one map in draft Chapter 3 and several maps in draft Chapter 4 as part of this process.
- The Commission's Transportation Planning Intern also updated forms for the boarding and alighting survey that the Commission will administer at Shoreline Metro in the near future.
- The first three meetings of the Shoreline Metro TDP Review Committee took place in August, September and October. The August meeting involved an orientation to the TDP study process and review of the scope of services for the TDP, and draft Chapters 3, 4 and 7 were reviewed at these first three meetings.

Major environmental justice, public involvement and Title VI accomplishments of the 2018 Work Program from January 1, 2018, through October 31, 2018, included the following:

- Commission staff identified and mapped the locations of minority and low income populations in the Sheboygan metropolitan planning area. This information was used to estimate the impacts of transportation projects recommended in the *2019 – 2022 TIP*, and to assess the level of service provided to these populations by Shoreline Metro. Some of this information is also being used in portions of the Update to the *Year 2045 SATP* and the Update to the *Shoreline Metro TDP*. Minority and low income population information

came from the *2012 – 2016 American Community Survey 5-Year Estimates*. All analysis was conducted at the block group level.

- Commission staff continued outreach efforts with organizations that advocate for the interests of minority and low income populations in the Sheboygan metropolitan planning area.
- Commission staff helped facilitate meetings of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) in January, April, July and October. The charge of the committee is “to coordinate and develop a regional committee to systematically address access to transportation for at-risk populations with special needs.” Generally, counties covered by the Bay-Lake and East Central Wisconsin RPC regions are represented on this committee.

2019 WORK PROGRAM SUMMARY

The key components of the 2019 Work Program are as follows:

Program Support and Administration

- Preparation of the *2020 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 *2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*) with WisDOT and FHWA staff.
- Completion of bimonthly financial, progress, staff hour and other requested reports for submittal to WisDOT.
- Coordination of approximately nine joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees in 2019.
- Participation in meetings of the Bay-Lake Regional Planning Commission or its Executive Committee at which MPO work elements are discussed and/or acted upon.
- Continued participation in quarterly FHWA/WisDOT/MPO meetings to discuss transportation planning, policy, financial and technical issues and questions.
- Attendance at the annual MPO/RPC/WisDOT transportation planning conference.
- Supervision of personnel involved in the Sheboygan MPO program.

Long-Range Transportation Planning

- Refinement of the schedule for the MPO long-range transportation plan completion process (as needed).
- Completion and approval of the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* due in May 2019.
- Discussion and coordination of MAP-21/FAST Act performance measurements and establishment of state and MPO performance targets, including working to align the *Year 2045 SATP* with USDOT performance management rules (**promotes MAP-21/FAST Act Implementation, a USDOT planning emphasis area**).
- Continuation of in-house travel demand forecast modeling activities in 2019, 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 (**promotes Regional Models of Cooperation, a USDOT planning emphasis area**).

Short-Range Transportation Planning

- Continuation of several public involvement, environmental justice and Title VI activities.

- Providing planning assistance to local units of government and to WisDOT, if requested (this may include assistance on WisDOT 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.
- Assistance to Sheboygan County with the final stages of implementation of its non-motorized transportation pilot grant program.
- Completion of special studies for Shoreline Metro, as requested by its Director.
- Continuing to provide technical assistance to Shoreline Metro and the Sheboygan County Economic Development Corporation (EDC) on employment transportation issues in the Sheboygan metropolitan planning area (**promotes Regional Models of Cooperation, a USDOT planning emphasis area**).
- Assistance in preparing possible amendments to the *2016 Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County*.

Transportation Improvement Program (TIP)

- Possible processing of amendments to the *2019 – 2022 TIP* (if necessary) during 2019.
- 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 *2020 – 2023 TIP*, including an air quality conformity analysis on both the Update to the *Year 2045 SATP* and the *2020 – 2023 TIP* utilizing emission factors from the MOVES emissions estimating model that will be provided by the WDNR Bureau of Air Management. The *2020 – 2023 TIP* will be developed to be compliant with the FAST Act and its new metropolitan transportation planning requirements.

Shoreline Metro Transit Development Program (TDP) Update

- Development, presentation and refinement of the Goals, Objectives and Standards chapter of the TDP.
- Development, presentation and refinement of the Alternatives Analysis chapter of the TDP.
- Development, presentation and refinement of the Recommended Plan chapter of the TDP.
- Facilitation of public informational/input meetings, driver focus groups, and public hearings regarding the TDP.
- Assembly of full draft and final TDPs.
- Obtain review committee approval and governing board adoption of the TDP.
- Project administration.

- Preparation of meeting agendas for and minutes of TDP Review Committee meetings.

In the process of implementing the *2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*, new planning rule factors will be considered. Such factors will include: improving the resiliency and reliability of the transportation system; reducing or mitigating storm water impacts of surface transportation; and enhancing travel and tourism. Commission staff will also consult with tourism and natural disaster agencies and officials in the development of plans and TIPs.

Key meetings in 2019:

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 2019.

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

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

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

In addition, a mid-year review meeting with WisDOT and FHWA staff is scheduled for May or June, while a draft Work Program review meeting will likely take place via teleconference in September or October.

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

A summary budget table of the Sheboygan MPO 2019 Work Program is provided on the following page.

SUMMARY BUDGET SHEBOYGAN MPO 2019 WORK PROGRAM							
Work Elements	Budget	Funding Source					
		FHWA	Percentage	WisDOT	Percentage	MPO/Local	Percentage
1. Program Support and Administration	\$48,000	\$38,400	80.000%	\$1,908	3.975%	\$7,692	16.025%
2. Long-Range Transportation Planning*	\$85,000	\$68,000	80.000%	\$3,379	3.975%	\$13,621	16.025%
3. Short-Range Transportation Planning	\$50,000	\$40,000	80.000%	\$1,988	3.975%	\$8,012	16.025%
4. Transportation Improvement Program (TIP)	\$27,000	\$21,600	80.000%	\$1,073	3.975%	\$4,327	16.025%
PL SUBTOTAL	\$210,000	\$168,000	80.000%	\$8,348	3.975%	\$33,652	16.025%
5. Shoreline Metro Transit Development Program (TDP) Update**	\$21,584	\$17,267	80.000%	\$0	0.000%	\$4,317	20.000%
TOTALS	\$231,584	\$185,267	80.000%	\$8,348	3.605%	\$37,969	16.395%
<p>*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 Update to the <i>Year 2045 Sheboygan Area Transportation Plan (SATP)</i> due in May 2019; discussion and coordination of MAP-21/FAST Act performance measurements and establishment of state and MPO performance targets, including working to align the <i>Year 2045 SATP</i> 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.</p> <p>**Completion of the Shoreline Metro Transit Development Program (TDP) Update will continue to be a major activity in 2019. The project is funded with FTA Section 5304 funding (80 percent), along with a 20 percent local match; there is no state funding associated with the project. A total of \$21,584 has been allocated to the project for 2019. Work activities for this project will include: presentation and refinement of the Goals, Objectives and Standards, Alternatives Analysis, and Recommended Plan chapters of the TDP; facilitation of public informational/input meetings, driver focus groups, and public hearings regarding the TDP; assembly of full draft and final TDPs; and obtaining review committee approval and governing board adoption of the TDP. Other activities will include project administration and preparation of meeting agendas for and minutes of TDP Review Committee meetings.</p>							
Staff Hour Summary for the Sheboygan MPO 2019 Work Program:							
Staff Position:		Total Work Program Hours:					
Executive Director		86					
Transportation Planner III/MPO Transportation Planner		1,528					
Community Assistance Planner I		0					
Natural Resources Planner III		0					
Community Assistance Planner III		520					
Economic Development Planner		0					
GIS Specialist		544					
Administrative Assistant		104					
Total		2,782					

I. PROGRAM SUPPORT AND ADMINISTRATION

Objective and Methodology

To perform the general administrative duties needed to carry out the various functions of the Sheboygan MPO. Administrative duties for 2019 will include:

- Preparation of the *2020 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 *2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*) with WisDOT and FHWA staff;
- Completion of bimonthly financial, progress, staff hour and other requested reports for submittal to WisDOT;
- Coordination of approximately nine joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees in 2019;
- Participation in meetings of the Bay-Lake Regional Planning Commission or its Executive Committee at which MPO work elements are discussed and/or acted upon;
- Continued participation in quarterly FHWA/WisDOT/MPO meetings to discuss transportation planning, policy, financial and technical issues and questions;
- Attendance at the annual MPO/RPC/WisDOT transportation planning conference; and
- Supervision of personnel involved in the Sheboygan MPO program.

Table 1 (on page 16) outlines administrative activities for 2019 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 2020 Sheboygan Metropolitan Planning Area Transportation Planning Work Program.	\$35,410	459	August - November
	2. Attend one meeting with WisDOT and FHWA staff to review draft 2020 Sheboygan Metropolitan Planning Area Transportation Planning Work Program.			September - October
	3. Participation in a mid-year review meeting (regarding the 2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program) with WisDOT and FHWA staff.			May - June
	4. Completion of bimonthly financial, progress, staff hour and other requested reports for submittal to WisDOT.			January, March, May, July, September and November
	5. Coordination of approximately nine joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees.			January - December
	6. Participation in meetings of the Bay-Lake Regional Planning Commission or its Executive Committee at which MPO work elements are discussed and/or acted upon.			January - December
	7. Supervision of personnel involved in the Sheboygan MPO program.			January - December
Conferences and MPO Directors' Meetings	1. Continued participation in quarterly FHWA/ WisDOT/MPO meetings to discuss transportation planning, policy, financial and technical issues and questions.	\$8,590	100	January, April, July, October
	2. Attendance at the annual MPO/RPC/WisDOT Transportation Planning Conference.			August - October
Program Expenses*	1. Total MPO expenses (excluding travel)	\$4,000	Expense Only	
Total		\$48,000	559	
*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		48		
Transportation Planner III/MPO Transportation Planner		239		
Community Assistance Planner I		0		
Natural Resources Planner III		0		
Community Assistance Planner III		160		
Economic Development Planner		0		
GIS Specialist		8		
Administrative Assistant		104		
Total		559		

II. LONG-RANGE TRANSPORTATION PLANNING

Objective and Methodology

Long-range transportation planning activities in 2019 will include:

- Refinement of the schedule for the MPO long-range transportation plan completion process (as needed);
- Completion and approval of the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* due in May 2019;
- Discussion and coordination of MAP-21/FAST Act performance measurements and establishment of state and MPO performance targets, including working to align the *Year 2045 SATP* with USDOT performance management rules (**promotes MAP-21/FAST Act Implementation, a USDOT planning emphasis area**);
- Continuation of in-house travel demand forecast modeling activities in 2019, 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 (**promotes Regional Models of Cooperation, a USDOT planning emphasis area**).

Table 2 (on page 18) outlines long-range transportation planning activities for 2019 and the budget, staff hours and schedule allocated to these activities.

TABLE 2 LONG-RANGE TRANSPORTATION PLANNING				
ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Long-Range Transportation Planning Activities	1. Refinement of the schedule for the MPO long-range transportation plan completion process (as needed).	\$85,000	1,045	May - June and September - October
	2. Completion and approval of the Update to the <i>Year 2045 Sheboygan Area Transportation Plan (SATP)</i> due in May 2019.			January - May
	3. Discussion and coordination of MAP-21/FAST Act performance measurements and establishment of state and MPO performance targets, including working to align the <i>Year 2045 SATP</i> with USDOT performance management rules.			January - December
	4. Continuation of in-house travel demand forecast modeling activities, including in-house model learning, continued allocation of time to use the model internally and with external parties, and possible training activities.			January - December
	5. Continuing to work with WisDOT on the development of statewide transportation plans.			January - December
	Total	\$85,000	1,045	
Staff Hour Summary for Long-Range Transportation Planning:				
Staff Position:		Total Work Program Hours:		
Executive Director		20		
Transportation Planner III/MPO Transportation Planner		573		
Community Assistance Planner I		0		
Natural Resources Planner III		0		
Community Assistance Planner III		189		
Economic Development Planner		0		
GIS Specialist		263		
Administrative Assistant		0		
Total		1,045		

III. SHORT-RANGE TRANSPORTATION PLANNING

Objective and Methodology

Short-range transportation planning activities in 2019 will include:

- Continuation of several public involvement, environmental justice and Title VI activities;
- Providing planning assistance to local units of government and to WisDOT, if requested (this may include assistance on WisDOT 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;
- Assistance to Sheboygan County with the final stages of implementation of its non-motorized transportation pilot grant program;
- Completion of special studies for Shoreline Metro, as requested by its Director;
- Continuing to provide technical assistance to Shoreline Metro and the Sheboygan County Economic Development Corporation (EDC) on employment transportation issues in the Sheboygan metropolitan planning area (**promotes Regional Models of Cooperation, a USDOT planning emphasis area**); and
- Assistance in preparing possible amendments to the *2016 Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County*.

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

Table 3 (on page 20) outlines short-range transportation planning activities for 2019 and the budget, staff hours and schedule allocated to these activities.

TABLE 3 SHORT-RANGE TRANSPORTATION PLANNING				
ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Public Involvement, Environmental Justice and Title VI Activities	1. Complete various Title VI related tasks for the MPO program.	\$5,000	63	January - December
	2. Continue to assess the effectiveness of the MPO public involvement/public participation process.			January - December
	3. Implement improved strategies for engaging minority, low income, elderly and disabled populations through public involvement.			January - December
	4. Continue to enhance analytical capabilities for assessing impact distributions of transportation programs, policies and activities established in the transportation plan and TIP.			January - December
Other Short-Range Transportation Planning Activities	1. Provide planning assistance to local units of government and to WisDOT (upon request; this may include assistance on WisDOT grant applications, if needed).*	\$45,000	552	January - December
	2. Continue to collect data for those performance indicators that can be tracked on an annual basis (including the sharing of such data with members of the Sheboygan MPO Technical and Policy Advisory Committees).*			January - December (Share data with MPO advisory committees at their December joint meeting)
	3. Assistance to Sheboygan County with the final stages of implementation of its non-motorized transportation pilot grant program.			January - December
	4. Completion of special transit studies for Shoreline Metro, as requested by its Director.			January - December
	5. Continue to provide technical assistance to Shoreline Metro and the Sheboygan County Economic Development Corporation (SCEDC) on employment transportation issues in the Sheboygan Metropolitan Planning Area.			January - December
	6. Assistance in preparing possible amendments to the <i>2016 Coordinated Public Transit - Human Services Transportation Plan for Sheboygan County</i> .			January - December
Total		\$50,000	615	
*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		12		
Transportation Planner III/MPO Transportation Planner		337		
Community Assistance Planner I		0		
Natural Resources Planner III		0		
Community Assistance Planner III		111		
Economic Development Planner		0		
GIS Specialist		155		
Administrative Assistant		0		
Total		615		

IV. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Objective and Methodology

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

Table 4 (on page 22) outlines activities pertinent to TIP development for 2019 and the budget, staff hours and schedule allocated to these activities. There may be possible processing of amendments to the *2019 – 2022 TIP* (if necessary) during 2019. The largest task under this work element in 2019 will involve preparation of the *2020 – 2023 TIP*, which will be developed to be compliant with the FAST Act and its new metropolitan transportation planning requirements. Some of these TIP preparation and amendment activities will require an air quality conformity analysis on both the Update to the *Year 2045 SATP* and the subject TIP utilizing emission factors from the MOVES emissions estimating model that will be provided by the WDNR Bureau of Air Management. Finally, MPO staff will prepare a mid-year report on the progress of projects in the *2019 – 2022 TIP* for members of the Sheboygan MPO Technical and Policy Advisory Committees (including the sharing of this report at a joint meeting of these committees).

TABLE 4 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)				
ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
2019 - 2022 TIP	1. Possible processing of amendments to the 2019 - 2022 TIP (if necessary). 2. Preparation of a mid-year report on the progress of projects in the 2019 - 2022 TIP for members of the Sheboygan MPO Technical and Policy Advisory Committees (including the sharing of this report with members of these committees).	\$8,100	98	January - September May - June (Share report with MPO advisory committees at their June or August joint meeting)
2020 - 2023 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.	\$18,900	230	July August August September - October September - November
Total		\$27,000	328	
Staff Hour Summary for Transportation Improvement Program (TIP):				
Staff Position:		Total Work Program Hours:		
Executive Director		0		
Transportation Planner III/MPO Transportation Planner		198		
Community Assistance Planner I		0		
Natural Resources Planner III		0		
Community Assistance Planner III		60		
Economic Development Planner		0		
GIS Specialist		70		
Administrative Assistant		0		
Total		328		

V. SHORELINE METRO TRANSIT DEVELOPMENT PROGRAM (TDP) UPDATE

Objective and Methodology

Completion of the Shoreline Metro TDP Update will continue to be a major activity in 2019. Shoreline Metro TDP Update activities in 2019 will include:

- Development, presentation and refinement of the Goals, Objectives and Standards chapter of the TDP;
- Development, presentation and refinement of the Alternatives Analysis chapter of the TDP;
- Development, presentation and refinement of the Recommended Plan chapter of the TDP;
- Facilitation of public informational/input meetings, driver focus groups, and public hearings regarding the TDP;
- Assembly of full draft and final TDPs;
- Obtain review committee approval and governing board adoption of the TDP;
- Project administration; and
- Preparation of meeting agendas for and minutes of TDP Review Committee meetings.

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

Table 5 (on page 24) outlines Shoreline Metro TDP Update planning activities in 2019 and the budget, staff hours and schedule allocated to these activities.

TABLE 5 SHORELINE METRO TRANSIT DEVELOPMENT PROGRAM (TDP) UPDATE				
ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Completion and Presentation of TDP Update Chapters	1. Development, presentation and refinement of the Goals, Objectives and Standards chapter of the TDP. 2. Development, presentation and refinement of the Alternatives Analysis chapter of the TDP. 3. Development, presentation and refinement of the Recommended Plan chapter of the TDP.	\$10,166	117	January - June
Public Participation, TDP Assembly, TDP Approval and Review Committee Coordination	1. Facilitation of Public Informational/Input Meetings, Driver Focus Groups, and Public Hearings Regarding the TDP. 2. Assembly of Full Draft and Final TDPs. 3. Obtain Review Committee Approval and Governing Board Adoption of TDP. 4. Preparation of Meeting Agendas for and Minutes of TDP Review Committee Meetings.	\$8,603	99	January, May and July June - September July - September January - July
Administration	1. Project Administration	\$1,146	19	January - September
Non-Personnel Costs	1. Non-Personnel Costs (Printing, Postage, and Meeting Travel).	\$1,669	Expense Only	January - December
Total		\$21,584	235	
Staff Hour Summary for Shoreline Metro TDP Update:				
Staff Position:		Total Work Program Hours:		
Executive Director		6		
Transportation Planner III/MPO Transportation Planner		181		
Community Assistance Planner I		0		
Natural Resources Planner III		0		
Community Assistance Planner III		0		
Economic Development Planner		0		
GIS Specialist		48		
Administrative Assistant		0		
Total		235		

APPENDIX A
RESOLUTION OF APPROVAL OF WORK PROGRAM

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RESOLUTION NO. 12-2018

Resolution of the Bay-Lake Regional Planning Commission to approve the 2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program

WHEREAS, the draft of the *Preliminary 2019 - 2020 Work Program & 2019 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 14, 2018, 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 *2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* as a component of the overall Commission Work Program for 2019.

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

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

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) Sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR Part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR Part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101 (b) of the “Fixing America’s Surface Transportation (FAST)” Act (Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- (6) 23 CFR Part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et. seq.*) and 49 CFR Parts 27, 37 and 38;

- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of Title 23, U.S.C., regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities.


Mike Hotz, Chairperson
Bay-Lake Regional Planning Commission

ATTEST:

I, Dan Koski, Secretary-Treasurer of the Bay-Lake Regional Planning Commission, hereby certify that the above is a true copy of a resolution adopted by the Bay-Lake Regional Planning Commission on the 26th day of October, 2018.


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

APPENDIX B
METROPOLITAN PLANNING FACTORS AND THE 2019 SHEBOYGAN
METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK
PROGRAM

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**METROPOLITAN PLANNING FACTORS AND THE 2019 SHEBOYGAN
METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK
PROGRAM**

The “*Fixing America’s Surface Transportation (FAST)*” Act, which was signed into law in late 2015, updated the planning factors that are to be considered by Metropolitan Planning Organizations (MPOs) when developing transportation plans and programs. The *2019 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 2019 MPO work program elements and the metropolitan planning factors to be addressed in each project.

METROPOLITAN PLANNING FACTORS TO BE CONSIDERED IN THE 2019 SHEBOYGAN METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK PROGRAM											
Work Program Category	Significant Work Program Elements	Metropolitan Planning Factors									
		1	2	3	4	5	6	7	8	9	10
Administration	Preparation of 2020 Work Program	X	X	X	X	X	X	X	X	X	X
	Participation in Mid-Year Work Program Review Meeting	X	X	X	X	X	X	X	X	X	X
	Completion of Bimonthly Financial, Progress and Other Reports	X	X	X	X	X	X	X	X	X	X
	MPO TAC/PAC Joint Meeting Coordination	X	X	X	X	X	X	X	X	X	X
	Participate in Bay-Lake RPC Meetings with MPO Action Items	X	X	X	X	X	X	X	X	X	X
	Quarterly MPO Director Meetings and Annual MPO/RPC Conference	X	X	X	X	X	X	X	X	X	X
	Personnel Supervision	X	X	X	X	X	X	X	X	X	X
Long-Range Planning	Refinement of the Schedule for the MPO Long-Range Transportation Plan Completion Process (As Needed)	X	X	X	X	X	X	X	X	X	X
	Completion and Approval of the Update to the Year 2045 Sheboygan Area Transportation Plan (SATP) Due in May 2019	X	X	X	X	X	X	X	X	X	X
	Discussion and Coordination of MAP-21/FAST Act Performance Measurements and Establishment of State and MPO Performance Targets, Including Working to Align the Year 2045 SATP with USDOT Performance Management Rules	X	X	X	X	X	X	X	X	X	X
	Continuing In-House Travel Demand Forecast Modeling Activities	X			X	X	X	X	X		
	Continuing to Work with WisDOT on the Development of Statewide Transportation Plans	X	X	X	X	X	X	X	X	X	X
Short-Range Planning	Continuation of Several Public Involvement, Environmental Justice and Title VI Activities				X	X	X				
	Planning Assistance to Local Units of Government and to WisDOT, if Requested (Including Possible Assistance on WisDOT 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
	Sheboygan County NMTPP 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
	Assistance in Preparing Possible Amendments to the 2016 Coordinated Public Transit - Human Services Transportation Plan for Sheboygan County	X			X	X	X	X	X		
TIP	Possible Processing of Amendments to the 2019 - 2022 TIP (If Necessary)	X	X	X	X	X	X	X	X	X	X
	Preparation of a Mid-Year Report on Progress of Projects in TIP	X	X	X	X	X	X	X	X	X	X
	Preparation of the 2020 - 2023 TIP	X	X	X	X	X	X	X	X	X	X
Shoreline Metro Transit Development Program (TDP) Update	Development, Presentation and Refinement of the Goals, Objectives and Standards Chapter of the TDP	X	X	X	X	X	X	X	X		X
	Development, Presentation and Refinement of the Alternatives Analysis Chapter of the TDP	X	X	X	X	X	X	X	X		X
	Development, Presentation and Refinement of the Recommended Plan Chapter of the TDP	X	X	X	X	X	X	X	X		X
	TDP Public Involvement (Public Informational/Input Meetings, Driver Focus Groups, Public Hearings, etc.)	X	X	X	X	X	X	X	X		X
	Assembly of Full Draft and Final TDPs	X	X	X	X	X	X	X	X		X
	Review Committee Approval and Governing Board Adoption of TDP	X	X	X	X	X	X	X	X		X
	Project Administration	X	X	X	X	X	X	X	X		X
	TDP Review Committee Coordination (Prepare Agendas and Minutes)	X	X	X	X	X	X	X	X		X

APPENDIX C
WisDOT/MPO/TRANSIT OPERATOR COOPERATIVE PLANNING AGREEMENT

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

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

[https://baylakerpc.org/services/transportation/sheboygan-mpo/cooperative-agreement-continuing-transportation-planning\(.\)](https://baylakerpc.org/services/transportation/sheboygan-mpo/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.

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APPENDIX D
TITLE VI NON-DISCRIMINATION AGREEMENT AND PROGRAM

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TITLE VI NON-DISCRIMINATION AGREEMENT AND PROGRAM

The *Title VI Non-Discrimination Agreement* can be found on the Bay-Lake Regional Planning Commission's Sheboygan MPO webpage. Signatories to the agreement include: the Bay-Lake Regional Planning Commission (a Wisconsin Department of Transportation Sub-Recipient), and the Wisconsin Department of Transportation. The updated agreement (previous versions of the agreement were signed in 2009 and 2013) was signed in October of 2016, and took effect immediately. A new agreement will be signed by both parties in November 2018, and will be posted to the Sheboygan MPO webpage once it has been signed.

In addition, the *Title VI and Non-Discrimination/Limited English Proficiency (LEP) Plan* can be found on the Commission's Sheboygan MPO webpage. The Bay-Lake Regional Planning Commission completed an update to the *Title VI and Non-Discrimination Program/LEP Plan* in 2017. This document was recommended for approval by the Sheboygan MPO Technical and Policy Advisory Committees (in terms of elements related to the Sheboygan Metropolitan Planning Area), and was approved by the Bay-Lake Regional Planning Commission at a meeting of its Executive Committee in late July of 2017. This document applies to both of the Commission's transportation planning programs (the Regional Transportation Planning program and the Sheboygan MPO program).

The *Title VI Non-Discrimination Agreement* and the *Title VI and Non-Discrimination/Limited English Proficiency (LEP) Plan* can be found by clicking on the links on the Bay-Lake Regional Planning Commission's Sheboygan MPO webpage, which can be found at:
[https://baylakerpc.org/services/transportation/sheboygan-mpo/title-vi-non-discrimination-program-and-agreement\(.\)](https://baylakerpc.org/services/transportation/sheboygan-mpo/title-vi-non-discrimination-program-and-agreement(.))

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

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KEY	
Scheduled Time	■
MPO Action	◊
TAC/PAC Vote	✓
Information Meeting	?
Due Date	■

Sheboygan MPO 2019 Plan Update (Horizon Year of 2045) <u>Annual TIP (2017, 2018, 2019) or TIP Amendment</u>	2018												2019											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Annual UPWP									?	◊	■										?	◊	■	
Public Participation Plan (Completed in 2016)									■	◊	■										■	◊	■	
L RTP Timeline Evaluation/Revision																								
Data Collection/Preparation																								
Inventories																								
Land Use (Completed in 2015 and 2016)																								
Transportation (Inventory Chapter)																								
TAZ Delineation (Completed in 2011)																								
Continued Tracking of Performance of Indicators (Annual)																								
Goals & Objectives (Completed in 2018)																								
Draft																								
Present to Relevant Committees and Public																								
Refine Goals and Objectives																								
Adopt Goals and Objectives																								
Existing Needs/Deficiencies Analysis																								
Projects to be Modeled																								
Projects not Modeled																								
Modeling																								
Existing Conditions (Base Year)																								
Future Conditions (2045 - Continuation of Existing Trends)																								
Future Committed and Planned Projects																								
Analyze Results																								
Refinement																								
Financial Plan/Fiscal Constraint																								
Existing and Historic Financial Information (Revenues and Costs)																								
Inflation Methodology (Revenues and Costs)																								
Anticipated Revenues																								
Costs by Project Type																								
Identify Revenue Constraints																								
Identify Shortfalls/Refinement of Project List																								
Demonstrate Fiscal Constraint																								
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)																								
Plan Adoption																								
Public Comment																								
Final Adoption																								

11/02/2018

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APPENDIX F
2019 TENTATIVE SCHEDULE OF MPO TECHNICAL AND POLICY ADVISORY
COMMITTEE JOINT MEETINGS, BAY-LAKE RPC FULL COMMISSION AND
EXECUTIVE COMMITTEE MEETINGS, AND OTHER MEETING DATES

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2019 Tentative Schedule of MPO Technical and Policy Advisory Committee Joint Meetings, BLRPC Full Commission and Executive Committee Meetings, and Other Meeting Dates			
MPO Technical and Policy Advisory Committee Joint Meetings*	BLRPC Full Commission and Executive Committee Meetings	MPO Directors' Meetings with WisDOT and FHWA**	Mid-Year and Draft Work Program Review Meetings with WisDOT and FHWA
January 24	January 25 (Executive)	January 22	
February 28			
	March 8 (Full)		
April 25	April 26 (Executive)	April 23	
May 23			May or June
June 27	June 14 (Full)		May or June
	July 26 (Executive)	July 23	
September 5	September 13 (Full)		September or October
October 24	October 25 (Executive)	October 22	September or October
November 21			
December 12	December 13 (Full)		
*Commission staff reserves the right to reschedule existing meetings or call special meetings of the Sheboygan MPO Technical and Policy Advisory Committees in order to complete tasks in a timely manner or to accommodate unforeseen deadlines, etc..			
**One of the MPO Directors' meetings might be timed to coincide with the annual MPO/RPC/WisDOT transportation planning conference that normally takes place in the late summer or early fall. There could also be changes to these meeting dates made by WisDOT or FHWA.			

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APPENDIX G
DISTRIBUTION OF LOCAL SHARE FUNDING FOR THE 2019 *SHEBOYGAN*
METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK
PROGRAM

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**DISTRIBUTION OF LOCAL SHARE FUNDING FOR THE 2019 SHEBOYGAN
METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK
PROGRAM**

Of the \$210,000 (across all sources) that is funding the main portion of the *2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*, some \$26,250 is devoted to transit planning activities. When the 16.025 percent local share (\$33,652 of \$210,000) is applied to the \$26,250 in transit planning activity, the transit local share is **\$4,207**. Shoreline Metro, the Sheboygan Transit Utility, will provide this portion of local funding in 2019. This is billed incrementally at the same time that WisDOT gets billed for the federal and state shares of the MPO program.

The remaining \$183,750 is devoted to planning for all other modes of transportation. When the 16.025 percent local share is applied to the \$183,750 in planning activity for all other modes, this local share is **\$29,445**. This portion of local funding will be provided by Sheboygan County's membership levy with the Commission in 2019. Sheboygan County pays its membership levy to the Commission at the beginning of the year, and the \$29,445 is a portion of this levy.

In addition, some \$21,584 is anticipated to be expended to complete an update to the *Shoreline Metro Transit Development Program (TDP)* in 2019. Of this amount, 80 percent (\$17,267) is expected to come from a Federal Transit Administration (FTA) Section 5304 grant administered by the Wisconsin Department of Transportation, while the 20 percent local share (**\$4,317**) will be provided by Shoreline Metro.

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APPENDIX H
2016 PUBLIC PARTICIPATION PLAN UPDATE FOR THE SHEBOYGAN MPO

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2016 PUBLIC PARTICIPATION PLAN UPDATE FOR THE SHEBOYGAN MPO

The *2016 Public Participation Plan Update: Sheboygan Metropolitan Planning Organization (MPO)* can be found by clicking on the link on the Bay-Lake Regional Planning Commission's Sheboygan MPO webpage, which can be found at:

[https://baylakerpc.org/services/transportation/sheboygan-mpo/sheboygan-mpo-public-participation-plan\(.\)](https://baylakerpc.org/services/transportation/sheboygan-mpo/sheboygan-mpo-public-participation-plan(.))

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

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APPENDIX I
2019 INDIRECT COST ALLOCATION PLAN FOR THE BAY-LAKE REGIONAL
PLANNING COMMISSION (INCLUDING THE SHEBOYGAN MPO)

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2019 INDIRECT COST ALLOCATION PLAN FOR THE BAY-LAKE REGIONAL PLANNING COMMISSION (INCLUDING THE SHEBOYGAN MPO)

Most Bay-Lake Regional Planning Commission staff members are anticipated to work on Sheboygan MPO activities in 2019, as follows:

- Transportation Planner III/MPO Transportation Planner (1,528 hours);
- GIS Specialist (544 hours);
- Community Assistance Planner III (520 hours);
- Administrative Assistant (104 hours); and
- Executive Director (86 hours).

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

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

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

The source for the above information is the *Bay-Lake Regional Planning Commission Cost Policy Statement* prepared by Schenck in 2018. This report applies uniformly to all programs of the Commission, including the Sheboygan MPO program. This report is being used for the 2019 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 2019 based on audited 2018 costs when they become available in early 2019.

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

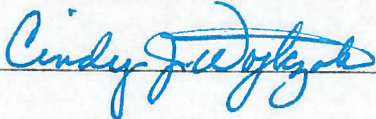
Certificate of Indirect Costs
For State & Local Governments and Indian Tribes

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 April 10, 2018, to establish billing or final indirect cost rates for January 1, 2018, to December 31, 2018, 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: Cindy J. Wojtczak

Title: Executive Director

Date of Execution: April 10, 2018

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.

February 26, 2018

Mrs. Cindy Wojtczak
Bay-Lake Regional Planning Commission
425 S Adams Street Suite 201
Green Bay, WI 54301

Dear Mrs. Wojtczak:

In conjunction with the completion of the audit of the 2017 basic financial statements of Bay-Lake Regional Planning Commission, we reviewed the adequacy of your indirect cost rates used in 2017. In our opinion, the rates were adequate and reasonable based on your actual 2017 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 2018 expenses, we propose the following as 2018 indirect rates to be charged to direct labor:

Employee Benefits	43.0%
Time Off With Pay	31.0%
All Other Indirect Costs	66.0%
Total	140.0%

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

Sincerely,



Paul G. Denis, CPA
Shareholder
P.O. Box 23819
Green Bay, Wisconsin 54305-3819
(920) 455-4117

Bay Lake Regional Planning Commission
January 1, 2018 to December 31, 2018
Allocation of Costs - Based on 2018 Budget

	2018 Budget	Allocation Base		
		Method	Amount	Rate
1. Employee Fringe Benefits				
Social security	39,000			
Retirement	31,000			
Health and life insurance	153,000			
Total	223,000	Total Salaries	514,000	43%
2. Time Off With Pay (TOWP)				
Vacation	41,400			
Sick Leave	24,500			
Holiday	24,200			
Subtotal	90,100			
Employee fringe benefits - 43%	40,500			
Total	130,600	Total Salaries minus TOWP	423,900	31%
3. Indirect Costs				
Salaries	95,900			
Employee fringe benefits	41,800			
Time off with pay	16,000			
Rent	41,800			
Equipment lease agreements	4,000			
Audit and accounting services	6,000			
Legal services	300			
Other professional	1,300			
Insurance	18,900			
Telephone	3,300			
Internet	700			
Office maintenance and cleaning	3,500			
Commissioner expense	2,500			
Postage	2,200			
Office supplies and printing	2,500			
GIS supplies	800			
Computer supplies and expenses	14,500			
Conferences, dues, and publications	3,900			
Travel	11,200			
Auto expenses and repair	1,400			
Depreciation	4,900			
Total	277,400	Total Project Salaries	419,000	66%

APPENDIX J
SHEBOYGAN MPO TECHNICAL AND POLICY ADVISORY COMMITTEE
MEMBERS

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SHEBOYGAN METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE

Kelley Brookins, Regional Adm.
FTA Region 5
Chicago

Kevin Struck
Growth Management Educator
Sheboygan Co. UW Extension
Sheboygan

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

Aaron Brault
Sheboygan County Planning and Conservation Department
Sheboygan

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

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

Mitch Batuzich (Ex-Officio Member)
Federal Highway Administration, Wisconsin Division
Madison

Ryan Sazama
City of Sheboygan DPW Engineering Division
Sheboygan

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

Derek Muench, Director
Shoreline Metro
Sheboygan

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

Matt Halada
WisDOT Northeast Region
Green Bay

Ryan Welsing
Village of Howards Grove

Charles Sweet
Sheboygan Co. Memorial Airport
Sheboygan Falls

Mike Friedlander
Bureau of Air Management
Wisconsin DNR
Madison

Jim Glavan
Eastern WI Counties Railroad Consortium
Sheboygan

David Smith
Bicycling Advocate
Sheboygan

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

Christopher Bovee
Bureau of Air Management
Wisconsin DNR
Madison

Jeremiah Schiefelbein
Wisconsin DNR Northeast Region
Green Bay

Cory Roeseler
Sheboygan Co. Traffic Safety
Commission
Sheboygan

Brett Edgerle
Village of Kohler

*Indicates Committee Chair

**Indicates Committee Vice-Chair

SHEBOYGAN METROPOLITAN PLANNING ORGANIZATION
POLICY ADVISORY COMMITTEE

Vernon Koch, Vice Chairperson
Sheboygan County Board

Steven Bauer*, Chairperson
Town of Sheboygan Falls

John Ehmann, Chairperson
Town of Wilson

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

Tom Schnettler, President
Village of Kohler

Randy Meyer, Mayor
City of Sheboygan Falls

Michael Vandersteen, Mayor
City of Sheboygan

Aaron Anger, Chairperson
Town of Mosel

Charles Born**, Chairperson
Town of Lima

James Scheiber, President
Village of Howards Grove

Ald. Todd Wolf, Chairman
Sheboygan Transit Commission
Sheboygan

Jeffrey Sixel, Chairperson
Town of Herman

Will Dorsey, Director
WisDOT Northeast Region
Green Bay

*Indicates Committee Chair

**Indicates Committee Vice-Chair

BAY-LAKE REGIONAL PLANNING COMMISSION

Commission Members

BROWN COUNTY

Vacant

DOOR COUNTY

Ken Fisher

FLORENCE COUNTY

Edwin Kelley
Larry Neuens
Rich Wolosyn

KEWAUNEE COUNTY

Tom Romdenne
Virginia Haske
Vacant

MANITOWOC COUNTY

Dan Koski, Secretary/Treasurer
James Falkowski
Marc Holsen

MARINETTE COUNTY

Shirley Kaufman
Michael Kunesh
Mary G. Meyer

OCONTO COUNTY

Terry Brazeau, Vice—Chairperson
Dennis Kroll
Vacant

SHEBOYGAN COUNTY

Mike Hotz, Chairperson
Ed Procek
Brian Yerges



Staff

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